



TERMS OF REFERENCE (TOR):

Y2 ANNUAL SURVEY REPORT WRITER CONSULTANT

TOGETHER - uniting TOwards Gender Equality for enjoyment of women's and girls' Total HEalth and Rights

Funded by: Global Affairs Canada
ADRA Canada

Creation Date: 13 December 2022
Country: Cambodia

Summary

The scope of this consultancy is to analyze Y2 survey results, prepare a report summarizing the survey results and consult it with the local implementing team.

Timeframe: February 6 to 27, 2023

Language of report: English

Language(s) of target area: Khmer

Application submission: CV & cover letter to rithyl@ADRAcambodia.org by 3pm on January 20.

Project & Organizational Background

TOGETHER. This multi-sectoral Project 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. The Project will provide training to educators and teachers on providing comprehensive sexuality education, both in and out of the classroom. The Project will also strengthen local health systems, working closely with local authorities and health facilities to improve health worker capacity and service coverage, including for family planning and sexual gender-based violence (SGBV)-related prevention and care. Project activities include: (1) 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 centered, safe, inclusive care and counselling; (3) training health care providers to provide comprehensive, gender-sensitive sexual and reproductive health services; (4) training on nutrition for caregivers of children under the age of five years old, pregnant and lactating mothers and their partners through kitchen gardening; and (5) equipping health centres to provide sexual and reproductive health care, from family planning consultations to supporting victims of sexual and gender-based violence in all four countries.

With technical input from Salanga, the Project will apply an innovative community-led monitoring, evaluation and learning methodology to engage beneficiaries directly in project design and implementation and will empower them to address their own health and socio-economic challenges, set goals, and measure results. The Hospital for Sick Children will support gender-sensitive child health and nutrition education and training. The Organization will have overall management and fiduciary responsibility for the project.

The Organization will report on the following three SRHR Neglected Areas: 1) advocacy; 2) comprehensive sexuality education; and 3) family planning.

ADRA Cambodia. The Adventist Development and Relief Agency (ADRA) was initiated by the Seventh-day Adventist church, to follow Christ's example by being a voice for serving, and partnering with those in need. ADRA Cambodia is part of the ADRA network, which has a presence in approximately 125 countries. ADRA seeks to identify and address social injustice and deprivation in developing countries. ADRA Cambodia's portfolio focuses primarily on sustainable, long term development programs including food security, health, water & sanitation, and education. Currently

ADRA is working in the provinces of Preah Vihear, Kompong Thom, Pursat, Phnom Penh and Stung Mean Chey. ADRA assists those in need without regard to ethnic, political, or religious affiliation.

ADRA Canada. The Adventist Development and Relief Agency (ADRA) was initiated by the Seventh-day Adventist church, to follow Christ's example by being a voice for serving, and partnering with those in need. ADRA Canada is part of the ADRA network, which has a presence in approximately 118 countries. ADRA seeks to identify and address social injustice and deprivation in developing countries. ADRA invests in the potential of individuals through community development initiatives targeting Food Security, Economic Development, Primary Health and Basic Education. ADRA's emergency management initiatives provide aid to disaster survivors. ADRA recognizes the dignity that is inherent in each person and is committed to improving the quality of human life. It serves people without regard to their ethnic, political, or religious association. It helps those in need, especially those most vulnerable, such as women and children. Why invest in women? Because a woman multiplies the impact of an investment made in her future by extending benefits to the world around her.

Salanga. Salanga is an organization providing training, advisory and advocacy for non-profit organizations around the world through three main programs – Monitoring & Evaluation, Partnerships & Consultancy and Safety, and Security for aid Workers. For TOGETHER Project Salanga, as project partner, will provide training, expertise, and practical tools for effective and efficient project monitoring from data collection and aggregation to automated reporting. Salanga is also proud founder of Kinaki (www.kinaki.org), unique M&E tool for data aggregation, analysis, and reporting, which will be used throughout the TOGETHER project.

Purpose of Consultancy

TOGETHER is a multi-country project and the data collection and analysis process must be consistent. The design of the survey and the indicator calculations will be coordinated by ADRA Canada and Salanga in consultation with the four implementing partners. The purpose of the in-country consultant:

Analyze survey data results through the local context lens. Indicator results notes will be provided to the consultant. However, it's the consultant's responsibility to do further investigation, including gender trends, location/village trends, affluence differences, validation between different data sources (when applicable), etc. at the consultant's discretion.

Discuss findings with implementing team (technical leads). The analysis and findings should be discussed with the technical leads and project manager. Generally, the findings should have their buy-in. Any concerns with the findings should may result in further investigation in the project areas and should be noted in the report.

Write the survey report from the local context perspective and based on the provided template. This includes a heavy emphasis on the analysis. What are the implications of the data and results? Is the data and results reflective of the situation on the ground according to the consultant's experience? Is there any further investigation needed to understand the data? What implications does the data have on the project? Should the indicator targets be adjusted?

Dialog with ADRA Canada and Salanga on feedback, incorporate into final report. The consultant will be expected to dialog directly with ADRA Canada and Salanga as well as the local implementing partner regarding feedback and questions on the report. The consultant will coordinate all responses with the implementing team.

Competencies

The following competencies are ideal:

- Proven previous experience as baseline analysis/annual survey lead and baseline/annual report writer
- Proven familiarity on the following thematic areas:
 - Sexual reproductive health and rights
 - Sexual and gender-based violence
 - Gender
 - Environment
- Research background with focus in analysis
- Familiarity with Global Affairs Canada's best practices and approach to baselines/evaluations is preferable

Resources Provided to Consultant

The following resources will be provided to the successful consultant:

1. All project-related materials including proposal, logic model (LM), performance management framework (PMF), baseline survey report, and Y1 Annual Report.
2. Survey results.
3. Record check results.
4. Pre-calculated indicator results (when data collection is through the mobile survey).
5. Survey report template.

Out-of-scope for Consultant

For clarity, the following items are **not** the responsibility of the consultant:

- Design of the survey questionnaire
- Data collection through household survey.
- Determining sample size.
- In-country enumerator hiring/training.
- Supervising or coordinating the data collection.
- Cleaning the survey results.

Timeframe

The survey will be conducted and compiled from 11 January to ± 6 February 2023. During this time the consultant can familiarize themselves with the project at their discretion.

The consultant will be required to write the report, incorporate feedback/answer questions, and finalize the report from 6 to 8 March 2023. Please see Deliverables for specific timeframes.

Deliverables

Schedule review of Y2 survey report for Cambodia team

Item	Duration	From	To	Comment
Survey report based on the template	8 days	6 Feb 2023	14 Feb 2023	
ADRA Canada & Salanga review (consultant available for questions)	3 days	15 Feb 2023	2 Mar 2023	Exact dates TBD by ADRA Canada
Incorporate feedback	2 days	15 Feb 2023	2 Mar 2023	Exact dates TBD by ADRA Canada
Implementing partners together with the consultant present results to stakeholders	1 day	15 Feb 2023	2 Mar 2023	Exact dates TBD by ADRA Canada
Finalization of survey report with stakeholders' inputs	2 days	3 Mar 2023	8 Mar 2023	Exact dates TBD by ADRA Canada

Note: All dates with Sat taken out

Survey Report Template

The survey report template will be provided as a separate document.

Application Submission

Interested candidates should submit their application (or requests) for this consultancy by e-mail to rithyl@ADRACambodia.org or in person at the ADRA Cambodia office House 4, Street 554, Toul Kork, Phnom Penh. Tel. 023-880-693 before the submission deadline on 20 January, 2023. Only shortlisted candidate/s will be contacted. The application of interested candidates should include a CV and cover letter showing relevant professional experience and the requirements listed above. Ideally candidates will also submit a sample of previous survey report work.

For further information, call p. 023 880 693; m. 012 265 870

ADRA Cambodia is a Smoke-Free Child Safe Organization. 