



Cambodian Women's Crisis Center (CWCC)

Terms of Reference Baseline Evaluation for Join Us for Social Transformation (JUST) Project

I. Introduction

The National Action Plan to Prevent Violence against Women (NAPVAW) recognizes that some women face increased risk or barriers in access to services based on intersecting characteristics such their work, age, economic status, health, gender identity, sexual orientation, ethnicity, disability, or other factors.

It is recognized that women with marginalised status including women with disabilities, Cham women, LGBTI women and women in the entertainment work are experiencing stigma, discrimination, increased rates of both physical, sexual and emotional violence and are excluded from economic opportunities. Women in these groups also have the least access to engage in prevention and receive appropriate, available and accessible response services. Their rights are not fulfilled, they are excluded from the services they need, and their voice is not heard in policy development. These challenges have only been compounded by the COVID 19 pandemic with further isolation and barriers to service.

To tackle these issues, Cambodia Women's Crisis Center (CWCC) with its implementing partner ADD International will implement the Join Us for Social Transformation (JUST) project with funding Support form UN Trust Fund. The JUST project will focus on preventing and responding to violence against women (VAW) at the intersection of VAW (different types) experienced by women with disabilities, women entertainment workers/sex workers, women in Cham communities and LGBTI groups.

The JUST project will focus on addressing inequitable social norms, stigma and discrimination experience by the groups, improve the responses of duty bearers, provide essential services and provide opportunities for women's voices to be raised up to influence policy development such as the National Action Plan to Prevent Violence against Women. The JUST project will engage with community service organizations representatives representing each of the groups.

The overarching theory of change of JUST is that if women and girls including from marginalised groups have improved access to essential specialized VAWG services, *if* behavior, attitudes and practices are improved positively for rights holder groups, duty bearers and individual women and *if* legislation, policies and national action plans are accountable to marginalized women, *then* VAWG will be prevented, and quality of essential services improved.

The Goal of the JUST Project is **“Empowered women, girls and those with minority status and socially excluded – women and girls with and without disabilities, Cham, Entertainment/Sex workers and LGBTI in the target areas are empowered, have improved access to essential quality services and VAWG will be reduced”**.

Under the scope of this goal the project will work towards the achievement of the following specific outcomes:

Outcome 1: Survivors of violence including those that are marginalized and socially neglected (women and girls with disabilities, Cham, Entertainment Workers and LGBTI) have increased access to essential services: psychological, social and legal.

Outcome 2: Social norms, behaviors, attitudes and practices in the communities are transformed or improved to better to protect women and girls from violence

Outcome 3: Government partners: Ministry of Women’s Affairs (MoWA) and Disability Action Council (DAC) have increased capacities to develop and implement national Action Plans responding to violence against women with strong emphasis on intersectionality.

The JUST Project will be implemented in target communities of Phnom Penh, Kampong Thom, Siem Reap, Battambang, Kampong Speu and Kampong Cham from 01 August 2022 – 31 July 2025.

To contribute to successful implementation, monitoring and evaluation of the JUST Project an external consultant will be contracted to partner with project staff of CWCC and ADD International to conduct a Baseline Evaluation.

2. Evaluation Objective

The overall objective of the Baseline Evaluation is to establish pre-implementation conditions so that ‘change over time’ can be assessed at the outcomes and goal levels of the JUST project. The Base line evaluation shall place emphasis on the current situation in regard to violence against marginalized women including vulnerable women, women and girls with disability, Women and girls in the entertainment sector, Cham and LGBTI, intersection of vulnerability among these groups of women, multi-sectoral response to VAW focusing on adequate enforcement of existing laws and regulations, provision of essential services that are inclusive of the need of the above stated marginalized groups couple with behavior change addressing prevailing attitudes and acceptance of VAWG including the target marginalized groups.

The specific objectives of the Baseline Evaluation are as follows:

1. To assess current situation in regard to violence against women and girls including targeted marginalize groups: women and girls with disability (WGWD) Cham, Women in Entertainment Sector and LGBTI
2. To develop draft project indicators in consultation with CWCC and ADD Staff
3. Develop report consist of base line information that would be used to monitor progress/changes over the course of project implementation.

3. Scope of Work

The external consultant is required to lead the Baseline Evaluation in collaboration with CWCC’s and ADD’s staff. The consultant will be responsible to design the evaluation tools, conduct a literature review, visit target areas: Phnom Penh, Kampong Speu, Kampong Thom, Siem Reap, Battambang and Tbong Khmum provinces to conduct interview community members including women and marginalized status particularly women and girls with disabilities, Cham, Entertainment Workers and LGBTI), parents, duty bearers including Commune Councilors, MOWA’s and MoSVY’s - DAC Staff and other relevant key informants. Prepare final reports of the Evaluation including draft project indicators. The Scope of the work for the consultant is summarized below:

- Consult with relevant CWCC's and ADD's staff to shape the Baseline Evaluation
- Review background documents provided by CWCC.
- Gather and analyze information from a range of sources, including but not limited to: Government and NGO Reports,
- Conduct field assessment in at least selected target villages in Phnom Penh, Kampong Speu, Kampong Thom, Siem Reap, Battambang and Tbong Khmum
- Conducting consultation with CWCC, ADD, and other project partners: Khemara, AS, NEW and Love is Diversity to receive input to develop final report
- Disseminate the information and analysis to CWCC and ADD and develop strategies to share the Baseline Evaluation results with other stakeholders including communities and local authorities
- Provide a draft report including draft indicators for comments
- Submit a final report

Geographical Coverage: The Evaluation should conduct fieldwork, choosing representatives of communities within the Project target areas 10 districts of Phnom Penh, Kampong Speu, Kampong Thom, Siem Reap, Battambang and Tbong Khmum provinces.

CWCC and ADD will provide the necessary documents relevant to the evaluation and handle all logistical arrangements related to the consultancy.

4. Methodology

The Baseline Evaluation should be conducted by using participatory methods in order to take into account the views of those who are most familiar with the Project context and to ensure active involvement of all stakeholders.

The Baseline Evaluation is an opportunity for CWCC and ADD to develop relationships with stakeholders in the target communities so they can partner for improved Project outcomes. The Baseline Evaluation is considered a shared activity with communities therefore systems to disseminate the information and analysis with all stakeholders, including community members should be identified and agreed in the Baseline Evaluation planning.

5. Research Ethics

Fundamental principles of ethical research must be adhered to, for example, transparency, cost-effectiveness, accountability and collaboration with beneficiaries. Ethical practices expected of the External Consultant include: confidentiality of data, anonymity of responses, informed consent for photographs, and respectful communication. Consultant team is required to sign Safeguarding principles including Code of Conduct (CoC).

6. Evaluation Team

The evaluation will be supervised by CWCC's Executive Director/Program Manager while the evaluation team consists of the following members:

1. The external consultant who is the Evaluation Team Leader
2. CWCC M & E Coordinator and ADD MEAL Manager are Team Coordinators
3. CWCC and ADD staff as team members including:
 - CWCC's Project officer for Community Organizing in Phnom Penh and Kampong Thom

- CWCC’s Project officer for Integration in Siem Reap
- ADD’s Project
- DPOs Leaders in Samrongtong of Kampong Speu and in Battambang

Role of the Team Leader

To lead the Evaluation Team based on agreed activities, facilitate participatory evaluation processes, including designing questionnaires, conducting data collection, analysis and findings, lead the dissemination workshop, discussions, drafted project indicators based on the finding, writing of the draft and then final Evaluation Report.

Role of Team Coordinator

To assist team leader and coordinate all arrangements necessary for the evaluation and follow up progress of the base line evaluation.

Role of other Team Members

To coordinate and facilitate access to people and key informants in project target areas as required by the Team Leader and cooperatively contribute as a team member.

7. Time Frame

The time frame for the Baseline Evaluation is 2 months from 01 September to 31 October 2022. It is anticipated that the evaluation will require 25 days (see table below for details).

	Major Task	No. Days
1.	Develop inception report containing the Baseline Evaluation Framework, Detailed Schedule of Activities, Draft Evaluation Instruments and review relevant documents	4
2.	Field work including consultation with CWCC key staff, stakeholders and beneficiaries to gather information	7
3.	Collate and analyze data	5
	Draft Project indicators	1
4	Conduct consultation workshop verify findings to get input, with CWCC and ADD program staff and stakeholders (if necessary).	1
4.	Write-up findings, prepare draft report ad final revised Baseline Evaluation Report	7
	Total	25

8. Deliverables

1. Inception Report containing the Baseline Evaluation Framework, detailed Schedule of Activities (including fieldwork) with a timeline and draft Evaluation Instruments
2. Fieldwork with relevant stakeholders
3. Draft project indicators in consultation with ADD and CWCC
4. Consultation workshop to verify findings and to get input to be included in the Final Baseline Evaluation Report
5. Draft Baseline Evaluation Report
6. Final Revised Baseline Evaluation Report

9. Report Coverage and Format

The Baseline Evaluation Report must be provided in English and should include, but is not limited to, the following:

- Title page
- Contents Page
- Abbreviations used
- Executive Summary

- Results of Baseline Evaluation
- Relevant photographs

10. Accountability

The External Consultant will be accountable to the Executive Director of CWCC who is responsible for approval of the final draft of the Baseline Evaluation Report. The external consultant is expected to discharge agreed duties in a timely manner and with the highest degree of professionalism and integrity. The External Consultant will deal with all CWCC and ADD relevant staff to access to project documents and reports and with respect and will exercise confidentiality regarding any conversations, meetings, written documents and reports.

11. Child Protection Policy

Before the External Consultant can undertake fieldwork they must read, understand and sign policies on Child Protection and Sexual Exploitation and Sexual Abuse.

12. Fees

To be negotiated.

13. Qualification of the External Evaluator

- Experience in conducting research including Baseline Evaluations
- Experience in applying participatory research methods with a wide-range of approaches
- High level analytical skills
- Excellent communication and interpersonal skills
- Excellent report writing skills in English
- At least 5 year working experience in development field

14. Application Format

External Consultants wishing to express an interest in undertaking the Baseline Evaluation for the JUST Project should submit a brief proposal, to include:

1. A CV detailing previous experience including his/her team member (if any)
2. A sample of a Baseline Evaluation Report you have recently drafted
3. Referee contact details of your two previous contract supervisors/managers

The proposal must be submitted by 29 August, 2022, no late proposals will be considered.

Submit proposals to:

MAIL:

Ms Eang Ravuthea
Human Resource Coordinator
Cambodian Women's Crisis Center
#13C, St.331, Sngkat Boeung KakII,
Khan Toul Kok, Phnom Penh.

P.O Box 242 & CCC Box 356.

EMAIL: HOhr@cwcc.org.kh

If you wish to discuss this assignment, please contact Ms Pok Panhavichetr at:
Tel: (855-23) 997 967

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