**Terms of Reference**

**Gender Analysis in Development and Humanitarian Context**

**Urban Nexus Project**

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| **Project Name** | Urban Nexus |
| **Location** | Depok Municipalities, West Java Province |
| **Application Deadline** | 4 April 2022 |
| **Type of Contract** | Personal Service Agreement |
| **Working Language** | Bahasa Indonesia and English |
| **Expected Starting Date** | 11 April 2022 |
| **Contract Period** | 2,5 months |

### About Plan International

We strive to advance children’s rights and equality for girls all over the world. As an independent development and humanitarian organisation, we work alongside children, young people, our supporters and partners to tackle the root causes of the challenges facing girls and all vulnerable children. We support children’s rights from birth until they reach adulthood and enable children to prepare for and respond to crises and adversity. We drive changes in practice and policy at local, national and global levels using our reach, experience and knowledge. For over 80 years we have been building powerful partnerships for children, and we are active in over 75 countries.

Plan International has been operating in Indonesia since 1969, according to the Memorandum of Understanding with the Government of Indonesia. In 2017, Plan International Indonesia transformed into Yayasan Plan International Indonesia; registered by the Ministry of Law and Human Rights. This transformation aims to reach more children, especially girls in Indonesia.

### Background on the topic/ issue

Disasters can have different impacts and effects on women and men. Various studies show that often in disaster situations women are in a more vulnerable position than men. Studies conducted by Oxfam (2006) also show that 60%-70% of victims of natural disasters are women and children. The results of the LIPI Population Center study related to gender-based earthquake management also shows that the inequality of relations between women and men in various aspects of daily life affects women's involvement in the disaster management activities. Women are often not involved in evacuation management, aid distribution, and post-disaster rehabilitation and reconstruction programs. Women tend to be treated as victims of disasters and their central role in disaster preparedness and post-disaster management are neglected.

The role of women is also more challenging in the urban context. A gender study in the project villages in Jakarta commissioned by Plan Indonesia in 2018, found girls have limited involvement in the organisation and participation in community activities because parents have higher concerns about girls’ safety compared to boys. The gender norms that have been practiced in society for centuries still position girls primarily within the home, helping with household activities, while boys enjoy the freedom to go out and participate in their communities. This result then causes girls having less knowledge and experience in voicing their concerns through community organisations or government policies processes. Karang Taruna (a government supported young people organisation), is identical, with men's groups as decision makers. There are only a few women involved in the group with limited or inferior roles.

Acknowledging the challenging impacts and role of women in the disaster situation and urban area, ANCP-DFAT, Plan Australia, and Plan Indonesia through Urban Nexus Phase 2 Project will conduct a gender analysis. The project is the continuation of the previous project, namely Urban Nexus: Building Jakarta Agency and Opportunity for Marginalized People which was conducted in 2021-2022 in two villages in Jakarta province.

The gender analysis aims to identify the roles and relationship of gender, especially in the development and humanitarian contexts. The study will be conducted in 3 villages in Depok Municipalities, West Java Province. The study will also serve as the baseline information regarding the gender situation prior to the intervention of the Urban Nexus Phase 2 Project. Moreover, various stakeholders, such as government institutions, communities’ organisations, and the general public would be benefitted by the result of the study.

### Research Focus

**3.1 Research Purpose**

This Gender Analysis has the following objectives:

* 1. To understand the existing situation of gender roles and relationships in the development and humanitarian contexts in two villages.
  2. To support the related stakeholders in various levels in project areas to understand better the different needs and its gaps of women, men, boys and particularly girls.
  3. To identify key priorities and the best fits of interventions for gender, such as the type of advocacy, inclusion, and protection activities in two villages.

**3.2 Research Questions**

Based on the above research purpose, this study will answer these following research questions:

1. What are the existing situations of gender roles and relationships, in regards to:

* Gendered division of labour
* Household decision making
* Control of productive assets
* Access to public spaces and services
* Claiming rights and meaningful participation in public decision making
* Control over one’s body
* Violence and restorative justice
* Aspirations and strategic interest

1. Considering the existing situation of gender roles and relationships;

* What are the needs of women, men, boys, and girls?
* What are the differences of those needs between women, men, boys, and girls in the humanitarian and development contexts?
* What are the gaps in the fulfilment of the needs of women, men, boys, and girls by the related stakeholders?

1. Acknowledging the difference and gaps of the needs of gender in the project location and the financial and time constraints;

* What are key priorities and best fits of interventions for Urban Nexus Phase 2 Project?
* What are the possible challenges and constraints for achieving the activities/outputs/outcomes of the project?
* How to conduct and implement the project by ensuring the delivery and achievements of key priorities interventions?

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### Users of the Research

The study will assist in providing practical humanitarian and development interventions, programming and operational recommendations which are sensitive to gender roles and relationships. The results of this study therefore will benefit and become Plan Indonesia reference for preparing the Urban Nexus Phase 2 Project. Moreover, various stakeholders would also use the findings, such as village governments, women’s empowerment and child protection agencies, disaster management agencies, planning agencies, and other NGOs/CSOs working in relatively similar issues. In addition, the study is expected to be the reference for conducting similar interventions by Plan Australia and Plan Global Network.

### Methods for Data Collection and Analysis

This study will use qualitative and quantitative research approaches with the main focus on explaining gender roles and relations in the context of development and humanitarian settings. The tools that will be used for data collection need to consider the [IASC Gender Handbook in Humanitarian Action](https://interagencystandingcommittee.org/system/files/2018-iasc_gender_handbook_for_humanitarian_action_eng_0.pdf) as a reference.

This study will also undertake stakeholder and policy analyses to identify related stakeholders, their responsibilities, and policy gaps that occurred related to gender roles and relations in the context of development and humanitarianism. These analyses are important to understand and in developing project’s interventions.

In the time of COVID-19 pandemic, methods for data collections will also follow the do-no-harm principle to minimise the risks and virus’s exposure for respondents and the consultancy team. Depending on the situation and severity of pandemic, the consultancy team will utilise appropriate means and tools such as virtual meetings and online survey to collect information.

Furthermore, the interested consultants should indicate their proposed methodology including aspects of sampling, sample size, tools, full design for data collection and analysis, budget, and administration. This information serves as the basis for the screening by the procurement in the first phase of the selection process. Then the successful consultancy team will be expected to provide a detailed methodology with a complete tools for field work as well as analysis method as part of their inception report.

### 5.1. Document Review

Prior to and during the data collection process, selected consultant is required to review project documents, national, and local government policies/regulations/guidelines/platforms related to gender roles and relationships in the area of study. This phase is important to understand the existing policies/regulations/guidelines and its gaps of implementation in the field. By doing so, the consultant then will determine the project’s interventions and implementation methods.

### 5.3. Sample

### Given the study questions, the consultant is expected to propose the best sampling method that will be used to determine number of respondents. The method should consider the background of the potential participants and their role, influence, and impact related to gender issue in the targeted areas. Participants from this study are not only boys, girls, women, and men, but also need to involve youth (15-24 years old) as the main target of the Urban Nexus Phase 2 Project, people with disabilities, and people from the LGBTQI+ community. In addition, participants are also from relevant local governments such as village governments, city and provincial governments, and related agencies. The result of this sampling then will be the participants for the survey, FGDs, and KIIs. The consultant should also propose data collection techniques that are relevant, effective and efficient considering the risk of the COVID-19 pandemic.

### 5.3. Survey

### The survey will provide quantitative data to understand the situation related to gender roles and relationships, potential participants’ needs, and the gaps of its fulfilment in the targeted areas. The consultant is expected to propose survey methodology, questionnaire, and tools for gathering the data as well as the method for analysing the data.

### 5.4. Focused Group Discussions (FGDs)

FGD will provide qualitative data regarding the gender roles and relationships, gaps, and its fulfilment especially from boys, girls, and vulnerable groups in the project area. The do no harm principle should be done in conducting FGDs, ensuring participants confidentiality, and also the rights for not answering the questions and stop at any time during the processes of FGDs.

### 5.5. Key Informant Interviews (KII)

KII will also provide the qualitative data to answer similar questions with FGD, but with different target informants. It is expected that KII can explore in-depth information from community leaders, government officials, key stakeholders, and also from participants from vulnerable groups that might hesitant to express their concern in front of people. The do no harm principle should be done in conducting KIIs, ensuring participants confidentiality, and also the rights for not answering the questions and stop at any time during the processes of KIIs.

### Ethics and Child Protection

Plan International is committed to ensuring that the rights of those participating in data collection or analysis are respected and protected, in accordance with Ethical MERL Framework and our Child and Youth Safeguarding Policy. All applicants should include details in their proposal on how they will ensure ethics and child protection in the data collection process. Specifically, the consultant(s) shall explain how appropriate, safe, non-discriminatory participation of all stakeholders will be ensured and how special attention will be paid to the needs of children and other vulnerable groups. The consultant(s) shall also explain how confidentiality and anonymity of participants will be guaranteed.

### Key Deliverables

Expected deliverables and their estimated due dates are presented in the table below.

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| --- | --- | --- |
| Deliverable | Due | Detail |
| *Inception Report & Data Collection Tools* | 25 April 2022 | *Inception report should be submitted 1 week after inception meeting using inception report template provided at Annex 2.*  *Final data collection tools should be submitted together with inception report.* |
| *Draft Report* | 16 June 2022 | *Draft report should be used report template provided at Annex 3.* |
| *Final Report (including Executive Summary)* | 21 June 2022 | *Final report should be used report template provided at Annex 3.* |
| *Raw and Cleaned Data (including transcripts) and Data Analysis Tools* | 22 June 2022 | *Cleaned data and data analysis tools should be gathered in digital shared folder that will be provided on inception meeting.* |
| *Completed Consent Forms* | 23 May 2022 | *Completed consent forms should be gathered in digital shared folder that will be provided on inception meeting.* |
| *Presentation Material for Dissemination* | 24 June 2022 | *Consultant will provide a short presentation material to disseminate the baseline findings* |
| *Infographic, One Pager, and Social Media Materials for Dissemination* | 25 June 2022 | *Consultant will provide One Pager, and Social Media Materials to disseminate the study’s findings.* |

All documents and reports will be provided electronically to Plan Indonesia no later than the dates indicated in the approved Design Proposal. All qualitative and quantitative data will be provided in electronic format to Plan. All debriefs will include a formal presentation with slides delivered both electronically and in hard copy for all attendees.

### Timeline

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| --- | --- | --- | --- |
| Activity | Time | Days of Work | Responsible |
| *Bidding Process* | *23 March – 6 April 2022* | *15 days* | *YPII* |
| *Inception Workshop* | *18 – 19 April 2022* | *2 days* | *YPII & Consultant* |
| *Submission of Inception Report* | *25 April 2022* | *1 week* | *Consultant* |
| *Preparations for Data Collection* |  |  | *Consultant* |
| 1. *Develop tools* | *26 - 28 April 2022* | *3 day* |  |
| 1. *Tool translation* | *29 April 2021* | *1 day* |  |
| 1. *Enumerator training* | *9 – 10 May 2022* | *2 days* |  |
| 1. *Tools finalisation* | *11 May 2022* | *1 day* |  |
| 1. *Field piloting* | *12 May 2022* | *1 day* |  |
| *Data Collection* | *14 – 22 May 2022* | *10 days* | *Consultant* |
| *Data Entry and Cleaning* | *23 May 2022 – 1 June 2022* | *10 days* | *Consultant* |
| *Data Analysis and Report Writing* | 2 – 8 June 2022 | 7 days | *Consultant* |
| *Validation of findings with key stakeholders and respondents and incorporate some feedbacks.* | 9 – 10 June 2022 |  |  |
| *Submission of Draft and feedback* | *16 June 2022* | *5 days* | *Consultant and YPII* |
| *Submission of Final Report* | *21 June 2022* | *1 day* | *Consultant and YPII* |
| *Submission of Other Deliverables* | *25 June 2021* | *1 day* | *Consultant* |
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### Expected Qualifications

The consultant may be an individual or team with strong competencies in gender analysis and extensive experience in gender study both in development and humanitarian contexts. Each member of the team should be equipped with clear tasks and functions to support the study. Experience and skills required include:

* Demonstrated skills in conducting analysis on gender roles and relationships both in development and humanitarian contexts.
* Practical experience in gender study in both development and humanitarian contexts, including promoting gender equality policy and practice in Indonesia.
* Having strong understanding and familiarity on urban issues and urban resilience.
* Adequate knowledge on gender equality and inclusiveness and the integration in the study.
* Experience working with NGO, especially child rights-based organization.
* Extensive experience in building coordination with government/non-government stakeholders in various levels, particularly who are related to project.
* Experience in designing, planning, and implementing quantitative and qualitative research.
* Good analytical skills and ability to produce concise and triangulated research evidence.
* Ability to build rapport with various stakeholders, ask the right questions, map needs and pinpoint key issues and opportunities to address.
* Commit to safeguarding, gender transformative and ethical code of study.
* Excellent spoken and written English and fluency in the official language of Indonesia.
* Ability to write concisely, analyse data, and information precisely, and present key findings in a well-define structure.

### Contact

For more information on the assignment please contact Urban Nexus Phase 2 Project Manager at [maulinna.utaminingsih@plan-international.org](mailto:maulinna.utaminingsih@plan-international.org)

### Applications

Interested applicants should provide a proposal covering the following aspects:

* Detailed response to the TOR
* Proposed methodology
* Ethics and child safeguarding approaches, including any identified risks and associated mitigation strategies
* Proposed timelines
* Team composition, specific task for each team members, CVs for the whole team, or CV only for individual applicants
* Example of previous work related to the gender analysis.
* Detailed budget, including daily fee rates, expenses, etc.
* Police Certificates of Good Conduct – especially where there is primary data collection

Please send your application to [yayasan.procurement@plan-international.org](mailto:yayasan.procurement@plan-international.org) by 4 April 2022 referencing “Gender Analysis for Urban Nexus Project”

**Annex 1: Global Policy: Safeguarding Children and Young People**

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**Annex 2: Inception Report Structure**

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**Annex 3: Full Report Structure**

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**Annex 4: Ethical MERL Framework**

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