



Terms of Reference for “LNGO Advocacy Capacity Building Grantee Selection”

Project: TOGETHER project (uniting Towards Gender Equality for enjoyment of women’s and girls’ Total Health and Rights)

Date: January 2021 to March 2027

Lead Agency: Adventist Development and Relief Agency (ADRA) Cambodia

Donors: Global Affairs of Canada (GAC)/ADRA Canada

Summary: This TOR lays out the background, Objectives, and selection criteria and process to identify a Local Cambodian NGO partner to be chosen as an Action Research and Advocacy partner in the area of Sexual Reproductive Health Rights. ADRA Cambodia is seeking a (one) Partner LNGO to be selected and work with ADRA Cambodia’s TOGETHER project working in 318 villages and 71 Communes of Preah Vihear, Kompong Thom, and Steung Treng provinces in the area of Action Research for Advocacy on the reproductive health rights and protection for adolescent girls and women.

The selected partner will receive grant funds to join in working with ADRA and other local partners to build their own organization skills in research and advocacy as well as contribute to the broader project objectives to *increase enjoyment of health-related rights by the most marginalized adolescent girls, women and U5 children.*

1. Background and Purpose

TOGETHER is a six-year multi-sectoral project implemented by Adventist Development and Relief Agency (ADRA) which aims to increase the enjoyment of health-related rights for the most vulnerable children, adolescent girls and boys, and women and men in Cambodia, Kenya, the Philippines, and Uganda, especially those with intersecting vulnerabilities in indigenous, remote or resettlement settings. The project will empower individuals and communities to advocate for better sexual and reproductive health services and policies, and will educate and encourage young people to engage with their communities and their governments to make their voices heard. Specific project Goals and Key Objectives include:

1000-Increased enjoyment of health-related rights by the most marginalized adolescent girls, women and U5 children with intersecting identities in indigenous, remote or resettlement settings in Cambodia, Kenya, Philippines and Uganda

1100 - Increased equitable use of inclusive, respectful and quality health services by the most vulnerable adolescent girls’, women’s and U5 children’s rights holders living in indigenous, remote or resettlement settings of target areas.

1200 - Improved provision of gender-responsive, inclusive and environment-sensitive health and nutrition services by duty-bearers and responsibility-holders for the most vulnerable adolescent girls, women and U5 children in target areas.

1300 - Increased community-led, evidence-based multi-sectoral actions in reducing structural barriers preventing realization of health-related rights by the most vulnerable adolescent girls, women and U5 children in target areas

Some of the project activities include: (1) Community and school based training on sexual and reproductive health and rights, water, sanitation and hygiene, climate resilience, and life skills to adolescent girls, young women, boys and young men; (2) training and support to health care staff, community health volunteers on women centred, safe, inclusive care and counselling; (3) capacity building of health care providers to provide comprehensive, gender-sensitive sexual and reproductive health services; (4) behaviour change capacity building for improving nutrition for caregivers of children under the age of five years old, pregnant and lactating mothers and their partners through kitchen gardening; and (5) Community action planning addressing key community-specific causes and/or effects of SGBV, teenage pregnancies, or sex work facilitated, 6) Increased capacity of local women’s and girls’ rights organizations to advocate for health-related services for the most vulnerable adolescent girls, women and children, etc. ADRA in Cambodia’s “TOGETHER Project” is working with the PHDs, Provincial and District Administrative Offices and will conduct community based training and promotion in 318 in marginalized, indigenous, resettlement settings villages of 71 communes in Steung Treng, Preah Vihear and Kampong Thom provinces. These activities will not be conducted in all areas simultaneously but will be carried out in 3 general phases over the 6 year period of the project from late 2021 through to mid 2027.

Therefore, related to project activity #6 LNGO Grantee Selection Terms of Reference (TOR) has been developed to seek a qualified and interested Local NGO partner to conduct Action Research and Advocacy in the area of Sexual Reproductive Health Rights on an ongoing basis between **mid 2022 and 2026**. It is expected that the selected LNGO partner will develop and receive an activity budget of between 30,000 and 45,000 USD per year for up to 5 years to cover valid costs for the capacity building and action-research and advocacy process.

LNGO partners are encouraged to apply based on their interest in the following selection criteria.

2. Nature of the selected LNGO Partner partnership and tasks

The collaboration will primarily include the LNGO conducting cross-cutting monitoring and research with TOGETHER beneficiaries for use in conducting gender transformative advocacy presentations/campaigns on sexual rights and health right (SRHR), sexual and gender based violence (SGBV), and support of government and community based systems which promote women’s right. Examples of activities which may be conducted over the life of the partnership include:

- A. Join Research and Advocacy training and mentoring with ADRA and other capacity building partners.
- B. Conduct literature reviews and communicate with other civil society and government partners on relevant priority research/advocacy topics.
- C. Prepare targeted research plans that complement the objectives of the target project and review with TOGETHER project management. Indicative research areas will likely include study of SRHR issues for young females in the KTV/Entertainment line of work, females and migratory work, vulnerabilities of minority and underage working women. Etc.
- D. Gather quantitative and qualitative information and data within the project target areas through the following typical methods.

- a. Key informant interviews and focus groups
 - b. Targeted survey/data collection forms at the household, government institution, and other private sector levels
 - c. Informal observation, interviews and conversations
- E. Conduct data analysis and follow-up confirmative research activities for clarification of the findings. Also review findings with both ADRA and project partners.
- F. Prepare both document and oral presentations of the results with an advocacy for action on SRHR focus for both community leaders and higher level duty-bearers with influence on the relevant topics. Plan and lead localized advocacy campaigns through project partners and along with other project interventions.
- G. Prepare reports of activities for ADRA Cambodia to document the research and capacity building processes as well as how the capacity will be used by the LNGO partner in the future.

Details of implementation will be worked out with the selected partner but it is expected that the organization would select 1-2 full time staff members and other part-time staff members to work specifically on the research activities in addition to the other part-time staff needed to support logistics and overall administration of the partnership grant.

3. Eligibility

The following Criteria will be used in the selection of a LNGO Grantee Research and Advocacy partner with the TOGETHER PROJECT.

Requirements for Eligibility:

- A. Be a fully registered Local Non-Government Organization (LNGO) with the Cambodian Ministry of Interior for at least 8 years.
- B. Have the organizations “primary” head office local within the provinces of Preah Vihear, Kompong Thom, or Steung Treng.
- C. In the past 3 years, have had at least 5 staff members employed either full time or part time working on development programming.
- D. Have implemented community development projects over the past 5 years that include Reproductive health promotion, promotion of the rights of women and girls to health, economic development, or other services that support women in the community.
- E. Fully comply with the Cambodian government LNGO practices and reporting
- F. Be committed and demonstrate the ability to partnering with TOGETHER for the full 5-year period from 2022 to 2026 as noted above.

Preferred LNGO Characteristics:

- G. Demonstrate having female leadership in the organization.
- H. Have some experience in research and or advocacy for women’s rights and development and show why additional research capacity will improve the LNGO’s program impact.
- I. Have experience in having worked with and have positive relations with government partners.
- J. Have received financial support from at least 3 separate donors and have demonstration of sound financial practices.

4. Application and Selection Process for interested LNGO Research Partners

The **LNGO Research Grantee Partner** selection process will include two stages to reduce undue work by interested Consultants.

- **Step One:** Interested LNGO Grantee Partners will submit a Letter of Interest and Suitability, including
 1. Statement of why the LNGO is interested in this opportunity and how past relevant experience responds to the Eligibility Criteria in TOR section #3 above. (Not more than 2-3 pages in either English or Khmer)
 2. CVs of LNGO leaders and the proposed research staff members who would be involved in the project. (If some additional staff may be hired to join this activity, please indicate this)
 3. Scan of the LNGO Registration approval with the Ministry of Interior.
 4. Additional relevant documents if desired (it is intended that additional documents will be requested after short-listing).

ADRA Cambodia will review and Short List to a maximum of potential 3 LNGO candidates from **Step One** who will be invited to proceed to **Step Two**.

- **Step Two:** Short listed LNGO Grantee Partners will be follow the following steps in the selection process which will be conducted over a 2 week period maximum:
 1. ADRA will request evidence of the additional main eligibility requirements by email.
 2. An interview will be set up with each of the short listed candidate LNGOs where the candidate LNGO will have an opportunity to respond to the various eligibility factors and other reasons why they should be chosen for this opportunity.
 3. Additional documents may be requested.

Upon receiving the additional **Step Two** information, the ADRA Cambodia Administrative Committee will analyse the information and merit of the short listed partners and make the final decision on the selection of the LNGO Grantee Partner. At this point a more detailed discussion of financial arrangements will be made and the selected LNGO partner will have the opportunity to accept or not accept the terms of the agreement.

5. **Means of Submission:** All interested and qualified consultant should send his/her application to: rithyl@adracambodia.org, and marks@adracambodia.org If there are additional questions please the ADRA TOGETHER project contact at 012-265-870 (Mr. Roth Rumnea) for more information.

6. Application Timeframe

All applications for **Step 1** should be submitted by Wednesday March 16th, 2022 **17:00 hrs.** Applications received after this time will not be considered.

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