



**Terms of Reference - Consultancy Service Support  
Endline Survey for Women's Resilience to Disaster (WRD) Project  
Maewo Island, Penama Province**

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| <b>Project</b>                | Women's Resilience to Disaster (WRD)  |
| <b>Project Assignment</b>     | Consultancy Service Support for Project Endline Survey  |
| <b>Organization</b>           | CARE International in Vanuatu (CiV)   |
| <b>Location/ Project Site</b> | Port Vila and Maewo, Penama Province  |
| <b>Propose Date</b>           | April 2025 (15 working days)  |
| <b>CARE Contact</b>           | Lindah Peter – <a href="mailto:Lindah.Peter@careint.org">Lindah.Peter@careint.org</a><br>Sylvain Malsungai - <a href="mailto:sylvain.malsungai@careint.org">sylvain.malsungai@careint.org</a> |

**CARE Vanuatu Overview:**

CARE Vanuatu is part of the global CARE International confederation, which operates in over 93 countries worldwide. Since 2008, CARE has been working in Vanuatu to support vulnerable communities by building resilience against disasters and climate change. A key focus of our work is increasing the involvement of women and girls in community and national leadership.

**Endline Survey Focus:**

CARE is conducting an endline survey to assess the progress of the project in enhancing women's participation, voice, and leadership in the disaster management cycle. The survey aims to evaluate efforts in empowering women in disaster risk reduction (DRR) preparedness, response, and recovery. It also seeks to measure the strengthened gender capacity of Community Disaster and Climate Change Committees (CDCCCs), local area councils, provincial authorities, and other community-based organizations (CBOs), ensuring that women actively engage in decision-making alongside men, community leaders, chiefs, and other key stakeholders.

**The Endline Survey will specifically assess:**

1. The lived experiences of women's voices and agency in the disaster management cycle, measuring progress in their participation and leadership.
2. The effectiveness of disaster preparedness and early warning systems, evaluating their evolution and impact on disaster risk reduction (DRR), with a focus on the role of women and girls.
3. Improvements in gender and disability inclusivity, examining engagement across various levels of government, including Area Councils (AC), Provincial Disaster Committees (PDC), and the National Disaster Management Office (NDMO).
4. The role of community-based organizations (CBOs) in supporting women and girls during disaster response and recovery, and their contribution to strengthening local resilience and capacity-building.

The survey will be conducted in Maewo, exploring how women and girls' resilience in disaster-prone areas have strengthened, recovered from disasters, and accessed local mechanisms and services.

The findings will provide key recommendations to guide future disaster preparedness and response efforts, ensuring they effectively address the needs of women, girls, and other vulnerable groups. Additionally, these insights will help inform and shape CARE and local partners' future planning and the design of similar initiatives, enhancing their impact and inclusivity.

## Expected Deliverables:

- **Inception Report and Survey Instruments:** A comprehensive report outlining the methodology, approach, and data collection tools (e.g., surveys, interview guides) to be used in the survey.
- **Data Collection and Analysis Reports:** Summaries from community consultations, focus group discussions, and other data collection activities, along with preliminary findings and analysis of the data.
- **Final Research Report and Recommendations:** A detailed final report that presents the findings, analysis of women's experiences in disaster management, and actionable recommendations for improving gender and disability inclusion in future disaster preparedness and response efforts.

## Endline Survey Methodology:

The endline survey will use a mixed-methods approach, combining quantitative and qualitative data collection to assess the progress of the project.

1. **Sampling:** Participants will be selected from disaster-prone areas in Maewo, including women, girls, community leaders, and members of CDCCCs.
2. **Data Collection:** Methods include structured surveys, semi-structured interviews, focus group discussions (FGDs), and field observations to gather both numerical data and in-depth insights into women's roles in disaster management.
3. **Data Analysis:** Quantitative data will be analysed statistically, while qualitative data will be analysed thematically to identify key patterns and insights.
4. **Ethical Considerations:** Informed consent and confidentiality will be ensured, and the survey will be culturally sensitive.

## Endline Survey Schedule:

| Day         | Activity                                      | Details   |
|-------------|---|---|
| Day 1       | Preparation and Orientation                   | - Morning: Arrival and briefing. Orientation on methodology and tools.  |
|             |   | - Afternoon: Finalize logistics and review survey instruments.  |
| Day 2       | Community Engagement & Preliminary Meetings   | - Morning: Meet with local partners, community leaders, and stakeholders.   |
|             |   | - Afternoon: Visit survey sites and finalize data collection logistics.   |
| Day 3-4     | Data Collection (Surveys)                     | - Full Days: Administer structured surveys to women, girls, and community members.  |
| Day 5-6     | Data Collection (Interviews)                  | - Full Days: Conduct semi-structured interviews with key informants (leaders, CDCCCs, government).<br>-   |
| Day 7-8     | Data Collection (Focus Group Discussions)     | - Full Days: Facilitate FGDs with women and girls to explore lived experiences and empowerment in disaster management.<br>-                       |
| Day 9-10    | Data Review & Initial Analysis                | - Full Days: Facilitate FGDs with women and girls to explore lived experiences and empowerment in disaster management (continue)                  |
| Day 11 - 15 | Final Reporting, Presentation, and Submission | - Finalize the analysis, confirm data quality, and compile preliminary findings.<br>- Prepare a presentation of key findings and recommendations. |

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|  |  | <ul style="list-style-type: none"> <li>- Present findings to CARE and relevant stakeholders.</li> <li>- Submit the final report with detailed analysis, recommendations, and next steps for future initiatives.</li> </ul> |
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**Payment Terms:**

40% of the total service fee will be paid to the service provider’s nominated bank account upon signing the contract. The remaining 60% will be paid in the same manner upon completion of the endline survey, approval of the final report, and submission of all deliverables.

**Selection Criteria for Endline Survey Consultant:**

- **Proven Expertise in MEAL/ Endline Evaluations:** Extensive experience in designing, conducting, and analyzing endline surveys or evaluations, particularly in the context of gender, disaster risk reduction (DRR), and community resilience.
- **Sector Knowledge and Familiarity with Vanuatu Context:** Deep understanding of the Vanuatu aid and development sector, with a focus on disaster management, gender equality, and community engagement in vulnerable areas.
- **Technical Competence in Research Methodologies:** Strong knowledge of both quantitative and qualitative research methods, with the ability to adapt these approaches to capture nuanced insights into women’s roles in disaster preparedness, response, and recovery.
- **Demonstrated Ability to Manage Complex Projects:** Proven track record in leading large-scale, multi-stakeholder research projects, demonstrating strong organizational, time, and resource management skills.
- **Ability to Deliver High-Quality Results under Tight Deadlines:** Capacity to manage a fast-paced project while ensuring the quality, integrity, and accuracy of research findings, with timely reporting and analysis.
- **Cultural Sensitivity and Community Engagement Expertise:** Skilled in working with local communities, particularly women and vulnerable groups, and ensuring inclusivity and sensitivity in data collection, ensuring the voices of marginalized groups are captured.
- **Excellent Communication and Reporting Skills:** Exceptional ability to communicate complex findings clearly and concisely in both written and verbal formats, in English and Bislama, for diverse stakeholders including CARE, government, and local partners.
- **Commitment to Ethical Standards:** Strong commitment to ethical research practices, adhering to CARE’s Code of Conduct, ensuring the protection of vulnerable participants, and maintaining confidentiality and integrity throughout the survey process.
- **Value for Money:** Competitive and transparent pricing, demonstrating a balance between high-quality deliverables and cost-effectiveness.

**Expression of Interest Submission:**

Please submit an Expression of Interest (EOI) of no more than 2 pages, clearly outlining your ability to meet the selection criteria. Your submission should include relevant examples of similar work you have completed, with links or references to similar products you have produced. Additionally, please provide a detailed quotation for your services.

Send all application to: [Sylvain.Malsungai@careint.org](mailto:Sylvain.Malsungai@careint.org)

Due date: Wednesday 9<sup>th</sup> April 2025

Time: 16:00

**Important Note:**

CARE will arrange and cover the cost of travel to Maewo, including flights and accommodation for the consultant. These travel-related costs should not be included in your quotation.

**Approve By**

**Glenise Levendal**  
**Program Director**

**Date:**  
**Port Vila**