



Terms of Reference

Consultancy services to carry out a Feasibility Study (Ex-Ante evaluation)

for the Project proposal “Reducing Gender-Based Violence and Improving mental health of Indigenous community in Cambodia”,

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1. Background

In collaboration with Johanniter and with financial support from the German Federal Ministry of Economic Cooperation and Development (BMZ), Women Peace Makers (WPM) and TPO Cambodia are undertaking a project titled: **“Reducing Gender-Based Violence and Improving the mental health of Indigenous community in Cambodia.”**

The project aims to increase community awareness, protection and response to GBV through digital solutions, with a focus on engaging men and boys to create a supportive environment. In addition, the direct link between duty bearers and rights holders will be strengthened as part of a sustainable implementation approach.

About implementing partners:

Transcultural Psychosocial Organisation (TPO): TPO is Cambodia’s leading NGO in the field of mental health care and psychosocial support. TPO has long-standing experiences working in partnership with Cambodian government and other NGOs in providing capacity building in mental health and psychosocial services for Cambodians over this past 29 years. Since its beginnings in 1995, TPO Cambodia has provided mental health care and support to more than 200.000 Cambodians. TPOs mission is to improve the well-being of Cambodian people with psychosocial and mental health problems, thereby increasing their ability to function effectively within their work, family and communities.

Along with providing quality mental health care to Cambodians via a range of grass-roots projects throughout the country and Treatment Center in Phnom Penh, TPO is also a training center in the field of mental health care and psychosocial support. TPO also conduct research and provide consultancy, often in collaboration with partner organizations and research institutes. TPO also aim to raise awareness across Cambodia about mental health, promote mental health care and psychosocial well-being, and advocate for mental health services in Cambodia. In doing so, TPO aim to influence and bring about positive health policy change.

Women Peace Maker (WPM): WPM is a leading organization working on the intersection of gender and peace in Cambodia. Originally starting up as a women and youth-led peacebuilding network in 2000 and establishing itself as an NGO in 2003, WPM envisions a peaceful and gender just society where everyone, regardless of identity and ability, can reach their full potential and live free from violence. To achieve that, WPM works to support the empowerment of women and youth, transform conflict, and prevent violence, including gender based violence, by providing creative tools and space for dialogue, deeper understanding and strategic intervention into issues of gender and peace. Today’s WPM is the culmination of more than two decades of actions and learnings in the field with a longstanding and well-recognized history of intervening in violent situations for women in Cambodia.

WPM has developed a strong base of programming to raise awareness, empower women/youth, and advocate for change in the community and conflict settings. WPM thematic programming are Gender and Women Issues Program which includes initiatives related to gender equality, women and girls’ empowerment, feminist leadership, gender-based violence prevention, gender sensitive mediation, and minority inclusion, while the Peace and Conflict Transformation program includes initiatives such as women, peace and security, interethnic peacebuilding, peace education, freedom of religion and belief, and among others,

peace and feminist participatory action research. WPM is grounded in its approach and community voices inform all of its continued learning and strategic directions. Currently, WPM works at the local level with grassroots communities, at the national level with civil society and national key stakeholders, and at the regional level with other NGOs, universities and gender and peacebuilding networks.

About Johanniter: Johanniter-Unfall-Hilfe is a German non-governmental organization, the Federal Headquarters is based in Berlin, Germany and together with people all around the world, Johanniter strives for life in good health, with secure livelihoods and dignity in times of crisis and for a better future. Johanniter develops its international programs together with local partners and communities in a culturally and gender-sensitive way, based on the community's needs supporting the most neglected and vulnerable.

Johanniter has been implementing various projects in SEA with more focus in Myanmar, Thailand, Cambodia and Philippines. In Cambodia, Johanniter opened its Country Office in March 2014 and has a Memorandum of Understanding (MoU) with the Royal Government of Cambodia (Ministry of Foreign Affairs and International Cooperation) and is officially registered with its office located in Phnom Penh, the capital city. Johanniter emphasizes access to appropriate healthcare, improving water, sanitation, and hygiene, combating malnutrition, and securing livelihoods. Summary of the foreseen project

About Planned Project:

Implementation period	01.05.2025- 30.04.2028 (36 Months)																		
Implementing partners	WPM &TPO																		
Funding:	The total estimated funding for this project is 800,000 Euro																		
Location:	<table><tr><th>Name Provinces</th><th>Name Districts</th><th>Number of communities</th></tr><tr><td rowspan="2">Stung Treng</td><td>Sesan</td><td>7</td></tr><tr><td>Siem Bouk</td><td>7</td></tr><tr><td rowspan="2">Ratanakiri</td><td>O'Chum</td><td>7</td></tr><tr><td>Borkeo</td><td>6</td></tr><tr><td>2 provinces</td><td>4 districts</td><td>27 communes</td></tr></table>			Name Provinces	Name Districts	Number of communities	Stung Treng	Sesan	7	Siem Bouk	7	Ratanakiri	O'Chum	7	Borkeo	6	2 provinces	4 districts	27 communes
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	Siem Bouk	7																	
Ratanakiri	O'Chum	7																	
	Borkeo	6																	
2 provinces	4 districts	27 communes																	
Direct beneficiaries:	4.600 people (individuals) from various indigenous communities. (60% females)																		
General objective:	To increase community awareness, protection and response to GBV through digital solutions, with a focus on engaging men and boys to create a supportive environment.																		
Specific objectives:	1. Enhanced GBV prevention and empowerment actions among women/girls in all their diversity, men/boys, and public/community members to engage in collective actions to support each other, promote gender equality, and prevent GBV.																		

	2. Improved GBV response intervention capacities among local authorities'/service providers and mental health supports among GBV survivors in the communities. 3. Increased GBV protection through an improved counselling, referral, and multi-sectoral collaboration.
Results	1.1 Women and girls in all their diversity increase understanding on their rights and necessary knowledge to be able to support each other and stand up for their rights 1.2 Men and boys increase understanding on gender equality, positive masculinity, and other necessary knowledge to be able to become allies in promoting gender equality 1.3 Public, community, and other key stakeholders increase collective and creative actions either via face-to-face or digital platforms to combat GBV, including online GBV, and promote gender equality 2.1 Relevant local authorities'/service providers are equipped with necessary knowledge and skills related to relevant laws/policies/guidelines related to gender responsive mediation, referral services, and among other, legal aids. 2.2 Relevant local authorities increase engagement and understanding of the situation of the GBV survivors in their respective communities 2.3 GBV service providers (local and national) are identified and developed into a map shared widely among communities and public. 1.1 Reported GBV cases are supported and referred to legal aids and mental health supports 1.2 Increased multi-sectoral collaborative actions among the national, subnational and/or relevant key stakeholders to protect the rights of women and girls in all their diversity

2. Scope of the Feasibility Study

2.1 Purpose and Use of the Feasibility Study

This feasibility study aims to provide a well-founded basis for the design of the project concept by clarifying conditions, opportunities, and risks. This will assess the context (sector, components, project regions) with regard to the project's objective. This increases the effectiveness of the project and prevents mis-investments at an early stage. Johanniter and the local implementing partners will use the feasibility study results to adjust the proposal and implement measures recommended for the project's implementation period.

An experienced consultant(s) is required to conduct this project feasibility study report for the above-detailed project.

2.2 Methodology of the Study

The feasibility study is to be designed and conducted as a consultative process with all relevant stakeholders including interviews. The consultancy should comprise field visits to selected key sites in selected districts of two provinces. The consultant will include the preparation and write up of country specific reports. The consulting team is expected to see the following approaches in an appropriate, non-inclusive set-up.

- Desk review of the similar concepts and projects. Background information relevant to the region and proposed goals including BENGU guidelines and other relevant documents.
- Interview with relevant stakeholders, key sectors and target groups
- Field visit to selected target areas to complement missing data, to inform and consult communities to all planned activities and investments and to conduct a compressive screening and mitigation planning.
- Consultative workshops with key actors for each of the target areas.

Key informants interview and focus group discussions will be used as the primary data collection tool. The feasibility study should analyse the situation, the problem(s) resulting thereof and the target group and stakeholders. It should critically review the planned project in terms of the OECD/DAC criteria of relevance, coherence, effectiveness, efficiency, impact and sustainability (see <http://www.oecd.org/dac/evaluation/49756382.pdf>). On that basis, the study should provide recommendations for the project concept and project measures.

2.3 Timeframe of the Study

The consultancy will require engagement with Johanniter and partners for 25 working days. However, the consultant should suggest the total time frame as part of the application process. The suggested timeline below is a guide, and consultant's applications do not have to adhere to this strictly. Specifically, the consultant will be required to undertake the following tasks mentioned in section 6 (calendar of the consultancy).

3. Contents and Analysis Criteria of the Feasibility Study

The consultant will gather information and analyze following topics:

3.1 Initial Situation and Problem Analysis

3.1.1 (Initial) Situation and Problem Statement

- What is the **(initial) situation** in this sector, region? What is the socio-economic, political and cultural context?
- Which **problems** were identified? What are the reasons for the problems and which effect do they have on different groups of population?

3.1.2 Needs Analysis

- What **needs** were derived from the problem analysis? How were/will the needs be identified?
- What is the **background** of the planned programme and its logic of intervention? Who came up with the idea?

- Are there alternatives to the planned project or its subcomponents?

3.1.3 Gender Analysis

- Women access to digital platform
- Protection and social welfare
- Participation and decision making
- Access to education, and information
- Access to finance service

3.2 Local Implementing Partner(s)

- Which local organizations has been selected as local **implementation partners** and why? How will you improve the local partner's ownership?
- What **capacities** (institutional, technical, personnel, financial) do they have?
- What measures are needed to strengthen the organization and the capacities of the local partner?
- What **self-interest/ownership** do the local implementation partners have in the success of the project?
- What is the **relationship between local partners and the target group/stakeholders (legitimacy)?** Are there any convergences or conflicts of interest? How can the interaction be improved?

3.3 Target Group(s) Analysis

- Who is the **target group and what criteria are used for the selection process of the target group?** Are there several, differently affected target groups?
- How **homogeneous or heterogeneous** is the target group with regard to factors such as gender, ethnicity, age, sexual orientation, language, capacity, etc. and to what extent does project have to take this into account?
- What are the **needs** of the target group and how can they be addressed?
- What role does the target group play in the **social context?** What **conflicts of interest** could arise as a result of the support given to one population group in regard to other population groups?
- What **potentials** does the target group have, especially in terms of self-initiative, ownership and local problem-solving capacities? How can these be strengthened?

3.4 Stakeholder Analysis

- Who are the most important **governmental and non-governmental stakeholders** in this sector and beyond at this project location, in the planned project region, the country?
- How does the planned project relate to **government's development**

strategy?

- What are the **interests** of the stakeholder? Are conflicts of interest becoming apparent? Are there **potential synergies** with other stakeholder's projects? How do these synergies find their way into the project design?
- Do the stakeholders involved have a **common understanding** of the problems and the objectives of the project?
- How strong is the **support of the different stakeholders** involved for the project? What is the **potential influence** of these stakeholders regarding the project? Are there already agreements between stakeholders?

3.5 Assessment of the Planned Project Based on OECD/DAC - Criteria

The consultant will analyze the project using the following
(<http://www.oecd.org/dac/evaluation/49756382.pdf>)

3.5.1 Relevance

Key question: Will the planned project be adequate?

- Does the planned project approach address a developmental problem or a crucial development challenge of the partner country or region?
- Is the design of the planned project oriented towards the needs of the target group?
- Are the outputs and outcome of the project consistent with the intended impacts and effects?
- What changes will the project cause after the end of the project?

3.5.2 Coherence

Key Question: how suitable is the intervention?

- To what extent do synergies and connections exist between the planned project and other interventions by the same stakeholder (organisation) and other stakeholders?
- What similarities or overlaps exist between the beneficiaries and projects implemented by other stakeholders in the same context? To what extent does the intervention add value and avoid duplication?
- Coherence and complementarity to BMZ priorities for the country: Does the project make a clearly aligned and meaningful contribution to BMZ goals and local priorities as described in BENGGO guidelines and strategy documents?

3.5.3 Effectiveness

Key question: Which project approach is the best way to achieve these objectives?

- Are the **measures and the chosen methodological approach suitable to achieve the project objective**? Should **meso- and/or macro-level (multi-level approach) activities** be considered to increase sustainability?

- Are **synergy effects** with other donor's or programme's used?
- What **measures** does the study recommend to achieve the objectives?
- On which **effect logic/impact hypothesis** should the project be based on? How could a meaningful **impact matrix** including suitable, meaningful indicators look like (presentation of first rough draft with indicators and baseline data)?
- Who monitors the impacts when and in which intervals (**impact monitoring**)?

3.5.4 Efficiency

Key question: Can the objectives of the planned project be achieved economically?

- What **financial, structural and personnel resources** are needed?
- Is it possible to implement the planned activities with the intended resources in the planned period? Can the desired impacts be achieved **efficiently (cost-benefit)** and **economically**?

3.5.5 Significance/ developmental Impacts

Key question: Does the planned project contribute to achieving superior developmental impacts?

- Which **objectives and impacts derived** from the problem/needs analysis are to be achieved for which target group?
- To what extend is the planned project **structure-forming, model-like and exemplary**? Can a **multi-level approach** (micro-, meso-, macro-level) be used to increase significance and effectiveness?
- To what extend does the project objective take **gender-sensitive, inclusive, culture-** and **conflict-sensitive** and human rights-based aspects into account?

3.5.6 Sustainability

Key question: Do the positive impacts (without further external funding) persist after the end of the project?

- How can the **sustainability** of results and impacts be guaranteed and strengthened (structural, economic, social, ecological)?
- What role/responsibility will be assumed of **governmental and/or civil society organizations**? To what extend can local potentials, structures and processes be developed? Which measures and instruments are best suited in utilizing and strengthening **local initiatives, participation and capacities**?
- What are the **socio-cultural** obstacles to this approach and how can they be addressed?
- What **negative consequences and impacts** could the project activities or sub-goals entail? To what extend can this be taken into account in the project (concept) (e.g. do-no-harm approach, conflict-sensitive impact monitoring etc.)?
- What **risks** (personnel risks for the implementing parties, institutional and reputational risks, context risks) exist during the project implementation and how can they be minimized?

4. Products to be Delivered by the Consultant

The consultant shall deliver, within the time schedule presented in chapter, the following products:

Intermediate products:

Product #1: A detailed work plan

Product #2: Methodological proposal for the collection, processing and analysis of information.

Product #3: A first draft of the feasibility study report, including annexes.

Final product:

Product #4: A final feasibility study report, including annexes, validated by Johanniter, with the following structure and quality:

Structure:

- Title page
- Executive Summary
- Acknowledgement
- Table of Contents
- List of Acronyms and Abbreviations
- A. Introduction
- B. Scope of the Study
 - a. Purpose, objective and intended utilisation of the feasibility study
 - b. Methodology and rationale for approach
- C. Project Overview
- D. Findings
 - a. Initial Situation and Problem Analysis
 - Situation and Problem Statement
 - Needs Analysis
 - Gender Analysis
 - b. Local Implementing Partner(s) Analysis
 - c. Target Group(s) Analysis
 - d. Stakeholders Analysis
 - e. Analysis of the Planned Project on OECD/DAC-criteria
 - Relevance
 - Coherence
 - Effectiveness
 - Efficiency
 - Significance/ developmental impacts
 - Sustainability
- E. Conclusions and Recommendations - including impact matrix and project measures
- F. Annexes

Electronic quality and size:

The final version of the feasibility study report (Product #4) shall:

- Be delivered in electronic version, (in PDF format),

- Have a maximum of 30 pages
- Have a maximum size of 2.0 MB.
- PDF document must be printable without additional settings or adjustments.

Beside the PDF version, Johanniter may additionally request a color printout version.

5. Responsibility Sharing Between the Johanniter and the Consultant

Role and responsibilities of the consultant or consulting firm:

- Preparation and delivery intermediate and final products in the quality and time specified in chapters 4 and 5 of the present ToR.
- Information gathering according to methodology defined in chapter 3.
- In case of individual consultants, subcontract, manage and pay the fees of the secondary consultant and other staff, if required. In the case of consultancy firms, the same + the principal consultant.
- Submission to the Johanniter any documentation and information may be required within the framework of the consultancy.
- Coverage of any costs the consultant may incur during the implementation of the consultancy (legal, communication, transport, food and accommodation allowance etc).

Role and Responsibilities of Johanniter

- Provide in a timely manner to the consultant any documentation and information necessary to carry out this consultancy
- Facilitate in a timely manner to the consultancy team the initial contacts and communication with implementing partners and other key stakeholders as required in the framework of this consultancy
- Guidance, support and supervision of the consultant at all stages of the consultancy.
- Review and validation of intermediate and final products
- Implementation of the procurement process to select the consultant/consulting firm.
- Preparation and signature of the consultancy contract for this consultancy.
- Payment of consultancy fees to the consultant.

6. Calendar of the Consultancy

Starting date: 25.September.2024

Duration: 25 working days.

Detail tasks and timeline:

Consultancy	Days required	Summary of activity
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phases	(25 days suggested)	
Preparation and work plan development (with detailed deadlines)	2 working days	Meet with relevant representatives of Johanniter and partners to develop objectives and work plan. During this stage, partners will share the details of the project log frame and supporting documents. Develop primary data collection tools for review by Johanniter.
Finalize data collection tools	2 working day	Review data collection tools in line with Johanniter comments
Secondary data collection	5 working days	Provide an overview analysis of operating environment
Primary data collection	8 working days (including travel time, as required)	Primary data collection in project target areas
Analysis of findings and completion of first draft of report	4 working days	Analysis of primary data collection, final report writing. Complete report and share with Johanniter for comments.
Review of comments and finalization of draft report	4 working day	Respond to comments/ suggestions regarding report, have final debrief meetings to conclude process.

7. Application and Selection Process:

Preliminary Evaluation (Mandatory Submission Requirement)

- **Cover letter**- with the name, position, phone number, email and address of the company
- **Full Technical proposal**. This includes detailed budget, activities, time frame, human resources, and methodologies.
- **CV of all suggested team members** (including native English speaker to revise final report drafts)
- **Sample reports**- Please include two similar reports as sample work, completed by the consultant (dated after 2018)
- **Tender Declaration Form** - with signature (see Annex 2)

Please send your applications to Johanniter-KHM Country office via email: recruitment.khm@thejohanniter.org . Queries regarding the consultancy can also be directed to this email address.

The deadline for interested applications to apply is 5:00 pm on **Monday 16th of September 2024**. Interested applicants must be immediately available by early **October 2024**, as the deadline for the consultancy completion is **11th November 2024**. Due to time constraints, applications will be reviewed on a rolling basis. Please note that only short-listed candidates will be contacted.

Selection Process

Phase 1: Technical Evaluation Stage (40%).

- Proposed personnel for the assignment: Lead Consultant(s) have qualifications aligned to thematic sectors of the project or any relevant

qualification. Copies of relevant academic qualifications and CV for lead consultant (s) required - (5%)

- Demonstrated / similar experience in the last 5 years related to gender based violence and mental health & psychosocial counselling. At least two (02) copies of approved reports for previous similar works required - (10%)
- Demonstrated clarity and understanding of the assignment/interpretation of the ToR. (10%)
- Appropriate methodology as per Terms of Reference and based on the context (15%)

Phase 2: Validation of Technical capacity (Interview) (30%).

Financial Evaluation (30%).

Based on the details in the TOR, the consultant will develop a detailed itemised financial proposal aligned with the proposed work plan. All prices must be quoted in US Dollars (USD). The validity period for the financial proposal should be indicated, and consultants' professional fees and logistics costs should be quoted in separate lines and not as a lump sum. The overall consultancy fees must include all relevant taxes. The format for the overall consultancy cost must be summarised as indicated below.

No .	Item Description	Units	Unit Type	Unit Price	Total Amount	Remark/ Description
1.	Consultant's fees (including data enumerators' costs)					
2.	Transport cost					
3.	Subsistence costs (including accommodation, communication, meals, etc.)					
4.	Any other costs that are critical but not provided for by Johanniter					
	Total					

8. Budget

The indicative budget for this consultancy is USD 11,000 including VAT and Withholding Tax (WHT). This budget includes the consultant's fee and taxes, any travel and expenses that might be required for data collection (depending on proposed methodology), and any costs related to telephone or skype use, transcriptions, software licenses and office materials.

9. Payment for the Service

Payment will be made as follows:

- Milestone 1: Signing of contract 30% fee.
- Milestone 2: Submit the first draft report 30% fee.
- Milestone 3: Submit the final report and confirmed sign off by Johanniter 40% fee.

In the situation that the consultant does not meet the agreed deadlines (without advance agreement from Johanniter), the second payment will be reduced by 5% for each calendar day the submission is late.

Annexes

- **Annex 1:** TOR Feasibility Study
- **Annex 2:** Declaration of Supplier Form