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### Terms of Reference

## Qualitative Data Collection for the Research Gender-Responsive and Transformative Resiliency: Review of CVA approaches for emergency response and livelihoods in Northwest Syria

CARE Turkey –August 2022

<b>Contract Duration</b>	3 <sup>rd</sup> to 31 <sup>st</sup> of August 2022
<b>Place of Work</b>	Northwest Syria (Al-Bab, Idleb, Maaret Tamsrin, Darkosh, Ariha, Jarablus, Bennsh and Sarmada)
<b>Manner of Submission</b>	Electronic submission

### 1. BACKGROUND:

CARE International is a multi-sector humanitarian and development agency working in 90 countries to fight social injustice. Focusing on women and girls, we do this by focusing on six impact areas identified in CARE’s 2030 Vision; climate justice, gender equality, humanitarian assistance, right to health, right to food water and nutrition and women’s economic justice.

The Syrian crisis entered its 11th year in March 2021, which has triggered the largest displacement crisis in the world with 6.6 million internally displaced and 5.6 million Syrians in neighboring countries such as Jordan, Lebanon, Egypt, Turkey and Iraq<sup>1</sup>. CARE Turkey’s response inside Northwest Syria aims to have a long-term impact on affected population, Internally Displaced People (IDPs), vulnerable host communities, and returnees, by strengthening their ability to recover from disasters and crises. Moreover, CARE Turkey implements short-term emergency programs aiming to meet the most urgent humanitarian needs of the affected population. CARE works through Syrian partner organizations as well as through a direct implementation modality to manage a program across six key sectors; WASH, Shelter, Economic Recovery and Livelihoods, Protection, Sexual Reproductive Health (SRH) and Emergency Response support.

CARE Turkey wants to review its CVA assistance under emergency response and livelihoods sectors in NWS to understand how CARE’s CVA programming can be better leveraged to build a gender responsive or transformative resilience programming. Accordingly, CARE Turkey is looking for an experienced third party company to translate data collection tools developed by CARE, collect data, conduct data translation and cleaning.

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<sup>1</sup> <https://www.unhcr.org/syria-emergency.html>



## 2. RESEARCH OBJECTIVES AND KEY QUESTIONS

The purpose of this research is to leverage CVA programming in order to build gender responsive/transformational resilience programming for women in the context of the protracted crisis in Northwest Syria (NWS). The research will aim to address the following questions:

Research areas	Key research questions	Information source and tools
1. <b>Resilience and CVA (CARE and partner program review)</b>	1.1. To what extent CVA is increasing resilience of women recipients?	FGDs with women and IDIs with local men, project partners, local and religious leaders
	1.2. How have capacities of women (anticipatory, absorptive, adaptive and transformative) been strengthened by CARE's CVA programming in different sectors against economic crisis and shocks including food insecurity?	
2. <b>Gender-Responsive and/ or transformational CVA</b>	2.1. Which strategies, models and approaches have been used to support meaningful participation and leadership of local women in CVA programming?	
	2.2. Which strategies, models and approaches work or don't work in supporting women's participation and leadership in CVA programming in the fragile and crisis context?	
3. <b>Program design and management</b>	3.1. What are risks, opportunities reported from strategies, models and approaches of the reviewed projects?	
	3.2. Which factors could significantly affect interventions to achieve gender-responsive and transformational resilience in CVA programming?	

## 3. RESEARCH PARTICIPANTS

This research is designed to engage a range of critical stakeholders including at the community-level. The sampling approach is designed to ensure representation from the range of lived experiences of women CVA recipients of Cash for Work, Emergency Cash for Food and Multipurpose Cash Assurances and perspectives of male community members, local/religious/community leaders and project stakeholders from CARE and partner teams.

## 4. RESEARCH METHODS

The study will use primarily qualitative methods.

A total of 18 focus group discussions will be conducted with women CVA recipients. Each group should consist of 8-10 participants. There will be 3 groups of FGDs conducted for each activity, as follows:

- FGD group 1: Single, divorced, widowed women
- FGD group 2: Married women
- FGD group 3: only IDP women



Location	Food Security Assistance	E-Cash	Multipurpose cash	Voucher	Cash for Work	Total
Jarablus		2			4	6
El Bab		1			2	3
Maaret Tamsrin				1		1
Sarmada			2			2
Darkosh			1			1
Ariha	1					1
Bennsh	2					2
Idleb City				2		2
<b>Total</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>3</b>	<b>6</b>	<b>18</b>

2 FGDs will also be conducted with the key project staff from CARE and its implementing partners:

- FGD 1: CARE staff
- FGD 2: Partner 1, Partner 2 and Partner 3 staff

In-depth interviews will be conducted with a range of stakeholders, including husbands of women recipients of CVA and community members/leaders. The total sample size will be around 32.

Location	Husbands of women CVA participants	Local Councils	Community Leaders (religious, etc)	Total
Jarablus	2	1	1	3
El Bab	2	1	1	3
Maaret Tamsrin	2	1	1	3
Sarmada	2	1	1	3
Darkosh	2	1	1	3
Ariha	2	1	1	3
Bennsh	2	1	1	3
Idleb City	2	1	1	3
<b>Total</b>	<b>16</b>	<b>8</b>	<b>8</b>	<b>31</b>

## 5. SCOPE OF THIS ASSIGNMENT

The data collection process will be revised in the first stage of the contract after detailed planning. The data collection tools will be developed by CARE and selected company is expected to translate the tools into Arabic and then administer them in the field in the designated locations and following the above specified sampling. The selected company is expected to provide Arabic and English versions of transcribed and clean data to CARE. The selected company will work closely with CARE's Knowledge Management and Learning Manager (KMLM) to complete the contract successfully.



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The selected company is requested to commit to follow and focus the below principles during the data collection:

- **Independence:** Measures should be put in place to prevent bias.
- **Representativeness:** The data collection should target beneficiaries, including from different genders, age groups, ethnic groups, displacement status (host community, IDP, refugee, returnee) and locations (e.g. urban and rural) as relevant to CARE’s programming inside Northwest Syria.
- **Conflict sensitiveness:** The data collection process should consider dynamics of the conflict to avoid further harm and show how the research topic (CVA and gender) is further amplified by the conflict dynamics.
- **Age, gender and diversity:** The data should be collected and able to be disaggregated from gender, age, diversity, location, displacement status and other relevant approaches.
- **Confidentiality:** The data collection should be mindful of which individuals are used as information sources, ensuring the confidentiality of participants in the research, being sensitive to who might overhear interviews, and/or not visiting particularly insecure areas.
- **Informed consent:** The enumerators must specifically ask respondents for their consent to use any information they provide. When interviewing children, parental consent must be sought after receiving the child’s assent depending on the age. A respondent can always decline to answer a specific question. Personal information can never be disclosed or transferred for purposes other than those for which it was originally collected and for which consent was explicitly given.
- **Safe referrals:** The enumerators team should have referral information available for when immediate mitigation and remedial actions are needed. The selected company will ensure that the enumerators are aware of the complaints and feedback mechanisms and able to share information on the different channels with the research participants.

**Integrity:** The enumerators must treat all informants, interviewees, and co-workers with decency and respect always, and carry out their assigned tasks with integrity. The enumerators should introduce themselves clearly and respectfully to assessment participants and explain the goals and limitations of the assessment process, how the information will be used, and with whom it will be shared. All enumerators participants must be trained on PSHEA included prior to data collection in the field.

- **Safeguard recorded information:** All data and information management activities must adhere to international standards of data protection as well as CARE and Government of Turkey data standards. Data collectors should comply with the ethics and visibility rules of CARE while implementing the research activities. The partner should not use the data for their own research purposes, not license the data to be used by others, without the written consent of CARE.
- **Safeguarding and PSHEA:** CARE has a zero-tolerance approach toward sexual harassment, exploitation and abuse, and child abuse. We will carefully examine allegations and investigate, and take appropriate disciplinary action where this is needed, taking into consideration the rights and interests of the survivor, consistent with CARE’s survivor-centred approach. We make very clear that sexual harassment, exploitation and abuse, and child abuse in any form, perpetrated by our staff, partners or other related personnel, towards anyone, will not be tolerated. CARE reserves the right to withhold the research if the rules and the regulations regarding confidentiality, ethics and procedures of CARE are not followed.

## 6. CONTRACT MANAGEMENT

The KML Manager from CARE will be responsible for managing the contract and facilitating the data collection work between CARE and the selected company. The KML Manager will also oversee, support, and provide ongoing feedback to the enumerators with support from the program teams. In the kick off phase, roles and responsibilities will be in place to define what is needed to be done by whom between CARE and the selected company.

## 7. LOGISTICS AND SUPPORT

CARE Turkey will support the work through the following contributions:

- Provision of data collection tools in English



- List of beneficiaries
- Locations of data collection (communities, sub-districts, districts, governorates)
- Catch up meetings as needed
- Training/training materials to the enumerators

It is the selected company which will be responsible for providing the transportation fee, refreshments and personally protective equipment for COVID-19, for the research participants.

### 8. DELIVERABLES AND TIMEFRAME

The total duration of the consultancy is approximately 1 month (non-consecutive); starting from August 3<sup>rd</sup>- August 31<sup>st</sup> 2022, throughout the deliverables as follows:

<b>Task &amp; Description</b>	<b>Timeline</b>
<b>Task 1:</b> Research team to attend inception workshop of the research	August 3 <sup>rd</sup>
<b>Task 2:</b> Translation of the tools in Arabic <b>Deliverable:</b> 1. Data collection tools in Arabic delivered to CARE	August 5 <sup>th</sup>
<b>Task 3:</b> Training of data collection team on PSHEA, interview/FGD techniques, confidentiality and informed consent, research protocols (tools, etc.) by CARE	August 10 <sup>th</sup>
<b>Task 4:</b> Data collection completed <b>Deliverable:</b> 1. English cleaned data delivered to CARE 2. Arabic raw data delivered to CARE 3. Field report including preliminary data analysis delivered to CARE	August 15 <sup>th</sup>
<b>Task 5:</b> Research team attending sense-making session for the preliminary findings	August 31 <sup>st</sup>

### 9. PROPOSAL DETAILS, SELECTION CRITERIA AND SUBMISSION

Interested parties are requested to submit the following documentation to CARE International in Turkey (below address)

- Technical proposal including proposed data collection process and approach including short biography of personnel on the proposed research team. Please include the following points in your proposal: Short biography/CV of personnel on the proposed research/ data collection team including team structure (number, structure, gender, availability, accessibility, language skills, experience in participatory data collection tools, experience in project sites), data collection techniques proposed (whether face-to-face, phone or online and how the decision will be made), suggested sampling for each method, documentation method for each data collection method (notetaking or voice recording?) and how the decision for this will be made, experience in providing trainings to the enumerators and the topics, piloting and debriefing phases, quality assurance of the data collected, translation into English and Arabic and assuring quality of translations, ensuring confidentiality and informed consent, COVID-19 measures, data security and protection
- Detailed cost proposal, with costs broken down to reflect the timing and cost of each activity



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- List of previous data collection experience from previous assignments – specifying the tools used for each assignment
  - 3 References from previous assignments.
  - Optional: Any relevant materials may be attached as annexes

Applications will be assessed against the following selection criteria

- Advanced degree or equivalent experience in international development, community development, social science or a related field;
- Demonstrable experience and contemporary understanding of international development and operating context challenges, including at least three years of experience working within CVA and gender;
- Extensive data collection experience in qualitative tools;
- Extensive knowledge of current literature/ practice around CVA and gender;
- Data collection team with significant relevant technical experience (both operational & research based) regarding the context northwest Syria.
- Attention given to gender balance of the data collection teams and gender considerations and the specific needs of diverse women, men, girls, and boys – including persons with disabilities, older persons, youth, and LGBTI persons
- Arabic fluency in the team and proven experience in collecting data in Arabic;
- Access to project implementation areas and ability to gain permissions;
- Demonstrated experience working in a team environment with strong skills in the area of research and proven access to research locations;
- Understanding of CARE’s vision, mission and values, and commitment to uphold the CARE Code of Conduct and Child Protection Code of Conduct throughout the consultancy.