

Request for Proposal

Request for Proposals for conducting a Gender Analysis and providing technical advice on women's empowerment for the CARE & Hand in Hand partnership project in Kabul, Balkh and Parwan

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Contracting organisation: Hand in Hand Afghanistan

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Introduction

Hand in Hand Afghanistan is seeking to procure the services of a suitable gender consultant/s to conduct a Gender Analysis and provide technical advice on measuring and collecting data on gender empowerment in Kabul, Balkh and Parwan.

Brief description of the request

Hand in Hand Afghanistan and CARE Afghanistan have partnered with the aim to research if:

*Do women who have been part of a **political empowerment** programme and also received business training and enterprise support demonstrate higher **economic and political empowerment** than women who have been part of a political empowerment programme only or an economic empowerment programme only?*

Brief description of the consultancy

We want a Gender expert/s to:

1. Carry out a **Gender Analysis** across the 10 villages, in the three provinces (Balkh, Parwan and Kabul) to understand current social, cultural, economic and political norms and roles.
2. Work with both programmes to **define empowerment** for women in a context specific and relevant way for women in Afghanistan.
3. Train staff members (local partners, CARE and Hand in Hand) on gender sensitive case study collection and write up.

Background to the Request

Brief Description of Hand in Hand Afghanistan – poverty reduction programme

Hand in Hand Afghanistan is a Non-Governmental Organisation (NGO) in Afghanistan, established in 2006, with the vision to alleviate poverty through job creation. Hand in Hand Afghanistan promotes economic and social empowerment of the poorest citizens to help them lift themselves out of poverty and vulnerability. Hand in Hand Afghanistan belongs to the global Hand in Hand network of NGOs with a shared vision to reduce poverty through the creation of sustainable enterprises and jobs. In this project, Hand in Hand Afghanistan is supported by Hand in Hand International – based in London, UK. We deliver a standard programme model focusing on: setting up savings groups, delivering enterprise and skills training, distribute assets – Enterprise Start Up kits and link programme participants to larger markets. Through the programme, Hand in Hand Afghanistan anticipates that women start an enterprise, earn money and begin saving for the future.

Enterprise Today

Hand in Hand Afghanistan implements programmes directly in targeted communities. The **Enterprise Today** programme commenced in December 2018 and will work with over 1000 women over two years. For further details of the standard Hand in Hand Afghanistan programme model, please see Annex 1.

Brief description of CARE Afghanistan

CARE International established its mission in Afghanistan in 1961 under supervision of CARE USA. Its first project was “CARE Medico” focused on medical training and improving health care service delivery. The 1979 Soviet invasion and the violent civil war that followed made it necessary for CARE to suspend operations from 1980 to 1989.

In 1989, CARE launched a relief and rehabilitation project in Konar province. Then the program expanded to Paktika, Khost, Paktia, Kabul, Logar, Wardak and Maidan, Ghazni, Parwan, Bamyan, Panjsher, Kapisa, Baghlan, Balkh and through partnership with other NGOs and contractors to many other provinces.

CARE International Vision is seek a world of hope, tolerance and social justice, where poverty has been overcome and people live in dignity and security. CARE International will be a global force and a partner of choice within a worldwide movement dedicated to ending poverty. CARE will be known everywhere for our unshakable commitment to the dignity of people.

CARE Afghanistan mission is exists to bring positive change in the lives of poor, marginalized and vulnerable people in Afghanistan. Through the promotion of gender equity and diversity, we make a contribution towards building an inclusive society and national unity. Using the experience, ideas and resources of CARE globally, we work in partnership to achieve lasting impact by addressing the underlying causes of poverty, human suffering and social injustice.

CARE Afghanistan: Every Voice Counts project

The Every Voice Counts programme focuses on empowering women and girls in Afghanistan to input and participate in community, district and provincial level decision-making and problem solving processes. Through the inclusion of women’s voices and advocating for women’s issues it is anticipated that women will improve their access to rights such as healthcare, education and justice. Overall, the aim is that empowered (through knowledge and skills) women and girls, supported by capable civil society organisations and responsive power holders, will lead to spaces for inclusive dialogue and negotiation as well as inclusive governance processes. The Every Voice Counts programme in Afghanistan is part of wider Every Voice Counts programme operating in six countries around the world.

In Afghanistan, CARE works with local partners who are the programme implementers. These partners are: These partners are: WCLRF in Charkent and Khulm districts of Balkh province, AWRC in Jabul Saraj and Bagram districts of Parwan province, and HRRAC in Bagrami and Mirbacha kot districts of Kabul province and Matoon and Mandozai districts of Khost province, each districts covers 10 communities which a total of 80 communities come under the coverage area of EVC in four targeted provinces. The programme commenced in 2016 and will end in December 2020. It will work with over 1200 participants. It is funded by the Dutch government.

For further information on the EVC programme, please see **Annex 2**.

Working Together – Hand in Hand Afghanistan, CARE Afghanistan and local partners

Across 10 villages in the provinces of Balkh, Parwan and Kabul, some women will attend the political empowerment programme (**Every Voice Counts**) only; others the economic empowerment programme (**Enterprise Today**) only and some attend both. Comparing the changes for the women who attend one or both programmes, it is anticipated that we will be able

to answer the research question above. We want to measure the change between the three different groups of women and their wider communities after 18 months. The EVC programme ends in December 2020 so the research will need to fit into this timeline.

Objective and Scope of the Request

We would like the Gender expert/s to:

1. Carry out a detailed Comparative Gender Analysis study

- The Gender analysis will take place across 10 villages, in the three provinces (Balkh, Parwan and Kabul) to understand the social cultural, economic and political environment and power dynamics within this context
 - We anticipate the consultant will use gender sensitive social norm diagnostic approaches with women, men and other stakeholders to generate an in-depth and relevant understanding of the power dynamics between men and women, across different socio-economic groups, an understanding of socio-cultural norms, sanctions and reference groups. Areas of interest are related to: household decision making; ownership and control over productive assets; cultural constraints on economic and political participation, issues related to mobility; female agency and efficacy; role of income in changing household dynamics specifically related to economic and political empowerment & Knowledge, Attitudes and Practices related to women's empowerment. Barriers, mediators or facilitators of empowerment should also be identified.
 - Different pathways of change to empowerment should also be highlighted
 - The Comparative Gender Analysis report will be validated with participants and presented to Hand in Hand Afghanistan and CARE Afghanistan. The final list of questions will be agreed with the selected consultant upon their appointment.
 - **Review and assess both programme interventions and delivery on the gender continuum** and give SMART recommendations for programme adaptation. This review should include a desk review of programme documentation, observation of programme activities and interviews with programme staff. The analysis should also incorporate recommendations on opportunities for women's empowerment in these areas. This component will give the respective programme teams a thorough understanding of the operating context related to women's empowerment which will allow them to develop insights and recommendations for programme adaptation and improvement. All recommendations are required to be SMART and actionable. It will also provide a baseline understanding, to some extent, to understand change after implementation. The final programme review is expected to form a separate section of the Comparative Gender Analysis report outlined above.
- ### 2. Work with CARE and Hand in Hand Afghanistan's programme teams to **define empowerment** (political and economic empowerment) in a context specific and relevant way for women who take part in these programmes in Afghanistan¹.
- As there is no agreed definition in the sector of economic or political empowerment, the project team is interested in how both should define empowerment in these spheres. After agreeing a definition, it is then anticipated that meaningful indicators

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of change will be agreed. Additionally to better understand, what gains in empowerment can be realistically achieved in these programme models within the timeframes of their duration.² We expect the consultant to suggest a process to do this. (Not a major in-depth process required or expected)

3. As part of the Gender Analysis it is expected that the consultant will collect and produce high quality case studies related to women's empowerment – from women and men. It is also expected that the consultant will:
 - **Train staff members** (local partners, CARE and Hand in Hand) on gender sensitive collection and write up of women's empowerment case studies
 - We know that understanding changes related to women's empowerment requires high quality qualitative data collection and analyses. We would like CARE Afghanistan, Hand in Hand Afghanistan and local partners to be trained on how to best collect these types of case studies to understand change. The consultants will also provide recommendations to each organisation on how best to improve their capacities and skills in this area to contribute towards improved qualitative and case study collection overall. Estimated number of trainees will be under 15.
 - To provide ongoing technical support to CARE, Hand in Hand Afghanistan and local partner staff on case study collection and support the organisations to produce high quality case studies of women's empowerment for a range of audiences

Proposed Methodology

1. **Comparative Gender Analysis:** For the gender analyses we expect a methodology that encompasses primarily a secondary literature review, primary data collection with beneficiaries of both projects – EVC and Hand in Hand; men in the villages; community leaders etc. with a focus on qualitative data collection, analyses and validation. We are expecting that the consultant writes a report based on the data collected and analysed which gives a good insight into existing gender relations and power dynamics in the programme areas. To also identify possible pathways to empowerment to the programme teams. The reporting template will be agreed with the consultant.

² The Campbell Collaboration: Brody Review of Self Help Groups defines empowerment for example:

Economic empowerment: the ability of women to access, own, and control resources. Indicators such as income generation by women, female ownership of assets and land, expenditure patterns, degree of women participation in paid employment, division of domestic labour across men and women, and control over financial decision making by women.

Political empowerment: the ability to participate in decision making focused on access to resources, rights, and entitlements within communities. Indicators include awareness of rights or laws, political participation such as voting, the ability to own land legally, the ability to inherit property legally, and the ability to gain leadership positions in the government.

Social empowerment: the ability to exert control over decision making within the household. Indicators: women's mobility or freedom of movement, freedom from violence, negotiations and discussion around sex, women's control over choosing a spouse, women's control over age at marriage, women's control over family size decision making, and women's access to education.

For both programmes, we expect to also see a change in social empowerment indicators as per the definition above.

2. **Define Empowerment:** We expect the consultant to review existing sectoral definitions of empowerment and suggest definitions, including of political and economic empowerment. We anticipate a short participatory process to define empowerment in these spheres and to suggest SMART indicators to collect data on empowerment. Potentially this could be a one day workshop with partners and a process to get beneficiary input.
3. **Case study & qualitative data collection** and write up – we expect the consultant to deliver training and to potentially develop a training of trainers (subject to discussion) so that in-house knowledge and learning from this is embedded in all partner organisations. The training will be for a small group and delivered at a programme site location. Topics to include: gender sensitive case study collection; identifying and writing up engaging stories for different audiences;

Expected deliverables of the consultancy

1. A Deliverables Inception report – that is for each of the areas of work above (1 – 4) to detail a workplan, timeline and process for each.
2. Gender Analysis Inception Report* (this can be included in the Deliverables Inception report or delivered separately)
3. Gender Analysis Report (including assessment of the programme on the gender continuum) of approximately 30 pages with SMART recommendations
4. An Executive Summary of no more than 4 pages.
5. Develop a training pack and deliver training on qualitative data collection/case study data collection to project staff (number to be decided).
6. Provide advice on empowerment indicators data collection across both projects (no connected output – advice suggested to programme managers of EVC and HiH)
7. Presentation of the Deliverables Report and the Gender Analysis to Hand in Hand Afghanistan/Hand in Hand International/CARE and partners

Documents and presentations will all be in English.

These deliverables are subject to change in discussion with the selected consultant.

Audience

These reports and tools will be shared with all project partners and relevant stakeholders. List to be confirmed during inception phase.

Tender document

It is anticipated that the research would be carried out by a consultancy firm or independent consultant with associates. The lead consultant is asked to tender a proposal document of no more than **8 pages** in English by 08 April 2019 not later than 16:00 hrs AFT electronically to khekmati@handinhand.org.af with copy to arahimnasry@handinhand.org.af.

The Proposal

The **proposal** for this consultation should include the following:

1. A short outline **of the approach and methods** for the four deliverables outlined above
2. A proposed **process and timeframe including how many days** and what team is required to deliver the requirements above
3. The anticipated **challenges and dependencies** affecting the implementation of the research and how these should be addressed both by the consultants, by project staff. This should include any security, ethical or other challenges.
4. A summary of the **skills and experience** of the proposed lead consultant and the consultant(s) together with her/his CV showing relevant previous assignments and clients.
5. A detailed **fee quote** and rationale for the lead consultant and an estimate for the costs of other consultant(s).

Consultant skills and experience

HiH Af is looking for a consultant with skills and experience as follows:

- Demonstrable eight years of experience of producing high-quality gender analyses
- Demonstrable experience and familiarity with appropriate methodologies.
- Gender programming experience
- Experience of delivering training
- Extensive experience on monitoring, evaluation methodologies including research methods
- Experience of enterprise development programmes
- Expertise and track record in analysis of gender relations, women's empowerment and social/cultural changes.
- Experience of working in insecure environments
- Excellent knowledge of the Afghan context
- Excellent English language skills
- Excellent analytical and people skills
- Excellent writing and verbal communication skills

Research Timeframe:

- Tender bids deadline: 08/04/2019
- Review applications and appoint the Consultant: 17/04/2019
- Desk review of project documents by the Consultant, submit the inception report containing refined methodology, agree timeframe and finalize research plan: 30/04/2019
- Field visits: 01-16/05/2019
- Presentation of draft findings 22/05/2019
- Hand in Hand feedback to the draft report: 30/05/2019
- Training of staff gender sensitive case study collection 23-30/05/2019
- Deadline for receipt of the ETE final Report: 10/06/2019
- Approval of final report by Hand in Hand: 18/06/2019

This timeline may be subject to change with the successful applicant.

Budget and Payment

The consultancy firm will provide a budget summary clearly presenting fees and reimbursables associated with the project. Fees should be broken down by consultant, stating fee rates and

level of effort as well as role on the project. HiH Af will apply Afghanistan taxation law and deduct the BRT from the total contract cost.

The terms of payment will be negotiated with the firm upon signature of the contract. Remuneration will be linked to the submission of deliverables (list above)

Award criteria

The evaluation of the quotations will be based on the best value for money criterion covering technical quality (the methodology and the CV of the consultant) and price of the quotation.

Assessment of the approach paper

The assessment of the proposal paper will be based on the following criteria:

- Responding to the requests outlined in the Terms of Reference
- Demonstrable experience

Assessment of CV's

The assessment of the CV's will be review the appropriateness of the proposed consultants based on their stated skills and experiences as well as additional criteria outlined above.

Assessment of the Prices

The contractor will have to make provisions for covering all costs associated with the assignment. Remuneration is based on submission of final deliverables as mentioned in chapter 2.4.

Appointment

Shortlisted applicants may be called to interview or requested to submit samples of work.

Management of consultant

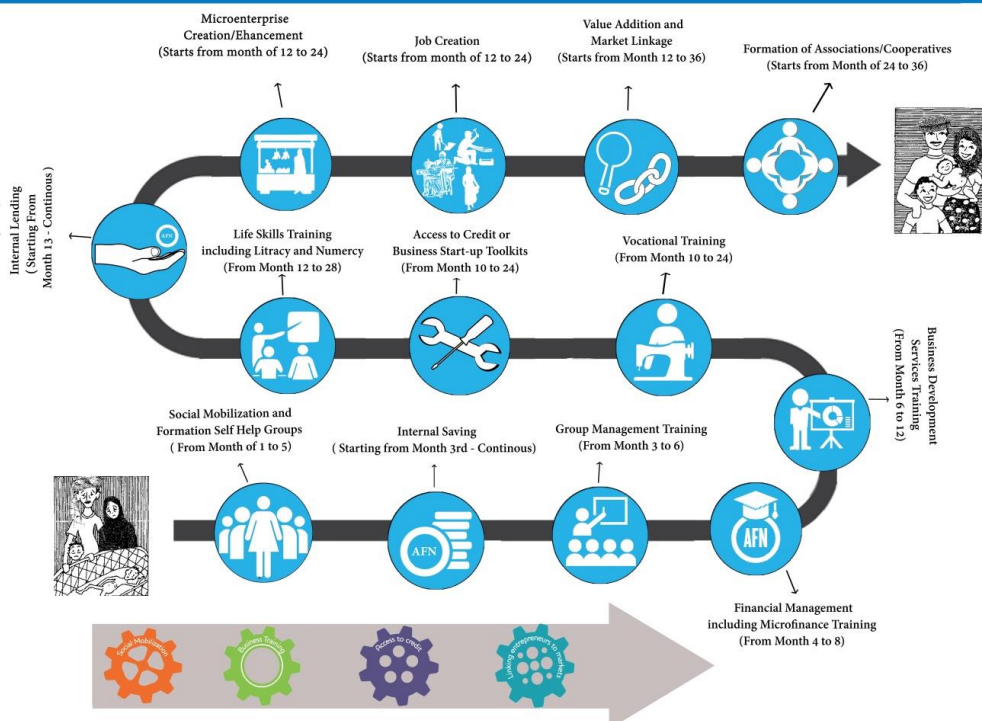
The appointed consultant will be managed by Hand in Hand Afghanistan.

Annex 1 Hand in Hand programme model

Hand in Hand Afghanistan focuses on contributing towards the development of womens economic empowerment through giving women the skills and assets they need to run successful enterprises.

Vision: HiH Af's vision is an Afghanistan free of poverty, where gender equality is its cornerstone.

Mission: HiH Af's mission is to work for economic and social empowerment of the poor by supporting the creation of enterprises and jobs, and the generation of higher incomes. Targeting the poor and marginalized communities, with a particular focus on poor women, HiH Af empowers SHGs, provides support and training, and helps them access credit, information, markets and opportunities.



Setting up groups

First we create either exclusively female or male Self-Help Groups (SHGs), who support each other, save together and learn together. Members contribute to group savings funds at every meeting.

Business training

Once a group is stable, with its savings fund firmly in place, we train members to grow and develop small businesses with modules in basic bookkeeping, business development, marketing and more.

Access to productive assets

Hand in Hand Afghanistan distribute enterprise start-up kits as a means to help members grow their business, circumventing the credit barrier at least in the inception phase. The enterprise start-up kits are small grant-based asset transfers, worth on average US\$80 - \$100, aimed at catalysing enterprise growth. The enterprise start-up kits and vocational skills trainings were offered in areas such as poultry, agriculture, livestock rearing, tailoring, beekeeping, embroidery, wool spinning, horticulture, carpet weaving, carpentry, tinsmith, blacksmith and motorbike/generator repairing.

Links to larger markets

As a final step, we wanted to help entrepreneurs compete – and thrive – by finding larger markets, sourcing cheaper supplies and improving their branding, packaging and more. Scaling

up helps entrepreneurs provide for their families and benefits entire communities. This can include setting up Village or District level associations which allow for micro-processing of products and support to access bigger markets

Hand in Hand Afghanistan: <https://handinhand.org.af/>

Annex 2 The Every Voice Counts (EVC) Programme

The EVC programme is being implemented by CARE Nederland (CNL), The Hague Academy for Local Governance, CARE Country Offices (COs) and local partners in Afghanistan, Burundi, Pakistan, Rwanda, Somalia and Sudan. The programmes in all these contexts work on similar issues.

The EVC programme in Afghanistan aims to:

- Increased and meaningful participation of women and girls in decision making processes in Kabul, Khost, Parwan and Balkh provinces.
- Inclusive spaces for dialogue and negotiation and create/expanded at local and national level.
- Increased attention on women and girls' rights and political participation in the national debate among Afghan public and authorities.
- Improved availability, accessibility and quality of girls' education and health services.

The EVC programme anticipates change for women across four domains:

Domain 1 is centered on **empowerment of members of excluded groups - in particular women and girls - on lobby and advocacy**, as most members of excluded groups are affected by harmful norms and traditions, discriminatory social structures, lack awareness of their rights and responsibilities and have limited capacities to articulate and act on their needs.

Domain 2 focuses on **strengthening the advocacy role of civil society** as it has a key role to play in lobbying on behalf of excluded groups and in holding public authorities and other power holders to account.

Domain 3 is about **responsive public authorities and other power holders**. We believe that responsiveness increases when public authorities and other power holders have stronger capabilities as well as stronger incentives to act in reaction to people they serve. To achieve this in Afghanistan, women are supported to hold local duty bearers to account through a Community Score CARE process.

Domain 4 focuses on expanding and strengthening **space for dialogue and negotiation**. We believe that increased engagement and effective interaction between all actors leads to policies and practices that better take into account the interests of excluded groups.

The EVC programme trains women and men on gender equality. Using the Community Score Card approach, it supports women to advocate for change and improved services in their local communities.

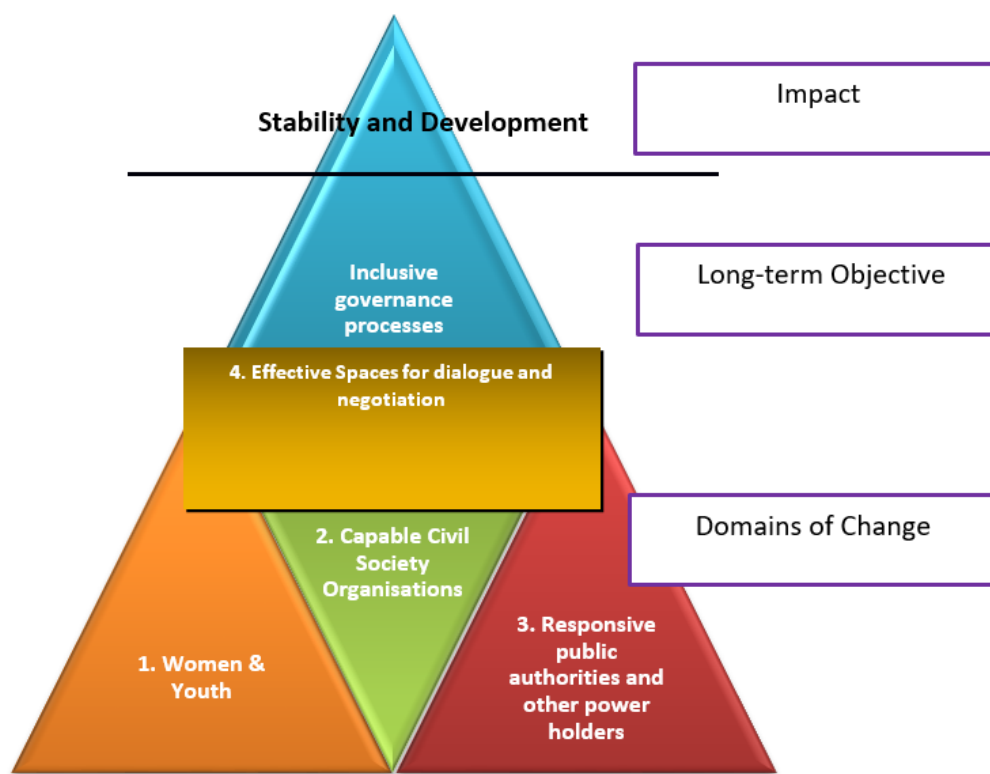


Figure 1. Theory of Change Every Voice Counts Programme