**Terms of Reference**

**Pro-WEAI Expert to conduct JPRWEE Programme Baseline**

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| **Key Information** | |
| Title: | **Joint Programme on Rural Women Economic Empowerment – Baseline** |
| Country | **Rwanda** |
| Contract category: | Consultant |
| Contract Type: | Freelance |
| Subcontract Type: | Retainer |
| Starting Date: | October 2023 |
| Duration of Contract: | 80 working not exceeding 3 months from the date of the signature. |
| Languages required: | English, |
| Submission deadline | 22nd September 2023 |
| All interested and qualified candidates should submit their application files to UN Women via | [rwanda.offers@unwomen.org](mailto:rwanda.offers@unwomen.org) |

**BACKGROUND:**

The five-year JP RWEE Phase II, led by IFAD, FAO, UN Women, and WFP, across six countries—Nepal, Niger, Pacific Islands, Rwanda, Tunisia, and Tanzania—empowering rural women and men through coordinated efforts to enhance well-being, rights, and resilience, aligning with the SDGs for poverty reduction, sustainable agriculture, and improved food security.

In Rwanda, building on the achievements of JP RWEE Phase I, JPRWEE Phase II extends these lessons to enhance the economic capacity of 5,600 rural women and **2,400 men (8,000 direct beneficiaries) across Gisagara, Kirehe, Ngoma, Nyamasheke, and Nyaruguru.** The goal is to tackle systemic barriers preventing women's socioeconomic empowerment.

Around one-third of farming households in Rwanda are led by women, and nearly 70% of women are actively engaged in agriculture. Despite their vital role, various obstacles hamper their productivity, including limited access to training, finances, and markets, alongside the burdens of unpaid care work and gender-based violence. Addressing these issues could result in a significant 20-30% increase in farm yields if women had equal resource access as men.

Phase II aims to empower rural women's leadership and engagement in local decision-making and foster economic empowerment within households and communities. Utilizing the Gender Action Learning System (GALS) approach, JP RWEE promotes collaborative family efforts, leading to better relationships and informed decision-making for transformative changes.

JP RWEE Phase II, in its inception phase, is undertaking a baseline study to establish foundational data and situational analysis before implementing program interventions. This baseline assessment encompasses both treated and control groups, aligning with counterfactual evaluation principles. The baseline's objective is to comprehend and quantify the initial standing of JP RWEE beneficiaries across diverse indicators, such as the pro-WEAI index (Food Insecurity Experience Scale (FIES), Household Food Expenditure Share (HFES), Minimum Dietary Diversity for Women (MDDW), Climate capacity Score (CCS) and SAMS (agriculture production).

Amongst these programme indicators, the pro-WEAI index is a composite measurement tool that captures the women's control over crucial aspects of their lives within households, communities, and the economy. The Pro-WEAI index spans five domains: decisions in agricultural production, access to and control over productive resources, income utilization authority, community leadership, and time allocation. It also measures women's relative empowerment compared to men within households, addressing obstacles in the agriculture sector to enhance women's agency, inclusion, and empowerment. This innovative index aims to highlight the links between women's empowerment, food security, and agricultural growth.

**SCOPE OF WORK:**

UN WOMEN is seeking a pro-WEAI expert responsible in administering, analyzing, and reporting the pro-WEAI index as central indicator of the JP RWEE Rwanda baseline. This consultant will collaborate closely with the JP RWEE team led by WFP and UN WOMEN and provide technical support during the baseline preparation, field work and analysis for the successful deliverable of a final baseline report.

The consultant's responsibilities encompass developing the sampling strategy and calculating the sample size based on beneficiary lists provided by the JP RWEE team, training JP RWEE enumerators, overseeing survey tests and initial data collection, cleaning, analyzing the pro-WEAI data, and drafting the report for the Pro-WEAI modules.

Data will be collected from a sample of approximately between 600 to 1000 households (from both intervention and control groups) across the five districts under the programme. A gender balanced team of enumerators to conduct data collection will be hired and remunerated separately by the contracting Agency. All data will be collected using electronic devices (tablets) that will be provided by the Joint Programme. Data collection tools will be programmed and hosted by the JP RWEE on WFP Data Collection Platform MoDA (Mobile Operational Data Acquisition). Baseline survey, including pro-WEAI questionnaires, are already digitalized in ODK for mobile data collection. survey is already digitalized in ODK.

**DELIVERABLES AND TIMELINE:**

The incumbent is expected to start as soon as possible. Total duration of the contract should not exceed **3 months** from the time of signing the contract (including a total number of **80** working days).

Every deliverable must be approved by the JP RWEE team before stepping to the next activity.

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| **Responsibility** | **Deliverables** | **JP RWEE coordination** | **Timeline** |
| Onboarding call | Refined ToR and final timeline |  | Upon contract signature |
| 1. Inception report and Sampling strategy | Sample Strategy and sample size | JP RWEE Team will provide with the beneficiary list from which the consultant can calculate the sampling. | 10 Days |
| 1. Supervise and provide technical support to the adaptation of and translation of the Pro-WEAI questionnaire. | Final adapted WEAI questionnaire (word version) | Survey digitalization and programming into ODK, Survey tools translation. | 7 Days |
| 1. Develop the pro-WEAI training material, including the field work methodology that will be used to train the enumerators. | Pro-WEAI material adapted to context and training methodology | Provide example of already used pro-WEAI material for Enumerator’s training, drafted agenda of the training, training venue and IT material print out of the training material | 12 Days (2 days travelling internationally |
| 1. Train field supervisors and the enumerators for Pro-WEAI data collection. | 5 Days training (Rwanda) |
| 1. Provide supervision during Pro-WEAI field-testing | Incorporate changes into the questionnaires after pre-testing. | Validate the final survey questionnaires | 10 days (Rwanda) |
| 1. Oversee field sampling strategy (household listing within sampling unit) and enumerators during data collection | Follow data entry in MODA and validate the data entered for the WEAI data and demography. | Supervise data entry |
| 1. Clean the dataset, correctly organized and variables named and labelled | Data set cleaned | Validate the cleaned datasets | 10 Days (home based) |
| 1. Provide a descriptive analysis of the beneficiary profile (both treated and control groups) | Calculations with associated graphs and tables as per pro-WEAI methodology  Submission of the draft Pro-WEAI Baseline Report for review  Present the baseline findings (pro-WEAI) in the validation meeting | Review and validate the final analysis syntax (share with the consultant the available do files/syntaxes for previous similar studies), validate the PPT and review and provide input to the Pro-WEAI Baseline draft report. | 26 days (home based) |
| 1. Calculate the Pro-WEAI index |
| 1. Provide a descriptive analysis of each pro-WEAI dimensions (12 dimensions). |
| 1. Triangulate the pro-WEAI data with the other relevant programme indicators (Food Insecurity Experience Scale (FIES), Household Food Expenditure Share (HFES), Minimum Dietary Diversity for Women (MDDW), Climate capacity Score (CCS) to produce a draft Pro-WEAI Baseline Report |
| 1. Produce a Preliminary results of the pro-WEAI analysis and beneficiary profile summarised and a summary PPT. | PPT with preliminary report for discussion and comments. |
| 1. Produce a comprehensive final narrative Pro-WEAI baseline report, a summarized Report, and PPT presentation of the baseline findings. | Finalize Final Pro-WEAI Baseline Report  Final Summary Report  Finalized PPT | Report example and structure  Validate the final Report |

**PROPOSED PAYMENT SCHEDULE**

The assignment will be remunerated upon delivery of the agreed *deliverable in table 1*, at the agreed fee rate and the agreed number of days of professional fees chargeable, as per the normal procedures of the UN Women.

* **Payment 1:** Validation of deliverables from 1 to 4 (not to exceed 30%)
* **Payment 2**: Validation of deliverables from 5 to 7 (not to exceed 50%)
* **Payment 3:** Payment upon submission and validation of deliverables from 8 to 12 (not exceed the 70 % of total initial budget)
* **Final Payment**: 90 days (max) upon receiving and validating deliverables 13 (Validation of the final Report).

**MINIMUM REQUIREMENTS:**

Consultants based in Rwanda or abroad can apply for this service. Consultants based abroad shall have experience working in the East Africa Region, preferably in Rwanda. The consultant applying must meet the following minimum requirements:

* Hold at least a master’s level qualification in a quantitative area of study such as Statistics/Econometrics/Agriculture Economics, Mathematics or other related fields (A combination of the above with gender studies is an added advantage).
* Minimum 3 years of experience in survey design, survey piloting, survey implementation and survey data cleaning and analysis.
* Experience in women's empowerment impact related surveys and/or experience in WEAI or pro-WEAI is highly desirable. (Proof in the form of copies of contracts, purchase orders or reference letters must be provided).
* Having conducted at least one Pro-WEAI or WEAI survey
* Must own active license for a statistical software such as STATA, SPSS etc. or commit to have one by the time of the assignment.
* Experience in the East Africa Region (preferably in Rwanda).
* Working experience with the United Nations and/or other international organizations is an advantage.
* Must not be politically affiliated.

**INTELLECTUAL PROPERTY:**

All information pertaining to this project (datasets, analysis syntaxes, reports, PowerPoint presentation files, multimedia files, etc.) belong to the JP RWEE Implementing Agencies (UN Women, WFP, FAO and IFAD) and all assignment shall remain exclusively the property of the mentioned Agencies. Except for purposes of this assignment, such information shall not be disclosed to the public nor used in any way without written permission of the four UN Agencies in line with the national and International Copyright Laws applicable.

**COMMUNICATION AND REPORTING OBLIGATIONS:**

The service provider will report directly to the JP RWEE MEAL Coordinator, under UN Women Rwanda who will be working in close collaboration and support from JP RWEE country team. The service provider will work on a day-to-day basis, in close coordination with the JP RWEE Rwanda Team which includes Focal persons from the four UN Agencies, and the Joint Programme Management Unit. All communication/Report and language of command will be English. The SP will be responsible to present the report in different platforms for validation.

**SUBMISSION OF APPLICATION:**

**Submission package includes:**

1. A copy of consultant’s updated CV with demonstrable experience in carrying out surveys
2. **A technical proposal** including the following:
   * Proposed methodological and technical approaches to be used to conduct the baseline, corresponding to the different activities requested by these terms of reference.
   * Technical proposal should also include proposed timetable indicating the implementation of the assignment with the activities to be carried out and timelines.
   * Evidence of previous experience in providing services to similar requirements as the specification in the form of a copy of a contract, purchase order, reference letter, etc.
   * Any other relevant information, which may support the consultant’s technical proposal satisfying the requirements under these TORs.
3. **A Financial proposal**:
   * Quotation with an itemized budget lines as per required deliverables.
   * The quotation must specify a lump sum amount breaking down the professional fee for each deliverable and travel related costs.
4. At least two reference checks
5. 3 samples of previous (similar or relevant) work undertaken

**Core Values:**

* Respect for Diversity;
* Integrity;
* Professionalism.

**Core Competencies:**

* Awareness and Sensitivity Regarding Gender Issues;
* Accountability;
* Creative Problem Solving;
* Effective Communication;
* Inclusive Collaboration;
* Stakeholder Engagement;
* Leading by Example.

Please visit this link for more information on UN Women’s Core Values and Competencies:

<https://www.unwomen.org/sites/default/files/Headquarters/Attachments/Sections/About%20Us/Employment/UN-Women-values-and-competencies-framework-en.pdf>

All interested and qualified candidates should submit their application files to UN Women via

[rwanda.offers@unwomen.org](mailto:rwanda.offers@unwomen.org) not later than 22nd September 2023. Remember to use Pro-WEAI Baseline as the subject of the email and ensure all required documents are shared.

UN WOMEN is committed to achieving workforce diversity and inclusion in terms of gender, nationality, and culture. Individuals from minority groups, indigenous groups and persons with disabilities are equally encouraged to apply. All applications will be treated with the strictest confidence.

**Annexes:**

Annex 1: JP RWEE Phase II Programme document



Annex II: JP RWEE Phase II log frame



Annex III: Programme Indicators and related measuring tools



Annex IV: Pro-WEAI index questionnaire

