



## Terms of Reference (ToR)

Women's Refugee Commission, Inc.  
& [Research Consultant]

**Date of ToR:** October 27, 2020

**Primary Organization Name:** Women's Refugee Commission, Inc

### **Contact Information**

**Primary Contact (Name/Title):** Cassandra Puls, Research Advisor

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### **Expanding Learning on the Effectiveness of Integrating Gender-based Violence Response and Cash and Voucher Assistance in Humanitarian Settings**

### **Project Description**

The Women's Refugee Commission (WRC) and CARE propose an 18-month project to assess if cash and voucher assistance (CVA), as an integrated part of broader, holistic and existing GBV programming can aid in survivors' recovery. There is much to learn about effective integration of GBV and CVA and successful approaches that meaningfully engage the participation and expertise of local GBV actors in internal displaced settings. WRC and CARE's shared goal around this work is to build on the existing body of GBV and CVA evidence to understand the potential effectiveness of integrating GBV programming and CVA across diverse contexts and specifically, key considerations for localization approaches. Partnering with local actors in each of the project sites, WRC and CARE propose to assess if CVA is appropriate for GBV response and if it can aid in survivors' recovery.

The proposed 18-month project has two primary objectives: to improve evidence on the integration of cash and voucher assistance in GBV programming in humanitarian settings; and to improve GBV response services for IDPs. The proposed work will be undertaken in two locations: Colombia (department of Norte de Santander) and Syria (Jarablus district in Aleppo Governorate and Harim district in Idlib Governorate).

This TOR is in relation to the proposed work to be undertaken in Colombia.

**Project Dates:** 15 November 2020 – 30 November 2021. Projects are expected to run for a total of 2-4 months, depending on the rate of survivor disclosures and CVA referrals in each site.

### **Project Objective(s)**

- 1) To design and implement a rigorous mixed-methods evaluation of CVA-integrated GBV response program

- 2) To inform adaptations of CVA-integrated GBV response program approaches for use in humanitarian settings globally.

### **Research Consultant Role & Responsibilities**

The research consultant will:

1. Lead the process of obtaining IRB approval, including contributing to protocol, formatting the protocol in the format and language of the IRB, following up on application process, submitting the application officially, and handling any related payments.
  - a. *Deliverable:* Protocol submitted to IRB committee
2. Collaborate with WRC research advisor and CARE Colombia program staff to design evaluation and adapt data collection tools, for implementation in program site in Norte de Santander.
  - a. *Deliverable:* Survey translated into Spanish
  - b. *Deliverable:* Qualitative and participatory tools translated into Spanish
3. Provide data collection and analysis updates to WRC Research Advisor during weekly study team calls.
4. Work with CARE Colombia and WRC to carry out evaluation data collection including:
  - a. Work with CARE Colombia to recruit and hire data collectors
  - b. Work with CARE Colombia staff to organize data collector trainings
  - c. Work with WRC research advisor to deliver data collector trainings
  - d. Supervise data collection team for the qualitative and participatory research components of data collection, including implementation of and oversight over data collection of:
    - i. Key informant interviews
    - ii. In-depth interviews
    - iii. Group interviews
    - iv. Indicator co-design participatory activity with women and girls
    - v. Group activities
5. Record all qualitative and participatory research sessions, transcribe all transcripts from qualitative components, and translate all transcripts to English.
  - a. *Deliverable:* Dataset in Spanish
  - b. *Deliverable:* Dataset in English
6. Lead the analysis of participatory and qualitative research activities with support from WRC.
  - a. *Deliverable:* Summary of findings report from data analysis
7. Support WRC in analyzing mixed-methods data from the survey and the qualitative and participatory activities.
  - a. *Deliverable:* Contribute to analysis sections of final reports and/or manuscript.
8. Lead the review of preliminary findings and facilitation of findings back to the community.
  - a. *Deliverable:* Participant Report translated into Spanish

## **Qualifications**

The consultant or the consulting firm must have a varied mix of skills and competences and they must have undertaken similar works in Colombia (Norte de Santander) in the last 5 years. The following competencies are mandatory.

- Postgraduate degree in social sciences or equivalent.
- Proven experience in carrying out development research, including baseline studies
- Minimum of five years of experience in coordinating and administering evaluations/ baseline/end line studies, preferably for international non-governmental organizations or multilateral agencies and multi-country studies.
- Demonstrated experience in facilitation and supervising data collectors/enumerators and data entry clerks to collect and enter data as per high quality standards.
- Proficiency in qualitative methods of data collection.
- Proficiency in quantitative methods of data collection.
- Proven experience with data analysis.
- Proficiency in statistics.
- Thematic expertise in Sexual Reproductive Health and Rights, Women's Protection and Empowerment, and Economic Strengthening including CVA.
- Experiences on cross-cutting issues such as gender, inclusion as well as awareness on child protection and child rights issues.
- Experience with working with local communities in relevant local languages. (Fluency in Spanish, English).
- Ability to communicate and collaborate effectively over a variety of channels, including Skype, WhatsApp, Zoom, e-mail, and phone
- Ability to apply research ethics, WRC ethical guidelines, applicable government policies, and a gender and inclusion approaches to all phases of the evaluation

## **Applications**

Interested applicants should provide a proposal covering the following aspects:

1. **Letter of interest.**
2. Detailed **technical proposal** clearly demonstrating a thorough understanding of this ToR and including the following:
  - Demonstrated previous experience in coordinating and administering studies of a similar nature.
  - Proposed plan for sampling frame, site selection, enumerator training, data collection, data entry and management.
  - Proposed methodology
  - Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
  - A proposed timeframe detailing activities and a schedule/work plan
  - Previous experience/mandates similar in nature including type of study, sector, organization.

- *If applicable*: Team composition and level of effort of each proposed team member.
  - *If applicable*: Police clearance or evidence of other authorizations in order to access the program sites
3. A **financial proposal** with a detailed breakdown of costs for the study
    - Itemized consultancy fees/costs.
    - Itemized field data collection expenses.
    - Itemized administrative expenses.
    - Validity period of quotations.
    - Expected payment plan and method.
    - Copy of registration certificate, VAT and other relevant documents.
  4. **Curriculum Vitae(s)** of all proposed staff outlining relevant experience.
  5. Names and contact information of **three references** who can be contacted regarding relevant experience.
  6. A copy of a **previous reports** of similar work undertaken on: a) baseline study; OR b) endline study.
  7. If applicable: A Consulting Firm profile. In the case of a firm, full names, physical addresses, telephone numbers, and contact person of the firm/company; date of registration, registration number, copy of registration certificate and VAT certificate; names of directors/proprietors.

To apply, please share the proposal with Cassondra Puls, Advisor, Research ([cassondrap@wrcommission.org](mailto:cassondrap@wrcommission.org)) and Janna Metzler, Director, Research ([jannam@wrcommission.org](mailto:jannam@wrcommission.org)).