



## TERMS OF REFERENCE

For a Research Consultant team to conduct Rapid Assessment Survey in three communities under the Preventing Violence Against Women in Fiji's Faith Settings (PVAWFFS) Project.

<b>Location (Duty Station):</b>	Suva, FIJI
<b>Application Deadline:</b>	5.00pm on Wednesday, 29 June, 2022
<b>Type of Contract:</b>	Individual Contractor
<b>Consultancy Team</b>	1 Team Leader and 2 Enumerators (1 male & 1 female)
<b>Languages Required:</b>	English and iTaukei
<b>Starting Date:</b> (date when the selected candidate is expected to start)	TBA
<b>Duration</b> <b>Rapid Assessment Survey:</b>	Up to 25 days within the months of June-July 2022

### **Background**

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House of Sarah (HoS) of the Anglican Diocese of Polynesia was established in 2009 to address the concerns raised by women parishioners in 2007-2008 of the problems they face with violence against women. In January 3, 2012, it was registered as a non-governmental organization under the Fiji Charitable Trust Act.

HoS is implementing the Preventing Violence Against Women in Fiji's Faith Settings (PVAWFFS) project which is adapting the *SASA! Faith* model developed by Raising Voices of Uganda and Trocaire. The project focuses on promoting power balance between women and men and girls and boys. It further examined ways power can be used positively to end VAW. With the phased approach, the PVAWFFS project focuses on the following:

1. **START** – acknowledging there is a problem and the Team starts to foster **power within** themselves to address violence against women (VAW).
2. **AWARENESS** – engaging people to better understand the problem and to become aware of men's **power over** women.
3. **SUPPORT** – Team engaging faith community in offering their support for one another joining their **power with** others to confront VAW.
4. **ACTION** – the Team engaging the faith community in using their **power to** take action.

## Project Outcomes

With this phased approach, changing “community norms” requires achieving four types of outcomes for change:

- a) **Knowledge:** Enabling people to learn new facts about violence against women.
- b) **Attitudes:** Enabling people to change their feelings and beliefs about violence against women by using the values of their faith.
- c) **Skills:** Enhancing what people know how to do.
- d) **Behaviours:** Influencing how people choose to act.

Each *SASA! Faith* phase is designed to achieve outcomes required for moving onto the next phase.

To keep the intended outcomes of each phase top of mind, the PVAWFFS Team does the following:

Three Practices for Achieving Outcomes:

- a) *Implementation Planning:* At the start of each phase, the *SASA! Faith* Team creates a plan for the best way to achieve the intended outcomes of that phase.
- b) *Monitoring Throughout each phase,* the *SASA! Faith* Team monitors what is happening to see if the intended outcomes are, in fact, emerging.
- c) *Assessment:* At strategic points in the entire process, the *SASA! Faith* Team conducts surveys to see if community members confirm your observations.

The *SASA! Faith Rapid Assessment Survey (RAS)* gathers simple quantitative data about changes in the knowledge, attitudes, skills and behaviors of faith community members. These *quantitative* results of the rapid assessment survey can then be compared to and combined with the *qualitative* observations on the outcome tracking tools for a more accurate picture of progress being made. The same survey is used for four different assessments. The Rapid Assessment Survey (RAS) conducted at the beginning of the Start Phase provided the baseline data on those outcomes. The subsequent survey at the end of the Awareness Phase noted significant changes in the knowledge and attitude of the community members in these Parishes. In order to capture existing understanding of these outcomes in relation to violence against women, an end of phase assessment survey is necessary.

The RAS is a way to more rigorously assess how communities are progressing in the four key outcomes areas: knowledge, attitudes, skills and behavior. The RAS also includes an ‘exposure’ section to better understand reach and the intensity of *SASA! Faith* programming. Please note that it is highly recommended to implement the full survey. However, if this is not possible, please do not skip the *SASA! Faith* exposure section.

The RAS must be carried out by a trained team comprised of a Team Leader and two Enumerators (1 male & 1 female) to interview roughly equal numbers of women and men. The RAS must include a minimum of 150 women and 150 men (300 total participants which breaks down to 50 men per parish and 50 women per parish).

## Objectives:

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The House of Sarah is looking for a research consultant team to conduct the Rapid Assessment Survey in June-July for the PVAWFFS Project in the three parishes located in Wailoku, Newtown and Matata communities.

For this purpose, the selected team of consultants will work under the direct supervision of the Team Leader and in coordination with the Monitoring, Evaluation and Learning (MEL) Officer to complete the survey.

## Duties and responsibilities

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The following major tasks shall be undertaken by the research consultant team:

- Participate in the mandatory Trainings on Ethics on Research in EAW, Rapid Assessment Survey Tools, and *SASA! Faith* methodology
- Use the tools developed by the Raising Voices (RV) for the *SASA! Faith* to conduct the Rapid Assessment Survey
- Use the sampling tools to map out 300 survey participants to interview in the three parishes for the Rapid Assessment Survey.
- Coordinate with MEL Officer to input data into the existing Database for Rapid Assessment Survey.
- Compile a report completed with the analysis using the RV tools and methodology
- Using the same methodology and tools, conduct the End Line survey towards the end of the PVAWFFS Project in the three parishes

### Deliverables and Timelines

The assignment should be carried out within June-July not exceeding 25 days, with the Research consultant team being responsible for delivering the following outputs:

Tasks and activities	Estimated workload (workdays)
<b>Rapid Assessment Survey – Support Phase</b>	
1. Review all relevant programme files including Violence against women status in Fiji, HOS Project Baseline Reports, Mid-term evaluation, outcome tracking reports, RAS Package developed by Raising Voices	1 day
2. Participate in the UNW facilitated Ethics on EAW Research Training, together with <i>SASA</i> Methodology and RAS training	4 days
3. Develop a plan and schedule for the RAS to be conducted in the three parishes	1 day
4. Conduct interviews and data collection in the three communities and site visits	9 days
5. Provide raw data to MEL Officer for data entry into the Database for RAS	4 days
6. Submit the draft RAS report and present findings to the HOS/UNW/Raising Voices team for feedback	2 days
7. Incorporate feedback into the draft report	2 days
8. Submit final RAS report	2 days (by end of July)

All the deliverables should be agreed with the Team Leader and be provided in English hard and electronic copy.

### Duration of this Assignment

The duration of this assignment will up to 25 days within the months of June – July 2022.

### Management arrangements

The Research Consultant team will work under the direct supervision of the Team Leader and with coordination with the MEL Officer.

The Research Consultant team will be provided with the necessary information, materials and access into the three parishes. Selected consultants are expected to organise their own logistics into the communities, have their own laptops including internet access and communication resources while, HOS will provide access to printing for the fulfilment of their tasks.

The Research Consultant team will be expected to be working remotely to complete the tasks.

### **Travel**

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The Research Consultant team will be responsible for all administrative and travel expenses associated with undertaking this assignment.

### **Performance evaluation**

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Consultant's performance will be evaluated against such criteria as: education qualification, work experience, responsibility, initiative, and quality of the products delivered.

### **Financial arrangement and schedule of payments**

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Payment will be disbursed upon submission and approval of deliverables.

- Upon signing of contract – 30%
- Final Rapid Assessment Survey Report & presentation of findings – 70%

Payment will be made within 30 (thirty) days after receipt and acceptance of the specified deliverable and corresponding invoice but only after HOS has certified that the services have been satisfactorily performed by the Research Consultant team.

### **Required skills and background**

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#### **Education:**

- Advanced University degree in Gender Studies, Development Studies, Social Sciences or relevant field.
- Other formal education and training in ending violence against women and other gender related trainings relevant for the assignment will be an advantage;

#### **Skills & Knowledge:**

- Expertise and knowledge in community-based research processes with at least five (5) years of field experience in Fiji or in other similar context.
- Previous experience in carrying out EVAWG research and/or project level evaluations is essential with experience in both qualitative and quantitative research
- Understanding and familiarity with ethical issues and risks involved in researching VAWG
- Fluency in spoken and written iTaukei language, including ability to translate between English to iTaukei languages and vice-versa.
- Prior knowledge or experience in conducting research in remote Fijian communities
- Understanding of traditional gender norms and frameworks of traditional iTaukei communities

- Understanding of human rights framework for gender equality and violence against women and girls
- Proficiency in report writing with an outcomes-based reporting skills is required;
- Experience working with diverse group of people with sensitivity and inclusivity

### **Consultancy Application Procedure:**

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Interested applicants are requested to submit the following with their application letter:

- Curriculum Vitae
- financial proposal

- Submit your application to:

House of Sarah  
7 – 11 Desveoux Road  
Suva or e-mail it to [admin@houseofsarah.org](mailto:admin@houseofsarah.org)

Applications close at 5.00pm on Wednesday, 29 June, 2022