



TERMS OF REFERENCE: GENDER ANALYSIS EXPERT (Re-Advertisement)

Project	Global Affairs Canada funds ACF’s project: Gender responsive nutrition, health, WASH, and psychosocial support to vulnerable women, men, girls and boys in Northern Rakhine State, Myanmar 2020-2021 in Buthidaung Township. Global Affairs Canada works to promote gender equality and empower women and girls in all their international assistance.
Duration	40 to 45 days, starting on December 7 th , 2020
Reporting to	Head of Department (HoD) Mental Health, Care practices, Gender and Protection
Payment Terms	As designed / detailed within and according to deliverables
Conditions	The consultancy will be a remote position. The fee is inclusive of professional, administrative, accommodation, and transportation fees. Logistical costs for the consultant’s team such as enumerators, translators (domestic travels, trainings, enumerators, fieldwork), will be managed by Action Contre la Faim. The consultant will need to detail his/her need in his/her proposal.

BACKGROUND:

Action Contre la Faim / Action Against Hunger (ACF) is an International Humanitarian Organization working across 40 countries in the world. The aim of ACF is to save lives of most vulnerable with a vision of “Zero Hunger” through dealing the causes and consequences of hunger. The organization works on Health and Nutrition, Mental Health, Care Practice, Gender and Protection (MHCPGP), Water Sanitation and hygiene, Food Security and Livelihood, Disaster Risk Reduction and communication with community in addition to mainstreaming Gender and Protection.

ACF has been operational in Myanmar since 1995, with main of its operations implemented in Rakhine State. This state suffers from underdevelopment, inter-communal conflict and a depressed economy. As consequence, has the worst nutritional status among children under five years old in Myanmar. ACF Myanmar organization’s current work focuses mostly in the area of Health and Nutrition, MHCPGP, WASH and FSL.

ACF recognizes that gender – along with other forms of identity – conditions women, men, boys' and girls' differential access to, and ability to benefit from, resources and opportunities. Therefore, the organization builds its program and approaches based on analysis of deeper understanding on unequal gender and power dynamics which can be found through recent data of Gender Analysis initially conducted by ACF's MHCPGP PM in May of 2020 based on gender and protection activities conducted in Maungdaw and Buthidaung, NRS.

OVERALL OBJECTIVE:

The analysis aims at identifying the different needs, risks, vulnerabilities and interests of women, men, boys and girls, in both Northern Rakhine State (NRS) and Central Rakhine State (CRS), Myanmar. The findings of the study will inform future programming and advocacy of ACF in addition to informing wider humanitarian response.

SPECIFIC OBJECTIVES FOR ACF MYANMAR:

- The gender analysis will assess the current status of social protection policy and legislative framework in Myanmar and propose recommendations for institutional responses that are gender responsive
- Identification and analysis of:
 - Different gender specific needs, risks, vulnerabilities, capacities and interests
 - Gender specific roles, responsibilities, opportunities for empowerment, decision making
 - Gender norms, gender relations, attitudes and beliefs that drive to gender inequality and other vulnerabilities
 - Participation and decision making status and opportunities of most vulnerable especially women, girls and people with disability
 - Access to and control over resources in the context
 - Gender Based Violence within the context
- Provide half-day workshop to program HoDs / PMs/ FCO, HoB and MEAL on methodology and findings
- Provide 3 half-day workshop to ACF Myanmar field team mission on findings, both at coordination and different field base level
- To complete gender analysis in NRS and CRS including power dynamics within the family and at community level, including control of resources and access to resources.
- To make recommendations to adapt our projects to the results of the analysis: the DON'Ts, the DO's and good practices.

METHODOLOGY

The Gender Analysis Consultant will be asked to propose the methodology; however, the mission proposes a method of using desk review, and qualitative methods and use of both primary and secondary information for the analysis. Considering the current context and travel restrictions due to Covid-19, all work-related task will be conducted remotely from the consultant base.

The Gender Analysis Consultant may have to provide remote training to enumerators in: ensuring confidentiality, consideration for addressing sensitive topics, data collection, coding, analysis and report writing and presentation. The consultant will be expected to provide supervision and monitoring for the enumerators remotely during field work. Having access to Team, Skype, Zoom, etc... would be helpful.

Desk review:

A desk review will include data review and potentially meeting with partners to get a full understanding of current situation and a preliminary idea of existing gender concerns. For desk review, following documents are suggested to review and few might be added based on availability:

- Nutrition SMART survey 2016
- Anthropological study Myanmar
- ACF MHCPGP reports and notes
- Papers and studies available from other agencies and institutions
- Thorough research and exploration for existing documents and reports

Collection of primary data:

The Gender Analysis Consultant can consider and propose the following to collect primary data or the analysis.

- Survey, individual and household, through kobo software (depending on enumerator's access to the field)
- In-depth Interview (face to face or over the phone depending on enumerators access to the field)
- Focused Group Discussion (potentially using remote technology)
- Observation (from enumerators if access to the field)

The Gender Analysis Consultant is invited to propose innovative data collection methodologies adapted to the current context with a limited access.

The Gender Analysis Consultant should consider including the following individuals as priority and target groups for the analysis:

- Female and Male
- Children, Adult and Elderly
- Rohingya, Rakhine, Indus and other indigenous ethnic groups
- Different professions such as depend on aid only, volunteers, job holders, etc.
- Muslims, Buddhist and Hindus/Other religious believers
- Majhi, (traditional leader), Imam (religious leaders), chairman members, teachers, local female leaders like traditional birth attendants etc.
- People with disability with diverse background
- Humanitarian organizations and community based organizations
- ACF/other organization beneficiaries who received services

TECHNICAL DUTIES OF THE CONSULTANT

- 1. Ensure a thorough review of all documents and data within ACF Myanmar, ACF France and ACF Canada and partnering organizations to gather information, research and assessments on gender and gender studies pertaining to the context.**

The Gender Analysis Consultant is responsible for:

1. To review all relevant ACF documents on related to Myanmar mission and context and gender research, assessment.
2. To review ACF's Myanmar country strategy.
3. To review existing gender / social norm studies done by other organizations as well as reports on the status of various ethnic populations.
4. E-Meet with GBV protection organizations and cluster leads on a national level.

- 2. Complete a Gender Based Analysis and written report including explanation for context, challenges and needs.**

The Gender Analysis Consultant is responsible for:

1. Collection of data;
2. Analysis of data sex, age and other factors disaggregated;
3. Gender Analysis Report including:
 - a. State of the Law and normative frameworks
 - b. Roles and responsibilities of the different gender and age groups
 - c. Gender Relations and Decision Making
 - d. Gender and Social norms
 - e. Access and control over resources
4. Online Gender Based Violence Report on workshop with project team; Gender Analysis Consultant will provide feedback and recommendations in a workshop report for mission.
5. Reports on recommendations for enhancement of Country Program and strategy related to gender.

3. Ensure the written report is disseminated and shared internally and externally as appropriate to the context, some material may stay confidential to ACF

The Gender Analysis Consultant is responsible for:

1. To provide information concerning technical progress, impact of programs, results of research internally or externally in consultation and discussion with the ACF Myanmar Country Director.
2. With the HoD, will consider e-attending MHPSS WG, Protection Cluster and GBV WG to share findings and recommendations to help increase understanding, awareness and recommendation for gender policy and programming.

QUALIFICATIONS AND EXPERIENCE:

Qualifications:

- Advanced Degree, preferably with post graduate degree in social science, gender / women studies, international development, human rights, public health or related field;
- Minimum 5 years of experience working on gender issues, gender and development, gender equality, gender mainstreaming, policies analysis and capacity building;
- Demonstrated expertise in gender analysis, gender planning and mainstreaming of gender in projects and programmes;
- Considerable experience in development and use of gender analysis tools and methodologies, analysis and quality reporting;
- Project management experience;
- Excellent communication skills, both written and oral;
- Good facilitation skills
- Experience and commitment to promoting gender equality within humanitarian work
- Strong analytical and research skills, including the ability to process large amounts of information, extract critical analysis and distribute it appropriately
- Experience with qualitative data analysis, with quick turnaround time for use
- Familiarity with digital data collection systems
- Experience and capacity to work in harsh conditions and insecure environments
- Experience in conflict affected areas is an asset
- Able to work independently
- Maturity, cultural sensitivity, tactfulness, diplomacy, inter-personal skills and ability to work well under pressure in a demanding environment and tight deadlines.
- Computer Skills (knowledge of Microsoft Office and Outlook is a pre-requisite).
- Fluency in written and spoken English.
- Previous experience on gender analysis particularly in the context of NRS, Myanmar as well as language skills in Burmese or local language is an added value.

MANAGEMENT/RELATION

The consultant will work closely with the Mental Health, Care Practices, Gender and Protection Head of Department and Program Manager and will report directly to the Head of Department.

Internal:

MHCPGP Head of Department

MEAL Head of Department

ACF's Gender and Protection Advisor, ACF France

ACF's MHCPGP Regional Technical Advisor – Asia

External:

External coordination will mainly be with partners to better understand context and gender issues within the country. The Protection Cluster, UNHCR, and GBV and CP WG, including cluster leaders at UNFPA. Other potential partners to consider meeting to ensure full review: WFP, UNICEF, IRC, SAVE and DRC as well as all partners included in referral pathway mechanisms.

EXPECTED DELIVERABLES:

- A gender analysis report for the geographical and thematic areas of intervention
- Final report including a summary of key findings on gender analysis and recommendations
- Presentation of Final Findings to coordination staff, base staff and MHPSS WG
- 3 half-day workshop to ACF Myanmar field team mission on findings
- Sharing of report to external stakeholders in coordination with ACF

EXPECTED ACTIVITIES GENDER ANALYSIS EXPERT AND TIMEFRAME

Activities	Timeframe (days)	Deliverables	% of payment
▪ Briefings with Mission and HQ France staff and contract signatures are completed	1	Provide briefing schedule with signatures	10%

▪ Compilation, Review and Analysis of available secondary data	5	Draft findings from desk review	
▪ Identification of missing elements and definition of the methodology	3		
▪ Recruiting, preparation, and training delivery	5	Trained staff are identified and technical aspects for data collection developed	20%
▪ Data collecting, coding and analysis	10	Development of research protocols	
▪ Drafting report, draft presentation	5	A gender analysis report for the geographical and thematic areas of intervention	
▪ Report finalization	5	A gender analysis report for the geographical and thematic areas of intervention finalized	30%
▪ Preparing for workshop with ACF staff, delivery	4	ACF staff have participated in gender assessment training	
▪ Debriefing and external communication	2		40%

The Gender Analysis Consultant is invited to propose adapted workplan.

LOGISTIC ARRANGEMENTS AND CONDITIONS

- The consultant will be responsible for necessary equipment: Laptop, Internet and computer accessories; to complete assignment, working through remotely
- Under the consultancy agreements, a month is defined as 22 working days, and fees are charged accordingly. Consultants are not paid for weekends;
- As this consultant need to work remotely, all the related costs to this work should be included as part of the consultancy fees. ACF will be not be covered separately by Action Contre la Faim,
- Consultants are not entitled to payment of overtime
- No contract may commence unless both Action Contre la Faim and the consultant sign the contract.
- As per Action Contre la Faim consultant policy, payment is made against approved deliverables.
- The candidate selected will be governed by and subject to Action Contre la Faim's Terms and Conditions for individual contracts.

CONTACT PERSON

The consultants should send a

- **Cover letter,**
- **CV,**
- **list of 4 references,**
- **copy of degree / diploma, and**
- **technical and financial proposal including a tentative planning of timeframe**

To loghod@mm-actioncontrelafaim.org no later than the 1st of December 2020.

ACF will review all applications on a rolling basis and position may be filled prior to the announced end date of December 1st. ACF is prioritizing to fill this position as soon as possible.