



TERMS OF REFERENCE

Assignment Title	Consultancy to conduct a Baseline Survey.
Project	Promoting Gender Transformative and Youth Inclusive Democracy
Type of Contract	Short-Term
Contract Period	30 days
Supervisor	Gender Justice Programme and Policy Manager
Location	Various depending on need of the assignment
Country	Malawi

Background and Context

Oxfam in Malawi under the Southern Africa Cluster has Program Priority on Gender Justice, which is focused on Gender Equality, Women's Rights and Empowerment. The goal of the Gender Justice is that *Diverse women, girls, and marginalized groups fully realize their rights, exercise their leadership, and live a life free from violence, discrimination, and poverty.* One of the priorities under the Gender Justice Program is the Transformative Women's Leadership (TWL). The TWL seeks to ensure that *Diverse women, including young women, have full agency, exercise their rights, and shape decisions in all levels of social, economic, and political life.* This work is in line with the National Gender Policy and the Government of Malawi's commitment to promote the political participation of women through its regional and international agreements such as the Southern African Development Community (SADC) Protocol on Gender and Development.

Description of the Programme

Oxfam in Malawi under the Transformative Women's Leadership (TWL) pathway supports the Political Empowerment of Women in line with the Government's National Program on the Political Empowerment of Women and Decision Making and the Political Empowerment of Women (PEW) Strategy.

With funding from the European Union, Oxfam in Malawi, and its partner Women's Legal Resources Centre (WOLREC) are implementing a project on Promoting Gender Transformative and Youth Inclusive Democracy in Malawi, under the wider European Union supported Malawi Democratic Governance – (*Boma Lathu*) Program. The Project aims to *enhance the inclusion of women, youth, and marginalized*

groups to meaningfully participate in political and decision-making structures and processes. The Project has national level coordination and influencing activities but will be specifically implemented in 7 pre-selected target districts of Rumphi, Mzimba, Dedza, Salima, Machinga, Mulanje, and Nsanje, and will focus on the following pillars:

1. Increased commitment and action to adopt and enforce legal and policy frameworks related to Women, Youth and other Marginalized groups' participation in politics and decision making.
2. Inclusive and gender transformative political party regulations and practices that include Women, Youth and other marginalized people's representation and equal participation at all levels.
3. Women, Youth, and Persons with Disabilities have capabilities and are empowered to participate in politics, governance processes and decision-making positions.
4. Women, Youth, and Marginalized groups have improved access to economic opportunities that enable them to contest and be viable for decision making positions.

In line with the Project, the Consortium of Oxfam and WOLREC seeks services of qualified consultant(s) to conduct a Baseline Survey for the Promoting Gender Transformative and Youth Inclusive Democracy Project.

Objectives of the Assignment

The Main Purpose of the Baseline Survey is to measure the pre- implementation status of project indicators and to understand the starting point of key elements/ variables of the project against which progress will be measured. The results will act as benchmark which will be used to guide implementation and assess performance of the project interventions. The Specific Objectives of the assignment are as follows:

1. Produce baseline values for key programme indicators at impact, outcome, and output levels.
2. Update the project Log-frame with baseline values.
3. Based on any significant findings, make targeted recommendation for consideration of any modifications of the project indicators or any aspect of design to enhance ability to achieve intended results.

Methodology and Scope of the Assignment

The methodology to be used by the consultant(s) should be participatory approach using mixed method- quantitative and qualitative strategies in the study. The scope of the assessment includes reviewing project proposal log frame, narrative, project document annexes, project districts socio-economic profiles and any other relevant project documents. Collecting of primary data through interviews and focus group discussions with women, youth and disability community groups, District Gender Officers, Youth Officers, NICE Officers/ volunteers, Traditional and Religious Leaders, District CSOs working on governance, gender and women's rights including from most relevant national level stakeholders such as the Gender Ministry, Political Parties, Parliamentary Women's Caucus and Gender and Women's Rights CSOs. Thereafter, analysing of both secondary and primary data and come up with a report.

Expected Outputs and Deliverables

The following deliverables are expected under this TOR:

- Inception report accepted by the Consortium.
- Project baseline design/ framework implementation plan agreed with Oxfam in Malawi.
- Draft baseline report to be presented to the Consortium.
- Baseline final report clearly outlining key findings based on the project objectives.
- Data set for qualitative and quantitative data in Flash disk.
- Updated project log-frame based on the baseline the findings.
- The consultant(s) will present baseline findings to Consortium.

Safeguarding and Media Products

The consultant(s) will be guided by the Oxfam in Malawi Media and Comms Team on the communications requirements as adhered to by Oxfam, such as consent forms and guidance on photographs to use.

Responsibilities of Oxfam and Consortium Partners

Within its policies and practices, Oxfam's primary responsibility is to facilitate the consultant's ability achieve the objective of the assignment. Specifically, Oxfam and the project partner, WOLREC will be responsible for:

- Providing all the relevant project documentation for the assignment
- Providing an online training on Oxfam safeguarding and ethics to the Lead Consultants and Research Assistants.
- Arrange meetings with concerned parties in the target districts and at national level.
- Give inputs to study design and tools.
- Monitoring, providing feedback and ensuring effectiveness of the study.
- Giving inputs and feedback to draft and final reports.
- Releasing the budget as per the agreed budget disbursement schedule

Eligibility criteria

The consultancy team should have experience in qualitative and quantitative research, clear understanding of research methodology and experience in using different social research tools and techniques.

- The team must include holders of advanced University Degree in Social Science, Gender, Political Science, Human rights, and Governance with a minimum of 10 years' experience.
- Clear understanding of governance and general political environment in Malawi.
- Clear understanding of the sector of women's political participation
- Have vast knowledge in gender transformative approaches and social inclusion (engaging with women, youth, people with disability)
- Quantitative and qualitative statistical analysis skills are essential.
- Knowledge of EU project evaluations is an added advantage.

Work Schedule

Oxfam expects the consultant to complete the exercise in 30 days from the day of signing the contract. Failure to adhere to timelines is a violation of a contract and may lead to sanctions as guided by Oxfam policy on contracts.

Supervision and Management

Oxfam in Malawi will supervise the assignment. Specifically, the Consultant(s) will report to the Oxfam MEAL Coordinator and the Oxfam Project Coordinator for this project. The consultant(s) will be expected to work closely with and interact on a continuous basis with Oxfam in Malawi while undertaking the assignment.

Submission of Proposals

Interested consultant (s) should submit their Technical and Financial Proposal (not more than 15 pages), detailing how they will undertake the assignment including up-to-date CVs of the consultants. Proposals should be submitted to the address below either in electronic or hard copy form and must be clearly indicated '**Baseline Survey for Promoting Gender Transformative and Youth Inclusive Democracy in Malawi Project**' by 17:00 hours local time on Friday, 8th March 2024

All correspondence for the consultancy should be addressed to:

Internal Procurement Committee (IPC)

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