

## TERMS OF REFERENCE

### Seeking a National Consultant

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

Post Title	Gender Equality, Disability and Social Inclusion Specialist (National Consultant)
Program Title	Ponlok Chomnes: Data and Dialogue for Development in Cambodia
Period of Assignment/ Services	29 April to 10 July 2024
Location	Phnom Penh, Cambodia
Travel	There will be travels outside Phnom Penh. Travel plans will be agreed with the Program in advance and the travel cost would be covered by the Program
Starting Date	29 April 2024

### 1. 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. The goal of Ponlok Chomnes II is that public policy decisions, based on evidence and informed by inclusive dialogue, are operationalized and become the norm in Cambodia. The achievement of this goal will be measured by one End of Program Outcome (EPO), which is “by 2027 select public policy processes involve inclusive dialogue and are informed by diverse and credible evidence.” The program seeks to achieve its EPO through four Intermediate Outcomes (IOs), including:

- IO 1: Select policy research draws on diverse and inclusive evidence sources.
- IO 2: Select policy research findings are effectively communicated to diverse stakeholders (Royal Government of Cambodia (sub-national and national), civil society, development partners, and communities).
- IO 3: Inclusive and collaborative policy dialogue processes are trialled with diverse policy actors (Royal Government of Cambodia (sub-national and national), think tanks, civil society, development partners, and communities).
- IO 4: Women (and other excluded groups) substantively engage in select policy research and dialogue processes.

### 2. PROGRAM GEDSI OBJECTIVES AND RATIONALE FOR THE GEDSI ANALYSIS

The Ponlok Chomnes II is committed to mainstreaming gender equality, disabilities, and social inclusion

(GEDSI) strategies as an essential approach to maximizing inclusive development outcomes.

**Goal:** The goal of the Ponlok Chomnes II GEDSI Strategy is 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 PCII program implementation 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 in integrating GEDSI into their work.

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

- a. Gender equality objectives:
  - i. Enhance the voices and perspectives of women in research and policy dialogues.
  - ii. Ensure meaningful participation of women in research production and policy dialogue processes.
- b. Disability inclusion objectives:
  - iii. Facilitate the participation of people with disabilities in PCII research and dialogues by providing training, mentorship, and other opportunities for people with disabilities.
  - iv. Ensure communication materials are made available in varied accessible formats, catering to diverse needs.
  - v. Increase accessibility in all program facilities and resources, including buildings, meetings, trainings, and materials, are accessible to people with disabilities.
- c. Social inclusion objectives:
  - vi. Ensure that LGBTIQIA+ 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; Do-No-Harm approach; Ethical considerations in research; Partnerships, collaboration, and local ownership; Intersectionality; and Learning and adaptation.

**Rationale for the GEDSI analysis.** 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, LGBTIQIA+, religious and ethnic minorities, and poor and rural communities are captured by the knowledge sector and included in policy processes.

However, there is a significant gap in understanding the varied needs and experiences of its diverse population within the context of knowledge sector and selected policy processes; that take into account for recent contextual changes; and that consider 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.

### 3. OBJECTIVES OF THE CONSULTANCY

The primary objective of this consultancy is to work with an International Consultant 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 II Program's GEDSI Implementation Plan (2024-2027) 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 II GEDSI Strategy, by implementing specific actions to improve the participation of people from socially disadvantaged groups).

The national consultant will support the international consultant in understanding the local context, conduct desk review in English and Khmer, conduct stakeholder interviews, organize training for interviewers and organize the overall data collection as well as other dissemination workshops. The National Consultant will participate in discussions with the Ponlok Chomnes II Program team and relevant stakeholders, help identify GEDSI gaps, assist in analysis presentation, and contribute to the final report.

### 4. SCOPE OF ANALYSIS

#### GEDSI analysis framework

- The National Consultant is required to work closely with the International Consultant to develop and apply a GEDSI analysis framework, following guidelines from the Gender Equality, Disability and Social Inclusion Analysis: Good Practice Note (DFAT, May 2023). The analysis will include, but not limited to: 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 II Program:
  - GEDSI risks and management for the program

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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 isn't 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.

- 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.
- 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 particular policy areas, providing a discussion on the advantages and disadvantages of their approach in the technical proposal and further in the inception report). Ponlok Chomnes II’s 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, among others. This breadth of focus offers a flexible starting point for the Consultant to tailor their analysis effectively.

### **Key questions (indicative)**

The National Consultant will support the International Consultant in ensuring an effective GEDSI analysis by responding to the below key research questions:

- 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 people from 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?

## **5. METHODOLOGY**

- The analysis must take a **‘do no harm’ approach** to data collection, considering and minimizing potential risks and harm to both participants/ respondents and enumerators/ researchers.
- Both quantitative and qualitative data collection methods can be used, with preference to qualitative and **participatory approaches** to identify barriers among diverse groups of people and identify patterns of inequality.
- The **sampling method** proposed must ensure diverse groups of people participate equally in the analysis and make specific efforts 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 as well as relevant government stakeholders should be conducted to better understand specific GEDSI issues relevant to the target location and sectors. The Ponlok Chomnes II 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.

## 6. DESCRIPTION OF RESPONSIBILITIES

Under the overall guidance and supervision of the International Consultant, the National Consultant will undertake the following tasks:

- Conduct the desk review of available analyses, reports, national legislations, and policies relevant for the GEDSI analysis (in Khmer and English).
- Provide local contextual knowledge and understanding of knowledge sector and policy processes.
- Translate and test GEDSI analysis tools into Khmer, facilitate review and update tools in Khmer.
- Lead the data collection process, , and document the data collection process.
- Establish contacts, engage with and conduct interviews with target stakeholders including government agencies, NGOs, think tanks, and others.
- Act as a liaison for the GEDSI analysis consultancy team, coordinate and report to various stakeholders including the Ponlok Chomnes II team, the GEDSI Consortium and the GEDSI analysis team (consisting of Program team members and Program stakeholders) at all stages.
- Assist the International Consultant and contribute to refine the GEDSI implementation plan and presenting findings to the program team and relevant stakeholders.
- Organize the dissemination and validation workshops.
- Work with the International Consultant to produce the draft report and finalization of the report.
- Provide language support to the International Consultant when necessary and responsible for Khmer versions of the outputs are of highest quality
- Be available to travel
- Any other responsibility assigned by the International Consultant

## 7. DELIVERABLES

The National Consultant will provide direct contributions to produce the following deliverables. The date and timelines will be specified and agreed upon during the inception stage.

<b>Deliverables</b>	<b>Indicative date</b>
<b>Inception report:</b> GEDSI analysis plan including a summary of findings of desk review, preparation of data collection and questionnaires, scope, methodology, timeline, and stakeholder engagement.	13 May 2024
<b>Draft report:</b> - data collection report (stakeholder interviews, focus group discussions and fieldwork in selected provinces) -contribute to the findings of analysis including the identification of GEDSI gaps -write the report relevant sections - update the report based on the feedback from the program team, GEDSI Consortium and relevant stakeholders -assist in the preparation of the presentation of the analysis <b>Validation workshops:</b> -organize dissemination workshops - produce slide deck in Khmer	30 June 2024
<b>Final report:</b> -contribute to the finalization of the report -provide inputs for a final report with adjustment/recommendation - facilitate translation and review translation of the final report and slide deck in Khmer	10 July 2024

## **8. REPORTING ARRANGEMENT AND STAKEHOLDERS**

- The National Consultant will closely work under the supervision of the International Consultant
- The National Consultant will report regularly the work progress to the International Consultant and maintain regular communication with the and Ponlok Chomnes II Program Manager and the Senior Program Officer, to ensure accuracy, clarity, and alignment with the objectives; attend/organize meetings and share meeting minutes.
- The National Consultant is expected to ensure and facilitate extensive engagement with the following key stakeholders including the Ponlok Chomnes II GEDSI Consortium at all stages, GEDSI Analysis Team, Program Strategic Partners, Technical Steering Committee members, and other national counterparts when relevant.

## **9. SELECTION CRITERIA**

### **Essential criteria:**

- Have a degree in the field of gender studies, disabilities and social inclusion, development studies, sociology, political science, anthropology, or other related fields.
- At least seven years of research experience in the field of gender equality, disabilities, and social inclusion programs in Cambodia.
- Substantial experience in conducting qualitative (participatory) research.
- Have strong communication and engagement skills with an ability to work collaboratively with diverse stakeholders.
- Have experience in leading data collection, presentation, and workshop organization.
- Excellent written and spoken English and Khmer.

### **Preferred criteria:**

- Prior experience in conducting GEDSI analysis.
- Prior experience in or in-depth knowledge of the knowledge sector and policy processes in an advantage.
- Proven knowledge and understanding of local contexts, cultural norms, national legislation, and policy framework.
- Have experience in conducting tasks similar to what is outlined in this Term of Reference.
- Be able to work with various actors on a multi-cultural team.

## **10. CRITERIA FOR SELECTION METHOD**

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

<b>Criteria</b>	<b>Max Point</b>	<b>Weight</b>
<b>Technical Competence</b>	<b>100pts</b>	70%
Degree in gender studies, disabilities, and social inclusion or related fields.	10	
At least seven years of research experience in the field of gender equality, disabilities, and social inclusion programs.	20	
Substantial experience in conducting qualitative (participatory) research, data analysis and report writing	20	
Have strong communication and engagement skills with various stakeholders and experience in delivering training and workshops organization	20	
Concept note quality	30	
Financial proposal	--	30%

## **11. APPLICATION PROCESS**

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

1. An updated Curriculum Vitae
2. A concise cover letter explaining why you are qualified to do the work and your relevant experience against the requirements.
3. A proposed concept note, including a description of the approach framework, tools and stakeholder engagement approach the consultant intends to use, timeline of activities and deliverables.
4. A budget plan (proposed consultancy fee, excluding any direct costs associated with the GEDSI analysis such as travel, data collection, and workshop organization costs)
5. 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 **17 April 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.*

**The Asia Foundation**  
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**Phnom Penh, Cambodia**  
*Only short-listed candidates will be contacted.*