



Terms of Reference

Consultancy to undertake a Gender Scan of smallholder farmers supplying produce to off-taker companies in cotton, dairy and horticulture value chains

1. Background

SNV Netherlands Development Organisation

SNV Netherlands Development Organisation (SNV) is a non-for-profit international development organisation founded in the Netherlands in 1965, with local presence in over 25 developing countries in Asia, Africa and Latin America. SNV provides advisory services, knowledge networking and supporting advocacy in the agriculture, water, sanitation and hygiene and renewable energy sectors. Driven by the Sustainable Development Goals (SDGs), SNV makes a lasting difference in the lives of people living in poverty by helping them raise incomes and access basic services.

The *Increase* Project

SNV implemented 4-year projects, Energy for Agriculture project (E4A) and Sustainable Integrated Land Management Solutions (SILMS) which ended in 2019. E4A and SILMS respectively promoted climate smart agricultural (CSA) practices and decentralised biogas systems among smallholder farmers to improve agricultural production and avail clean energy to smallholder farmers. The concepts in and lessons from the E4A and SILMS projects have been integrated into a new 7 million Euro project, the *Increase* project (Increasing Climate Resilience in Energy and Agricultural Systems and Entrepreneurship).

The *Increase* project is running from 2020 for an initial 3 years and will work with leading private sector companies in dairy, cotton and horticulture value chains to increase resilience in smallholder farmer production systems to stabilise production and productivity. This cooperation is aimed at ensuring the companies get the optimal volume and quality of products they need from the smallholder farmers. The collaboration is expected to contribute to increased revenue for the companies and stable incomes and improved livelihoods for the smallholder farmers as a result of improved and stable yields.

The *Increase* project aims to contribute to resilience in farming and agribusiness by working with the targeted private companies, to encourage the smallholder/contract farmers to adopt climate smart agricultural practices and deploy decentralised energy systems (solar, biogas, etc) to increase and stabilise production. The project will also work with mandated public institutions to influence formulation and/or implementation of policies that enable private enterprise in the 3 agricultural value chains to thrive.

The *Increase* project will work in 5 provinces – Southern, Lusaka, Central, Copperbelt and Eastern Province. During the first 3 years the *Increase* project will work in Southern, Central and Eastern Provinces from field office hubs in Katete, Mazabuka and Kabwe.

SNV wishes to hire consultants to undertake a Gender Scan to help the *Increase* project get a better understanding of the **differing roles of men and women farmers** as well as the **differing constraints and opportunities** in the context of smallholder farmers' engagement in agricultural and agribusiness activities and contacts with produce off-taker companies in the three value chains – cotton, dairy, and horticulture.

2. Objective of the Assignment

The purpose of the Gender Scan is to identify the differences in the conditions, needs, participation rates, access to resources and development, control over assets, decision-making powers, etc. between girls/women and boys/men in the context of their engagement in agricultural and agribusiness activities and contacts with produce off-taker companies in the three value chains – cotton, dairy, and horticulture. The scan will also conduct a barrier analysis by assessing structural constraints and opportunities (institutional, cultural and sector specific).

The scan is intended ultimately to inform a Baseline Survey that the project will later undertake and thus shape actions that the project will undertake to tackle gender inequalities and discrimination in planned interventions to benefit equally girls, women, boys and men.

The Gender Scan has the following specific objectives:

- Assess the different roles women and men play in each selected value chain (dairy, horticulture and cotton);
- Assess gender gaps in the target producer groups, in each selected value chain, vis-à-vis gender roles;
- Document the status of gender barriers relating to access to resources, control over assets, and decision making - for women and men in their participation in the 3 value chains as well as in their engagement with other sector stakeholders, particularly off-taker companies;
- Identify opportunities for enhanced and more equitable participation of both men and women in the respective value chains
- Identify indicators for the baseline survey which is to be conducted later and which may need to delve deeper into specific gender topics

Ultimately, with fuller participation, the respective markets are expected to benefit from an increased customer base and increased producer base.

3. Expected Outputs and Deliverables

The main output of the assignment will be a gender scan report of around 20 pages, analyzing the status of gender barriers relating to access to resources, control over assets, and decision making; highlighting areas of attention; and proposing priority courses of intervention.

3.1. Deliverables

The deliverable of the assignment are as follows:

No.	Deliverables	Expected Duration
1	Inception report highlighting assignment implementation proposal, approach and methodology	2
2	Assess the roles women and men play in dairy, horticulture and cotton; and assess gender gaps in the target producer groups	15
3	Document the status of gender barriers relating to access to resources, control over assets and decision making - in the dairy, horticulture and cotton - as well as in their engagement with off-taker companies	3
4	Assessment of (market) opportunities	4
5	Development of indicators for base-line study	2
6	Compile and submit draft gender scan report	3

3.2. Tasks for the Consultant

The selected consultant(s) or consulting firm shall perform the tasks below.

- i. Desk review of relevant documents
- ii. Write and submit inception report highlighting assignment implementation proposal, approach and methodology
- iii. Assess the different roles women and men play in each selected value chain (dairy, horticulture and cotton); documenting their participation at various stages of the value chain, and the division of labour and workload for women and men.
- iv. Assess gender gaps in the target producer groups, in each selected value chain, vis-à-vis gender roles; identifying:
 - a. Access to and control over productive resources, including access of women and men to resources for investment at various stages of the value chains
 - b. Decision making at household and community level, taking note of the level of decision making of women and men in investments at household level at various stages of the value chains.
- v. Assess differences in knowledge, practices, skills, and training among women and men in the producer groups in the selected value chains, identifying:
 - a. Level of education and/or training for women and men which may have a bearing on their potential to benefit from the value chains
 - b. Production and other relevant skills for various stages in the value chain women and men have in each selected value chain
 - c. Level of knowledge of hygiene and sanitary requirements women and men have, for production of high-quality produce in each value chain
 - d. Level of awareness of women and men, of disease control and waste management practices in the value chains
 - e. Level of awareness and knowledge among women and men about climate smart agricultural (CSA) practices.
- vi. Document the status of and perceptions men and women have about ownership of, control over, and access to agricultural land, agricultural inputs, technology and finance; and the value men and women place on these resources.
- vii. Assess the gender specific barriers and constraints that women and men face in respect of:
 - a. Access to energy, water, and irrigation (for sustained production and productivity)
 - b. Access to agricultural extension including crop and soil advisory services
 - c. Access to produce storage and preservation facilities and technology (e.g. chilling, cold-chain, storage bags, etc.)
 - d. Access to markets including knowledge and skills for negotiating deals
 - e. Access to finances in general, for credit (e.g. for intensifying, extending or diversifying farming activities).
- viii. Assess market opportunities for women based on the previous barrier analysis
- ix. List a set of indicators to be incorporated into the upcoming base-line study of the project
- x. Consolidate and present a draft gender scan report
- xi. Write and submit final gender scan report highlighting the approach, process, programme, conclusions, and recommendations.

3.3. Scope and Organisation of the Assignment

The Gender Scan will focus on selected smallholder farmers associated with *initially targeted* off-taker companies of cotton, dairy and horticulture produce– Alliance Ginneries, Parmalat and Freshmark. Assuming relative homogeneity among the smallholder farmers, it is suggested one (1) in every twenty-five (25) farmers will be targeted. For Alliance Ginneries who are associated with an estimated 40,000 farmers, for example, the sample could be around 1,080, translating to 360 farmers in each of the three provinces. The Gender scan will involve the tasks identified in section 3.2. and any other tasks the

consultants will deem fit to deliver the assignment effectively. The consultancy assignment is expected to take about 30 calendar days, starting from around 10 May 2020 and ending by 15 June 2020.

4. Approach and Methodology

The consultants will be responsible for developing the methodology, and tools necessary to undertake and complete the Gender Scan. The approach must however, fit into the SNV Balancing Benefits approach (the SNV website offers a number of tools).

The consultants are expected to provide a tailor-made approach to stimulate participation and interaction with the selected smallholder farmers. The consultant may work with the project's staff in the initial design of gender scan process and travels to the project area will be facilitated by SNV, including accompanying staff.

5. Location and Period of Service

The Gender Scan will be rolled out in Southern, Central and Eastern Provinces around the catchment areas of the initially targeted companies in the cotton, dairy and horticulture value chains - Alliance Gineries, Parmalat and Freshmark. The assignment should start on 10th May 2020 and be completed no later than 15th June 2020. The consultants shall propose a detailed schedule and milestones of the assignment with the letter of interest. The consultants will deliver the tasks in part 3 above and specify other important auxiliary tasks and propose a tentative schedule with milestones for discussion.

6. Competencies of the consultant/consultancy firm

6.1. Basic competencies

The consultants/consultancy firm shall have a record of accomplishment in conduct of project baseline studies/analysis in general and gender assessment in particular.

The following basic competencies are expected of the consultants:

General professional experience

- A minimum of five years' experience in social development and gender analysis;
- Specific experience and expertise on gender analysis, gender mainstreaming and women's participation;
- Extensive experience working on national gender policies in developing countries;
- Organisational development and capacity building experience;
- Knowledge of international/regional agreements and initiatives on gender (UN, CEDAW, Beijing, etc.);
- Demonstrated experience in managing a team of experts.

Specific professional experience

- Demonstrated experience in programmes related to the following sectors such as education, agriculture, climate change, women empowerment, health, environment among others.
- Computer literacy (minimum MS Word, Excel, MIS).
- Proven experience in developing, organizing and conducting gender assessments.

6.2. Expected Level of Effort

The consultancy firm should have at least two consultants with experience in conducting baseline surveys and project assessments, thus:

1. Lead Consultant/ Team Leader (12 days) – with a University degree or equivalent with relevant work experience in development studies, social development, gender studies or other relevant field; and with a minimum of 10 years' experience. A postgraduate degree will be an added advantage. Proficiency in the English language is a must.

2. Support Consultants/ Enumerators (12 days) – with a degree or diploma or equivalent with relevant work experience in development studies, social development, gender studies or equivalent; and with a minimum of 5 years' technical training experience. Proficiency in the English language is a must.

The assignment is expected to be completed over a period of 30 working days - this period includes provision of all deliverables and travel time. The assignment should start on 10th May and to be completed by 15th June 2020.

7. Fees and Expenses

The consultant/consulting firm should clearly indicate in their proposal the total costs of carrying out the assignment including remuneration, DSA, travel and transportation fees and any other sundry expenses that may be needed to complete the assignment. The consultant should also indicate the support and resources expected from Increase/SNV to successfully carry out the assignment. The consultant will submit a technical and financial proposal, including a methodology and work plan, for implementation of this assignment. Payment to the consultant will be based on the invoice submitted to SNV. Payment will be in instalments: 30% upon signing of the contract; 40% on submission of draft Gender Scan report; and 30% upon completion of the assignment and delivery and acceptance of the final Gender Scan report.

8. Evaluation Criteria

The proposals received will be evaluated using the following criteria and other relevant criteria as may be considered appropriate by evaluation/review committee:

- Relevant qualifications and years of experience.
- Relevant work experience of the proposed team members.
- Depth of proposal in addressing the ToR and financial proposal.

9. Application Procedure

Interested consultants should submit a proposal detailing the background and record of accomplishment, methodology, work-plan, and staff profile amongst others, together with a separate financial proposal detailing itemized costs of services to SNV Zambia by 17.30 hours on 7th May 2020.

9.1 Technical proposal

Based on the ToR and information provided by the *Increase*, the consultant will develop an overall technical proposal for the evaluation, including:

- a. A cover letter introducing the evaluator/organisation and how the skills and competencies described above are met, with concrete examples,
- b. A 4-5 pages outline of the understanding of the assignment, proposed evaluation process and methodology and time-lime,
- c. A CV not exceeding 3 pages demonstrating educational qualifications and professional experiences,
- d. At least two recent examples of a previous evaluation of similar projects.

9.2 Financial proposal

- a. An indication of the consulting fees including travels, DSA, accommodation, communication and other related expenses if any.
- b. Payment to the consultant will be based on the invoice submitted to SNV.

Further information is available from:

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Increase Project Manager,
SNV Zambia