

Terms of reference (ToRs) for the procurement of services below the EU threshold

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| Gender assessment of socio-economic development in rural areas | Project number/ cost centre: 14.0156.1-005.00 |
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0. List of abbreviations

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| AVB | General Terms and Conditions of Contract (AVB) for supplying services and work 2018 |
| CV | Curriculum Vitae |
| BAIF | Bharatiya Agro Industries Foundation |
| DC | Development Cooperation |
| FAQ | Frequently asked questions |
| FES | Foundation for Ecological Security |
| GIZ | Deutsche Gesellschaft für Zusammenarbeit GmbH |
| M&E | Monitoring & Evaluation |
| NABARD | National Bank for Agriculture & Rural Development |
| NGO | Non-Governmental Organisation |
| ProSoil | Soil Protection & Rehabilitation |
| ToRs | Terms of reference |
| WOTR | Watershed Organisation Trust |
| WP | Work Package |

1. Context

The Special Initiative ‘One World - No Hunger’ is a global initiative of the Ministry of Economic Cooperation and Development, Federal Government of Germany launched in 2014. It addresses a wide variety of topics in the field of agriculture, food and nutrition security and rural development. The global programme ‘Soil Protection and Rehabilitation for Food Security’ has been commissioned under this initiative and is implemented in six countries: Benin, Burkina Faso, Ethiopia, Kenya, India and Madagascar.

In India, the GIZ-NABARD project ‘Soil Protection and Rehabilitation for Food Security in India’ (ProSoil) is integrated into the Natural Resource Management Portfolio of GIZ. ProSoil aims to implement sustainable approaches for the protection and rehabilitation of degraded soils. The direct agriculture interventions are implemented by the two NGOs in the five districts of Maharashtra (Ahmednagar, Amravati, Dhule, Jalna and Yavatmal) and an NGO in two districts of Madhya Pradesh (Balaghat and Mandla).

Training farmers on sustainable soil protection and rehabilitation measures is an important component of project’s approach with a focus to adapt the training to women’s needs and interests and that are suitable to procure them with improved access knowledge, technology or inputs.

The table below summarizes the demographic profile of the project areas and the gender disaggregation of the farmers trained and the direct beneficiaries.

| NGO | CLUSTERS | NUMBER OF VILLAGES | NUMBER OF HH ¹ |
|------|-----------------------------|--------------------|---------------------------|
| WOTR | Ahmednagar (Parner cluster) | 20 | 1,190 |
| | Dhule (Sakri cluster) | | 1,852 |
| | Jalna (Bhokardan cluster) | | 2,127 |
| | Total | | 5,169 |
| BAIF | Asoli | 15 | 702 |
| | Atmurdhi | | 1073 |
| | Devdhari | | 657 |
| | Dhamangaon | | 1365 |
| | | | |
| | Total | | 3,797 |

¹ Cumulative until June 2019

| | | | |
|--------------|--------------------|------------|--------------|
| FES | Mandla Balaghat | 145 | 7,000 |
| TOTAL | | 180 | 9,957 |

Table 1: Basic Demographic Data

| NGO | Total | Women | Men |
|--------------|---------------|---------------|---------------|
| WOTR | 8,766 | 4,083 | 4,683 |
| BAIF | 10,297 | 4,451 | 5,845 |
| FES | 9,811 | 4,623 | 5,188 |
| Total | 28,873 | 13,158 | 15,716 |

Table 2: Trained Target Group

| NGO | Total | Women | Men |
|--------------|---------------|---------------|---------------|
| WOTR | 19,063 | 9,505 | 9,558 |
| BAIF | 19,793 | 9,805 | 9,988 |
| FES | 21,076 | 10,638 | 10,438 |
| Total | 59,932 | 29,948 | 29,984 |

Table 3: Direct Beneficiaries

At the outset of the project, the country package conducted a gender analysis in the project locations to allocate a gender marker, define gender indicators, identify mainstreaming approaches within the project activities and exploring the following major domains of research:

- *Division of labour among men and women in agricultural activities*
- *Ownership and access to resources*
- *Decision making and control*

The Gender analysis made recommendations in respect to improved access to extension services, trainings and knowledge building, financial products, introduction of new technologies, promotion of producer groups and kitchen gardens, inclusion of women in planning and management and the development of women friendly policies.

A Gender planning and sensitization workshop was organized with the project partners in September 2019 to operationalize the recommendations and conclusions from the analysis. Based on the agreed action plan for the respective NGO partners, an overarching Gender strategy will be developed by the Project.

The objective of the assignment is to conduct a gender assessment in the ProSoil project areas. The Gender assessment measures the realization of the target values defined in the below Gender outcome indicator –

50% of women in 13,900 households involved in the soil protection or rehabilitation measures in the target areas supported by NGOs confirm that their socio-economic situation has improved, indicated by a score of at least 2 on a scale from 0 to 5.

2. Tasks to be performed by the contractor

The contractor is responsible for providing the following services:

Work Package I: Desk review, debriefing & preparation

Under this work package, project documents and existing work done at the national and international level in the subject area are collated and reviewed. This would also include study of past work supported by GIZ on this subject. The learnings from such review process shall feed into the development of methodology for the assessment. The detailed sub-tasks include:

- *Participate in the debriefing session with the project staff to understand the expectations of the assignment.*
- *Participate in the debriefing session with the M&E advisor to understand the M&E system specially in respect to the indicators.*
- *Review of the relevant documents concerning Gender including amongst others; outputs from the Gender planning & sensitization workshop, GIZ gender strategy, gender analysis factsheet, gender analysis FAQ, standard outline for gender analysis; NGO gender road map, gender workshop minutes, gender analysis report*

Work Package II: Methodological Design

ProSoil's Global Steering Unit will provide a methodological framework for the gender assessment, a detailed description of the intended approach and methods (e.g. sampling methods) and the tools (e.g. self-administered questionnaires). A draft questionnaire is provided in the Annexures of the TOR.

The methodological framework by the global programme will allow for comparison between the countries of the Global programme. The framework and questionnaires developed by the global programme requires further consideration of the cultural and social context.

The project envisages two levels of assessments; a holistic and a rapid assessment with an underlying difference in the sample size. For the holistic assessment, the basis of the sample should be the trained target women (Table 2: Trained Target Group) and the direct women beneficiaries (Table 3). A 90% confidence level and a 5 % margin of error must be applied to determine the sample size. The rapid assessment considers a smaller sample size of 20% of the sample size of the holistic assessment. A translation of the questionnaire in the local language of the target group i.e. Hindi and Marathi is required.

The proposed methodological concept must describe the detailed approach with the execution programme/timetable, sample size, data collections tools & methodology of the assessment.

Work Package III: Stakeholder consultation

A critical step in conducting the gender assessment is to ensure active engagement of ProSoil's stakeholders. The task is also key to ensure quality consultation process and to establish an appropriate feedback mechanism. The detailed sub-tasks include:

- *Organize 6 online stakeholder consultation workshops viz. inception workshop, interim-results workshop, final workshop to discuss and finalize with the stakeholders - the data collection methodology, data collection tools and optimization models that will be used etc.*
- *Engaging with ProSoil's institutional partner; NABARD as well as its implementing NGO partners; BAIF, FES, WOTR to understand their approach, needs and expectations*
- *Engaging with partner research organizations to incorporate their policy/practitioner's feedback in the development of the methodology and its subsequent implementation.*

The Consulting firm should mention in detail the nature and scope of such workshop in the bidding document.

Work Package IV: Data collection

Under this Work Package, the Consulting firm conducts the assessment based on the finalized context specific methodological framework. The detailed sub-tasks include:

- *Co-ordination with the ProSoil regional technical expert & M&E advisor and the Gender focal point on the data collection requirements*
- *Developing a practical cognizance of the NGOs interventions in respect to gender mainstreaming*
- *Undertaking field visits and interviews with the target farmers against the required data points*

Work Package V: Data evaluation and assessment

Under this Work Package, the data sets, recording & transcriptions collected from the M&E officer and during the field visits in the project locations must be collated and evaluated against the Output & Outcome Indicator and presented in the 'Gender assessment report'. The results must be derived, reviewed, finalized and submitted through a consultative process with the stakeholders.

Certain milestones, as laid out in the table below, are to be achieved by certain dates during the contract term, and at particular locations:

| Milestone | Deadline/place/person responsible |
|--|--|
| Methodological concept (sampling methods, questionnaires for personal interviews and / or focus group discussions) | Within 30 days of start of contract |

| | |
|--|--|
| Rapid assessment report | October 2020 |
| Minutes of the workshop | Within 7 working days after conducting each workshop |
| Data sets including recording & transcriptions of the surveys | Within two weeks of completing a round of survey |
| Holistic assessment report with revised gender documentation sheet | July 2021 |
| First gender assessment report with updated gender documentation sheet | July 2022 |
| Holistic assessment report with revised gender documentation sheet | Feb 2023 |

Period of assignment: From July 2020 until March 2023.

3. Concept

In the bid, the bidder is required to show how the objectives defined in Chapter 2 are to be achieved, if applicable under consideration of further specific method-related requirements (technical-methodological concept). In addition, the bidder must describe the project management system for service provision.

Technical-methodological concept

Strategy: The bidder is required to consider the tasks to be performed with reference to the objectives of the services put out to tender (see Chapter 1). Following this, the bidder presents and justifies the strategy with which it intends to provide the services for which it is responsible (see Chapter 2).

The bidder is required to present the actors relevant for the services for which it is responsible and describe the **cooperation** with them.

The bidder is required to present and explain its approach to **steering** the measures with the project partners and its contribution to the results-based monitoring system.

The bidder is required to describe the key **processes** for the services for which it is responsible and create a schedule that describes how the services according to Chapter 2 are to be provided. In particular, the bidder is required to describe the necessary work steps and, if applicable, take account of the milestones and contributions of other actors in accordance with Chapter 2.

The bidder is required to describe its contribution to knowledge management for the partner and GIZ and promote scaling-up effects (**learning and innovation**).

Project management of the contractor

The bidder is required to explain its approach for coordination with the GIZ project.

- The contractor makes available equipment and supplies (consumables) and assumes the associated operating and administrative costs.
- The contractor manages costs and expenditures, accounting processes and invoicing in line with the requirements of GIZ.

The contractor reports regularly to GIZ in accordance with the AVB of the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ) GmbH from 2018

The bidder is required to draw up a **personnel assignment plan** with explanatory notes that lists all the experts proposed in the bid; the plan includes information on assignment dates (duration and expert days) and locations of the individual members of the team complete with the allocation of work steps as set out in the schedule.

The bidder is required to describe its backstopping concept. The following services are part of the standard backstopping package, which (like ancillary personnel costs) must be factored into the fee schedules of the staff listed in the bid in accordance with section 4 of the AVB:

- Service-delivery control
- Managing adaptations to changing conditions
- Ensuring the flow of information between GIZ and field staff
- Contractor's responsibility for seconded personnel
- Process-oriented technical-conceptual steering of the consultancy inputs
- Securing the administrative conclusion of the project
- Ensuring compliance with reporting requirements
- Providing specialist support for the on-site team by staff at company headquarters
- Sharing the lessons learned by the contractor and leveraging the value of lessons learned on site

4. Eligibility of the consulting firm

The eligibility of the consulting firm will be assessed on the following criteria:

- **Turnover and number of employees:** Average annual turnover of 100000 Euro for the last three financial years² with minimum 20 employees as at 31.12 of the previous year.
- **Reference projects:** The Consulting firm submits reference projects with a minimum commission value of 12000 Euro. At least 2 references of socio-economic assessment of women in rural development projects and 2 references of socio-economic assessment of women in agriculture projects
- **Technical Experience:**
 - Minimum five years' experience in socio-economic assessment for development projects
 - Minimum three years' experience in socio-economic assessment for development projects in the agriculture sector

² Last but four financials can be included in case of invitation to tender held within six months of end of last financial year

- Minimum three years' experience in socio-economic assessment for gender-based projects

5. Personnel concept

The bidder is required to provide personnel who are suited to filling the positions described, on the basis of their CVs (see Chapter 7), the range of tasks involved and the required qualifications.

The below specified qualifications represent the requirements to reach the maximum number of points.

Team leader

Tasks of the team leader

- Primary role for the deliverables under WP I (debriefing), III
- Managerial role for the deliverables under WP II, IV, V
- Overall responsibility for the advisory packages of the contractor (quality and deadlines)
- Coordinating and ensuring communication with GIZ, partners and others involved in the project
- Personnel management, identifying the need for short-term assignments within the available budget, as well as planning and steering assignments and supporting local and international short-term experts
- Regular reporting in accordance with deadlines

Qualifications of the team leader

- Education/training (2.1.1): University qualification (German 'Diplom'/Master) in data science / data analytics / social science / statistics / similar
- Language (2.1.2): Good business language skills in English
- General professional experience (2.1.3): 10 years of professional experience in the social science research sector
- Specific professional experience (2.1.4): 5 years in high quality research on Gender, published in reputed journals
- Leadership/management experience (2.1.5): 3 years of management/leadership experience as project team leader or manager in a company
- Regional experience (2.1.6): 1 year of experience in projects in Maharashtra / Madhya Pradesh (region)
- Development Cooperation (DC) experience (2.1.7): 5 years of experience in DC projects

Expert 1: Research Expert

Tasks of expert 1

- Primary role for the deliverables under Work Package II, V
- Managerial role the deliverables under Work Package I, III, IV

Qualifications of expert 1

- Education/training (2.2.1): Master's in social science / gender studies/ similar
- Language (2.2.2): English & Hindi
- General professional experience (2.2.3): 7 years of experience in social impact assessments

- Specific professional experience (2.2.4): 3 years of experience in high quality gender research, published in reputed journals
- Leadership/management experience (2.2.5): 2 years of management/leadership experience in steering a research team
- Regional experience (2.2.6): Maharashtra / Madhya Pradesh
- Development Cooperation (DC) experience (2.2.7): 3 years

Soft skills of team members

In addition to their specialist qualifications, the following qualifications are required of team members:

- Team skills
- Initiative
- Communication skills
- Sociocultural competence
- Efficient, partner- and client-focused working methods
- Interdisciplinary thinking

Short-term expert pool with minimum 3, maximum 4 members

Tasks of the short-term expert pool

- Primary role for the deliverables under Work Package I (desk review & preparation component), IV
- Support role for the deliverables under Work Package II, III, V

Qualifications of the short-term expert pool

- Education/training (2.6.1): 4 experts with university qualification (German 'Diplom'/Master) in Gender studies/social science/statistics
- Language (2.6.2): 4 experts with very good language skills in English and Hindi, good language skills in Marathi required for 1 experts,
- General professional experience (2.6.3): 4 experts with at least 2 years of experience in the social science sector
- Specific professional experience (2.6.4): 4 experts with at least 2 years of experience in Gender research
- Regional experience (2.6.5): 2 experts with at least 2 years of experience in Maharashtra, 2 experts with 2 years of experience in Madhya Pradesh
- Development Cooperation (DC) experience (2.6.6): 4 experts with at least 1 year of experience in DC

The bidder must provide a clear overview of all proposed short-term experts and their individual qualifications.

6. Costing requirements

Assignment of personnel

Team leader: On-site assignment for 22 expert days

Expert 1: Assignment in country of assignment for 44 expert days

Short-term expert pool: total 439 expert days

Travel

The bidder is required to calculate the travel by the specified experts and the experts it has proposed based on the places of performance stipulated in Chapter 2 and list the expenses separately by daily allowance, accommodation expenses, flight costs and other travel expenses.

7. Requirements on the format of the bid

The structure of the bid must correspond to the structure of the ToRs. In particular, the detailed structure of the concept (Chapter 3) is to be organised in accordance with the positively weighted criteria in the assessment grid (not with zero). It must be legible (font size 11 or larger) and clearly formulated. The bid is drawn up in English (language).

The complete bid shall not exceed 30 pages (excluding CVs).

The CVs of the personnel proposed in accordance with Chapter 4 of the ToRs must be submitted using the format specified in the terms and conditions for application. The CVs shall not exceed 4 pages. The CVs must clearly show the position and job the proposed person held in the reference project and for how long.

If one of the maximum page lengths is exceeded, the content appearing after the cut-off point will not be included in the assessment.

Please calculate your price bid based exactly on the aforementioned costing requirements. In the contract the contractor has no claim to fully exhaust the days/travel/workshops/ budgets. The number of days/travel/workshops and the budget amount shall be agreed in the contract as 'up to' amounts. The specifications for pricing are defined in the price schedule.

8. Annexes

- ProSoil India gender analysis
- ProSoil India gender template
- NGO project proposals
- Draft questionnaire for the assessment