**Scope of Work (MOCK)**

 **DREAMS Gender Equality and Social Inclusion (GESI) Analysis**

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| **Program/ Title**  | **Delivering Resilient Enterprises and Market Systems for Refugees and Host Communities (DREAMS)** |
| **Program Location(s)**  | **Xanadu; entire country; landlocked of approximately 25,000 square kilometers bordering 5 other countries**  |
| **Duration**  | **Work should begin sometime between January – March 2024 which is 1-2 months into program inception phase. Final report must be submitted by March 31st, 2024**  |

1. **Background:**

Mercy Corps is a leading global organization powered by the belief that a better world is possible. In disaster, in hardship, in more than 40 countries around the world. Mercy Corps has been operating in Xanadu since 2004, working in rural, peri-urban, and urban areas in five regional states. Xanadu has the second-largest refugee population in the region. To address the challenges facing refugees and vulnerable host communities Mercy Corps is launching a new innovative program that combines two proven approaches - poverty graduation and market system development - layering these approaches in a new way that will ensure that the poorest households are able to improve their income and well-being significantly and sustainably. The program - Delivering Resilient Enterprises and Market Systems for Refugees and Host Communities (DREAMS) will be launched in Xanadu and will target the vulnerable refugees and host communities through prioritizing women and other marginalized community members to build security and dignity that comes from providing for one’s family.  The Graduation model will provide the capital and skills to support refugees and the vulnerable host communities as they establish their businesses, and the Market Systems Development approach will help build market access pathways to ensure those businesses can be successful and sustainable.

To ensure that market-systems approaches, and activities are reflective of the needs of refugees and the most vulnerable host communities it is critical for the program to take a deep look at existing social, cultural, and gender norms through the market system lenses which restrict women and the marginalized community members to actively participate in the livelihood opportunities. In addition, there is also a need to examine existing opportunities that can be used for women and other marginalized groups’ economic empowerment. Thus, the DREAMS program will conduct a gender equality and social inclusion (GESI) analysis.

1. **Purpose of the Study:**

The primary objective of the study is to understand existing restrictive social, cultural, and gender norms, and identify deferential needs, risks, challenges, and existing market opportunities for women, men, youth, and other marginalized groups, to inform the project activities and approaches. We acknowledge that there might be previously conducted gender or GESI analyses from the market system lenses and in other sectors as well; therefore, this GESI analysis will build up the knowledge from existing information to help Mercy Corps to develop tailored GESI integration approaches for the DREAMS project.

Specific objectives of the analysis are to:

* Explore how existing gender relations, gender norms, and social discrimination limits participation of women, youth, and other vulnerable communities in different market or livelihood opportunities in the target areas (both in refugee and host communities) by considering other intersecting of marginalization such as age, displacement status, ethnicity, disability, etc.
* Examine how existing gender related laws and policies, roles and responsibilities, access and control over resource and assets, beliefs and cultural norms, and power and decision making might affect the overall achievement of the project objective.
* Identify existing and potential economic opportunities specific to women and other most vulnerable refugees and host community members.
* Identify different opportunities and barriers for women and other marginalized community members of refugee and host communities in the existing market and livelihood opportunities.
* Conduct a sense making workshop to validate the finding and propose potential GESI integration strategies and intervention ideas/activities/ action plan to address identified gender norms and barriers so that women and vulnerable community members can benefit from the DREAMS project, sustainably.
* Propose possible qualitative and quantitative GESI-related indicators to measure the change around gender equality and social inclusion in line with the project objective and proposed activities.
* Identify existing actors (Government, NGOs, private actors, networks etc) with their mandates and responsibilities in which Mercy Corps DREAMS project can engage and partner with to promote gender equality and social inclusion in the project areas.

Do not copy and paste these objectives into your technical proposal. You need only to refer to this SOW if you wish to refer to the objectives (e.g. to achieve objectives a, b, c, g, and h in the SOW, we propose …....)

1. **Methodology**

***3.1 Design of the analysis***

* Under this assignment, Mercy Corps expects the service provider to deliver both qualitative (gathered through primary and secondary data) and quantitative information (gathered through survey) which will be used to adapt the existing activities, ensuring the project is GESI responsive/ transformative. The primary data will be conducted through key informant interviews (KIIs), focused group discussions (FGDs) and household survey. The service provider is expected to provide a suggestive number of KIIs, FGDs and survey based on the propose stakeholders to be covered in this analysis.
* The service provider will use and expand upon Mercy Corps gender analysis framework through a review of other agency/ donor approaches that are relevant for this assignment tailored to the project's ultimate objective.
* Data collection tools should be developed under the various area of inquiries for different target groups which includes community members (refugee and host communities) men, married and unmarried women, youth, propel with disabilities, government actors, NGO actors, private actors, Mercy Corps team members and so on

***3.2 Analysis & Results***

* As part of the data collection process, there is a need to consult with project area target communities’ men, women (married and unmarried), youth, people with disabilities, relevant actors from government, NGOs, private actors, and UN agencies both form refugee and host communities based on the various areas of inquiries.
* The finding of the analysis should be analysed based on different relevant thematic areas relevant to the project objective and adopted analysis framework. During the analysis, the service provider is expected to refer to existing previous gender or GESI analysis as well as other relevant assessments including market analysis of Mercy Corps and other agencies to inform this analysis. The service provider is expected to use qualitative data analysis software (e.g. MAXQDA) to analyse the qualitative data.

***3.3 Sense Making Workshop & Team Consultation***

* The service provider, in collaboration with the Mercy Corps GESI team, will organize sensemaking workshop(s) with the DREAMS team, and relevant actors to share preliminary findings and validate the findings; to receive feedback to define intervention priority areas.
* Host consultation after the validation workshop with the DREAMS team to discuss the findings, priorities, and GESI actions as well as qualitative and quantitative indicators.

***3.2 Report Finalization***

* Based on the findings of the analysis and validation of the findings through the sense making workshop, the service provider is expected to include GESI-specific activities/actions and GESI integration strategies in the report.
* To monitor and evaluate the activities and to measure changes around gender equality and social inclusion based on the project objectives, the service provider will also provide recommendations on possible qualitative and quantitative indicators.
* During all steps of the analysis and finalization, the service provider should have regular consultative meetings with the Mercy Corps team to ensure a common understanding of the assignment and final deliverables.

**Ethical Considerations:** The service provider is expected to follow all ethical considerations including the Do No Harm principle.

1. **Expected deliverables**

The consultant is expected to deliver the following products:

* Inception report with study methodology, interview tools (English and local language) and revised workplan.
* Draft report with findings including general overview of existing policies, rules, regulations, and current national and regional situation from a gender and social inclusion perspective both in the refugee and host communities contexts which highlights the various intersectionality; analysis of the key gender and social norms and barriers, roles and responsibilities, and power and decision making in the target areas specific to refugee and host communities to benefit from and participate in sustainable economic opportunities; detailed analysis on specific needs, risks and inequities, opportunities, constraints of women, men, boys, girls and other marginalised community members particularly based on the proposed areas in line with the project objective that includes the market dynamics; mapping and identifying the respective norm gatekeepers and community influencers regarding gender equality and social inclusion; and recommendations. This submission should also include notes and recordings of KIIs, FGDs and survey (raw data in English and local language). Interviews will be run on deepl.com for English translation.
* Sense making workshop report capturing the validation of the draft report findings.
* Final report with validated finding, specific recommendations, GESI action plans based on the project objective and proposed activities in line with the findings and possible list of qualitative and quantitative indicators to measure changes around gender norms and GESI outcomes. This submission will also include a two pager summary sheet.
1. **What Mercy Corps will provide**
* Mercy Corps will provide necessary support to undertake and implement the assignment and execute the objective of this SoW. Such responsibilities include the following:
	+ Provide relevant program documents, GESI related guidance and tools and other relevant documents.
	+ Orient the team on any relevant and useful programme and institutional information.
	+ Provide backstopping service in study design, tool development, data collection, data analysis and report finalization process.
	+ Arrange the data collection plan and allocate field support to liaise timely with the team for logistics and security measures.
	+ Monitor regularly, and provide feedback and ensure effectiveness of study; and,
	+ Mercy Corps will provide all phones, tablets and required software (Mercy Corps has subscriptions to SPSS, Stata, MaxQDA, Commcare, Atlas.ti, Ona all of which can be used by the firm for the duration of this study)
	+ Mercy Corps will provide all vehicles needed for primary data collection with the fuel and driver (and salary and per diem for the driver). Each vehicle can carry 4 people (in addition to the driver) comfortably. They are 4X4 vehicles. The firm need only indicate in their proposal how many vehicles will be needed and for how many days.
	+ Mercy Corps can help the firm make reservations at hotels for the data collectors they need only know the number of data collectors and supervisors that your firm will hire.
	+ Mercy Corps has an office with a conference room large enough to train up to 30 data collectors and that will be available to the firm.
	+ Mercy Corps will pay for all translation.
1. **Data Quality, Security and protection of human subjects.**

Quality of data should not be compromised, and maximum care should be taken to avoid or at least minimize errors at all stages of data collection. How the protection of personal identifying information (PII) and participants safety and well-being (human subject protection) must be described also in the technical proposal.

1. **Communication of findings/reflections.**

A final report must be submitted, and the firm must organize and facilitated a (remote) presentation of the findings to the DREAMS team and other Mercy Corps employees and partners as Mercy Corps deems appropriate.

1. **Team composition.**

The firm must propose a cost-effective team for this evaluation. The role of team members should be described in section II (the technical proposal) but each team member should be listed by position/function in section III (the “LOE proposal”). Please note that the proposed team composition **does not need to match or include the two roles described in the CV Submissions section** – the two profiles described in section 9 are only for CV submissions.

**The firm will report to:** DREAMS Program Manager and **will work closely with:** DREAMS Project Coordinator, Mercy Corps’ Social Inclusion (GESI and Protection), PAQ and MEL teams.

**9. CV Submissions**

Please submit one CV of a current staff member for the two roles listed below (2 CVs in total maximum). **Please use the provided CV template**. Firms should submit the staff members that they feel are best qualified for this project. **CV submissions do not need to match the roles or staff described in the ‘LOE Proposal’ section.** Please submit the following CVs:

1. Senior-level Project Lead / Specialist
2. Mid-level Researcher / Analyst

1. **Level of Effort for Budgeting considerations.**

Because Xanadu is a fictitious country, choose one - and only one – of the reference countries listed below as the basis for your LOE proposal for this mock SOW; sections D and E. You cannot choose a country in which your firm has its’ headquarters. Choosing a country does not mean that you have or could conduct work in that country.

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| Reference countries (select only one)  |
| 1. Guatemala
 |
| 1. Colombia
 |
| 1. Burkina Faso
 |
| 1. Senegal
 |
| 1. Uganda
 |
| 1. Ethiopia
 |
| 1. Iraq
 |
| 1. Afghanistan
 |
| 1. Nepal
 |
| 1. Indonesia
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1. **Timeframe**

The firm should propose a high-level timeline for completing this study and submitting the final report on or before March 31st, 2024. The timeline proposed must be consistent with the resources allocated within the technical and LOE sections of the proposals.

1. **Structure of the final report**
* Title Page; Introduction
* Executive Summary
* Background/Understanding the Context (geography, economy, environment, pollution, climate, demography, security, nature and status of legal, political, and economic systems)
* GESI Analysis Scope
* Purpose
* Questions – covering the domains, barriers and opportunities
* Methodology and Process
* Study design (respondents, data collection tools and methods, timeframe, team)
* Findings – covering the domains, barriers and opportunities
* Recommendations