

## Terms of Reference

### Seeking an International Consultant

#### Conduct an Analysis of Gender Equality, Disabilities, and Social Inclusion (GEDSI) in Cambodia's Knowledge Sector and Policy Processes

Post Title	GEDSI specialist (international lead consultant)
Program Title	Ponlok Chomnes II: Data and Dialogue for Development in Cambodia
Period of Assignment/ Services	April 29, 2024 to July 10, 2024
Location	The consultant is home-based
Travel	Should there be any travel, the objective would be agreed with the program in advance and travel cost would be covered by the program
Start Date	April 29, 2024

#### Program description

The Asia Foundation is a nonprofit international development organization committed to improving lives and expanding opportunities across Asia and the Pacific. Informed by 70 years of experience and deep local knowledge, our work is focused on governance, climate action, gender equality, education and leadership, inclusive growth, and international cooperation.

With support from the Australian Department of Foreign Affairs and Trade (DFAT), The Asia Foundation is implementing the [Ponlok Chomnes II: Data and Dialogue for Development in Cambodia](#) program between July 2023 and June 2027. One end-of-program outcome (EOPO) is that by 2027, select public policy processes involve inclusive dialogue and are informed by diverse and credible evidence. The program seeks to achieve this EOPO through four intermediate outcomes, including:

- Select policy research draws on diverse and inclusive evidence sources.

- Select policy research findings are effectively communicated to diverse stakeholders (Royal Government of Cambodia [subnational and national], civil society, development partners, and communities).
- Inclusive and collaborative policy dialogue processes are trialed with diverse policy actors (Royal Government of Cambodia [subnational and national], think tanks, civil society, development partners, and communities).
- Women and other excluded groups substantively engage in select policy research and dialogue processes.

## **Program GEDSI objectives and rationale for the GEDSI analysis**

Ponlok Chomnes II (PCII) is committed to mainstreaming gender equality, disabilities, and social inclusion (GEDSI) as an essential approach to maximizing inclusive development outcomes.

The Ponlok Chomnes II GEDSI strategy aims to amplify and prioritize the voices and perspectives of women, people with disabilities, and other socially disadvantaged groups, ensuring their meaningful participation in select policy issues. This focus aims to better address their specific needs and priorities.

**Objective 1:** Enhancing the understanding and application of GEDSI principles among Strategic Partners:

- a. Elevate the Strategic Partners' ability to integrate GEDSI into their research communication and dialogue processes.
- b. Support the strategic partners in adopting GEDSI principles beyond the implementation of the PCII program in their organizations and overall research and policy processes.

**Objective 2:** Fostering partnership among PCII partners:

- a. Promote collaboration and partnerships between PCII partners and other stakeholders to integrate GEDSI into their work.

**Objective 3:** Broadening the reach of GEDSI perspectives in policy research and dialogue in selecting the policy issues:

### *Gender equality objectives*

- Enhance the voices and perspectives of women in research and policy dialogues.
- Ensure meaningful participation of women in research production and policy dialogue processes.

### *Disability inclusion objectives*

- Facilitate the participation of people with disabilities in PCII research and dialogues by providing training, mentorship, and other opportunities for people with disabilities.
- Ensure communication materials are available in varied accessible formats, catering to diverse needs.
- Increase accessibility in all program facilities and resources, including buildings, meetings, training, and materials, are accessible to people with disabilities.

### *Social inclusion objectives*

- Ensure that LGBTQIA+ groups, indigenous peoples, ethnic minorities, and communities from remote areas can express their concerns in PCII research and dialogues.

### *GEDSI Principles*

The Program GEDSI Strategy incorporates several principles including integration and mainstreaming, a do-no-harm approach, ethical considerations in research, partnerships, collaboration, and local ownership, intersectionality, and learning and adaptation.

The integration of GEDSI principles throughout research and policy processes is critical to ensure that the needs and experiences of the Cambodian public, including women, persons with disabilities, youth, LGBTQIA+, religious and ethnic minorities, and poor and rural communities, are captured by the knowledge sector and included in policy processes.

There is a significant gap in understanding the varied needs and experiences of Cambodia's diverse population within the context of the knowledge sector and selected policy processes, which consider recent contextual changes and intersectionality. Therefore, this GEDSI analysis is critical for providing a foundational understanding of GEDSI integration within Cambodia's knowledge sector and policy processes that meet the distinct needs of various groups and for guiding more relevant and responsive policy processes to ensure their meaningful engagement.

### **Consultancy objectives**

The primary objective of this consultancy is to conduct a comprehensive GEDSI analysis to identify barriers, opportunities, and specific needs and priorities of

socially disadvantaged groups in engaging in the knowledge sector<sup>1</sup> and policy processes<sup>2</sup> in Cambodia and to identify strategies for integrating GEDSI principles more effectively within the knowledge sector and policy processes in Cambodia.

Based on the GEDSI analysis findings, refine the Ponlok Chomnes Program's GEDSI Implementation Plan in line with the Program's twin-track approach:

- To ensure that the Program is GEDSI-inclusive (by mainstreaming GEDSI in all aspects of the Program)
- To develop and implement GEDSI-specific initiatives (in line with Objective 3 of the Ponlok Chomnes GEDSI Strategy by implementing specific actions to improve the participation of socially disadvantaged groups).

## Scope of analysis

### GEDSI analysis framework

The consultant must consult the *Gender Equality, Disability, and Social Inclusion Analysis: Good Practice Note* (DFAT, May 2023) in proposing the analysis framework and methodology. The proposed framework should include the following:

- Analysis of social norms, relations, and power into key dimensions where inequalities and discrimination are most prevalent
- Analysis of barriers to disability equity and opportunities and disability inclusion integration
- Skills and capacities
  - Access to information, resources, and services
  - Institutional policies and practices
  - Analysis of intersectionality and people's multiple identities
  - Analysis of the implications of the identified barriers and opportunities for the Ponlok Chomnes Program:
- GEDSI risks and management for the program
  - GEDSI implementation plan: Opportunities to highlight intersectionality throughout the program, to spotlight socially disadvantaged groups like women with disabilities, and to promote women in leadership positions within the knowledge sector.

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<sup>1</sup> Knowledge sector refers to “the institutional landscape of government, private sector, and civil society organizations that provide research and analysis to support the development of public policy.”

For further information, please visit K. Park, I. Fathimath & A. Pellini, *The Knowledge Sector in Cambodia, Knowledge Producers: Situation, Challenges, and Programming Suggestions* (Phnom Penh: Ponlok Chomnes, 2019). Available online: [https://policypulse.org/wp-content/uploads/2020/07/Diagnostic\\_Study\\_FINAL\\_English-3.pdf](https://policypulse.org/wp-content/uploads/2020/07/Diagnostic_Study_FINAL_English-3.pdf) [Accessed 24/10/23]

<sup>2</sup> policy process refers to various cycles and stages of policies. We recognise that a policy process is not a singular event, but an extended progression with multiple phases. It goes beyond just agenda setting or policy formulation, covering the full breadth of the policy's evolution.

- Opportunities to ensure GEDSI principles are incorporated into the program's activities and the voice and participation of various groups within the knowledge and policy processes.

The GEDSI Analysis does not pre-determine **specific policy issues or sectors for examination** (it is up to the consultant to propose the inclusion or exclusion of policy areas, discussing the advantages and disadvantages of their approach in the technical proposal and further in the inception report). Ponlok Chomnes partners cover a broad spectrum of policy areas, including climate change adaptation, rural development, inclusive education, climate-resilient agriculture, subregional cooperation, human security, and social protection. This breadth of focus offers a flexible starting point for the consultant to tailor their analysis effectively.

### Key questions (indicative)

- What are the barriers faced by women, persons with disabilities, LGBTQIA+, and other socially disadvantaged groups in participation in the knowledge sector and policy process?
- How can these barriers be reduced? What are the key elements to improve the participation of socially disadvantaged groups in the knowledge sector and policy process?
- How do the researchers mainstream or integrate GEDSI? What challenges do the researchers face in GEDSI integration?
- What strategies can be applied in the Ponlok Chomnes program and beyond to promote GEDSI and address intersectionality in the knowledge sector and policy process?

### Methodology

- The analysis must take a **do-no-harm approach** to data collection, considering and minimizing potential risks and harm to participants, respondents, enumerators, and researchers.
- Quantitative and qualitative data collection methods can be used, with a preference for qualitative and **participatory approaches**, to identify barriers among diverse groups of people and identify patterns of inequality.
- The proposed sampling method should ensure that diverse groups of people participate equally in the analysis and make a specific effort to engage 'hard-to-reach' groups (including LGBTQIA+ people, persons with disabilities, religious and ethnic minorities, and rural communities).

- Regular consultations with **local organizations, including the GEDSI Consortium, other grassroots organizations, and relevant government stakeholders**, should be conducted to understand specific GEDSI issues relevant to the target location and sectors. The Ponlok Chomnes program’s existing partnerships can be mobilized.
- **Validation** of the strategies and suggested implementation plan with target groups (representatives of communities and key stakeholders) must be delivered.

## Responsibilities

In consultation with the Ponlok Chomnes program team, the lead consultant will be responsible to:

- Conduct a desk review
- Refine the GEDSI analysis framework and key questions
- Develop data collection tools (guiding questions and questionnaire)
- Train data collection team
- Review the quality of data collection and provide regular feedback to the data collection team.
- Present research findings to relevant stakeholders
- Review program implementation plans from a GEDSI lens and refine the GEDSI implementation plan in line with the program’s twin-track approach.
- Develop and submit the final GEDSI analysis report.
- Produce a report on the consultancy and a slide deck detailing the activities conducted, methodology, milestones achieved, GEDSI-related lessons learned, conclusions, and recommendations.

## Deliverables

The consultant will work to produce the following deliverables. The dates and timelines will be specified and agreed upon during the inception stage.

Deliverables	Indicative date
Inception report: GEDSI analysis plan including approach, framework, scope, sampling, data collection and analysis methods and schedule of activities	May 13, 2024
Draft report: Presentation of the analysis (preliminary findings, recommendations)	June 30, 2024
Validation workshops: Including the findings and the proposed strategies	

### **Reporting arrangement and stakeholders**

- The consultant will work under the direct supervision of the Ponlok Chomnes II program director and program manager, and in consultation with the senior program officer.
- Report regularly about the work progress to the program team, attend the meetings and establish regular communication channels to keep stakeholders informed.
- Supervise and work closely with the national consultant hired to support the consultant in conducting local context analysis, data collection, stakeholder engagement, communication, organization of trainings, workshops, and other relevant tasks by providing supervision to ensure work efficiency.
- Consult with the GEDSI Consortium and the GEDSI analysis team (consisting of Program team members and other program stakeholders) at all key stages of the analysis.
- Ensure participatory learning throughout the process.

### **Selection criteria**

- Have an advanced degree in the field of Gender Studies, Disabilities and Social Inclusion, Development Studies, Sociology, Political Science, Anthropology, or other related fields.
- At least ten years of research experience in the field of gender equality, disabilities, and social inclusion programs.
- Substantial experience in conducting GEDSI analysis.
- Demonstrated experience using qualitative (participatory) research methods.
- Strong skills in data analysis, presentation, and report writing.
- Have strong communication skills and ability to manage diverse stakeholders
- Excellent written and spoken English.

### **Preferred**

- Prior experience in or in-depth knowledge of the knowledge sector and policy processes is an advantage.
- Having a strong understanding of local and regional context is an asset
- Be able to work with various actors in multi-cultural teams.

## Selection method

Applications will be evaluated assigning 70% of the score to technical aspects and 30% to financial proposals.

Criteria	Max.Point	Weight
Technical Competence	100pts	70%
Advanced degree in gender studies, disabilities and social inclusion or related fields	10	
At least ten years of research experience in the field of gender equality, disabilities, and social inclusion programs	10	
Substantial experience in conducting GEDSI analysis	20	
Demonstrated experience using qualitative (participatory) research methods, data analysis and report writing	20	
Have strong communication skills and ability to manage diverse stakeholders, experience in delivering training and workshops	10	
Technical approach, methodology and work plan	30	
Financial proposal	--	

## Application Process

To apply for this consultancy, you are requested to submit the following:

- An updated curriculum vitae
- A concise cover letter explaining why you are qualified to do the work and your relevant experience against the requirements
- A proposed concept note including a description of the approach, framework, tools, and stakeholder engagement approach the consultant(s) intends to use, a timeline of activities, and deliverables
- A budget plan (proposed consultancy fee, excluding any direct costs associated with the GEDSI analysis such as travel, data collection, and workshop organization costs)
- A sample of previous works that the applicant has produced (electronic copy or links)

Please submit your application to: [recruitment.cambodia@asiafoundation.org](mailto:recruitment.cambodia@asiafoundation.org)



*Applications should be submitted by **April 12, 2024 at 5:00 PM** local time with the subject line: "Consultancy for Ponlok Chomnes GEDSI Analysis." Individuals from socially disadvantaged groups are strongly encouraged to apply.*

*Only short-listed candidates will be contacted*