



**TERMS OF REFERENCE**  
**Community Profile GEDSI Analysis & Consultation**  
**Consultant**

<b>Project Title</b>	Pacific Women Lead “YUMI TUGETA” PROJECT
<b>Assignment</b>	<b>Compiling a comprehensive GEDSI analysis to inform a recommendation paper on inclusive governance</b>
<b>Organization</b>	CARE INTERNATIONAL IN VANUATU (CIV)
<b>Location/ Project Site</b>	Port Vila
<b>Reports To</b>	Sylvie Niras – Acting Project Manager
<b>Propose Date</b>	5 May 2025

**BACKGROUND: CARE IN VANUATU**

CARE International in Vanuatu (CiV) is an international humanitarian organisation fighting global poverty, with a special focus on working with women and girls to bring lasting change to their communities. CARE has been working in Vanuatu since 2008 helping communities to increase their resilience to disasters and climate change, respond to emergencies and advance gender equality. CiV has a long-term program strategy, which seeks to contribute to resilience and equality in Vanuatu where men, women, boys and girls enjoy equal rights and opportunities.

CiV has three programmatic portfolios (Gender Equality, Resilience, and Inclusive Governance) which includes a diverse range of donor funded projects, delivered in partnership and coordination with government stakeholders and civil society organisations. CARE Vanuatu aims to work in coalition with other organizations focused on strengthening gender equality in Vanuatu and to contribute towards a movement for gender equality where all people live with safety and dignity and values partnerships with government and civil society. CARE is committed to strengthening local capacity and local leadership and is actively investing in mentoring and support for local staff in leadership positions through accompaniment and counterpart arrangements as well as partnership development.

**Scope of the project**

The Yumi Tugeta Project is being implemented by CARE in Vanuatu as part of the Pacific Women Lead (PWL) regional initiative. The 16-month project started in September 2024 with the project ending in December 2025. The PWL project, funded by the Pacific Community (SPC), aims to support the empowerment of women and promotes gender equality across the Pacific through leadership, capacity-building, and community-driven projects.

The Yumi Tugeta Project aligns with the Vanuatu Government's decentralization policy for inclusive and equitable local governance, working with the Central Tanna Area Council in Tafea Province. The project sets out to enhance the representation of women in community governance structures, such as pillar committees, and ultimately as pillar representatives, ensuring that the needs and priorities of women in all their diversity are reflected in resource allocation and provincial development planning. Through this initiative, CARE in Vanuatu seeks to promote the active participation of women in leadership roles and foster greater community engagement. By focusing on local needs and priorities, the Yumi Tugeta Project plays a crucial role in advancing women's rights and supporting sustainable development in the Pacific.

### **Purpose of the consultancy:**

A community profile GEDSI analysis was conducted across all 88 communities, providing valuable insights into gender equality, disability, and social inclusion (GEDSI) dynamics at the local level. To build on this foundational work, a consultation with the Department of Local Authorities (DLA) and Department of Women's Affairs (DWA) is required to further strengthen GEDSI integration and participatory governance in community development planning processes. Therefore, the purpose is to produce a **comprehensive GEDSI analysis report** building upon the draft prepared by CARE's Technical Adviser.

### **The assignment**

The objective of this assignment is to compile and expand on the existing GEDSI analysis report, facilitate a consultation with DLA to discuss key findings and priorities, and develop a comprehensive document that informs and supports DLA's Inclusion Policy development and deliberations.

This requires **facilitating consultation sessions** with key stakeholders, with critical participation from DLA/Ministry of Internal Affairs and Ministry of Justice/Disability Desk/DWA in Port Vila to review the first draft of the GEDSI analysis report and gather their feedback. This discussion will provide a platform for stakeholders to reflect on lessons learned and explore ways to integrate inclusive governance practices into future initiatives. The session will contribute to broader discussions on strengthening participatory governance in line with ongoing local development efforts, fostering dialogue on sustainable approaches that empower women and marginalized groups within local governance frameworks.

Finally, through these consultations, the consultant will deliver **a report with recommendations** to inform the finalization of the GEDSI analysis, which will subsequently be shared with stakeholders.

### **Approach and methods:**

The consultant will be responsible for:

- Reviewing the existing GEDSI analysis and preparing a version for sharing with stakeholders.
- Designing and leading interactive and participatory ½ Day consultation sessions. but noting the audience is high level so geared to this audience
- Guiding discussions on key themes related to decentralization, governance, and inclusion.
- Capturing insights and recommendations from participants to inform future initiatives.
- Ensuring that the discussions remain focused on knowledge-sharing rather than direct policy advocacy.
- Compiling feedback into a report highlighting key recommendations and insights from the consultations; this report will guide the finalization of the GEDSI analysis.
- Observe confidentiality

### **Deliverables:**

- Agenda and facilitation plan for the consultations.

- A concise summary report outlining key discussion points and recommendations.

### **Schedule and Work Plan.**

	<b>Activity</b>	<b>Days</b>	<b>Timeframe</b>
1	Briefing with PD/Sylvie/Frida	0,5 day	8 May 25
2	Review and Background information and concept	0,5 day	8 May 25
3	Prepare Consultation Session ½ day	1 day	8 May 25
4	Submission of agenda and consultation session plan to CiV	0,5 day	9 May 25
5	Facilitation of a consultative and engaging meeting with DLA and stakeholders, with presentation of GEDSI analysis	½ day	13 May 25
6	Debriefing with CiV, Submission of reports capturing key takeaways from the consultation	2 days	14-15 May 25
	<b>TOTAL of Days for the consultancy</b>	<b>5 days</b>	

### **Payment**

Payment 40% of service fee will be made to the service Providers Nominated Bank account on the contract signing with the remaining 60% to be Paid in the same way on completion, approval and receipt of the final film and other files.

### **Selection Criteria**

- Observe confidentiality
- Demonstrated understanding of the Vanuatu context around gender
- Experience in Producing similar GEDSI analysis
- Ability and availability to deliver outcomes within tight timeframes.
- Demonstrated strong time and Project management skills.
- Strong communications skills and willingness to work flexible hours.
- Commitment to CARE’S Code of conduct, including Child Protection and Prevention of Harassment and sexual Exploitation.
- Competitive Costing
- Written and verbal Bislama and English Skills

### **Application Procedure**

Please submit an expression of interest no longer than 2 Pages outlining your ability to meet the selection Criteria, including links to similar Products you have produced as well as a quotation. Please send all application to:

Contact: Sylvain Malsungai

Email: [Sylvain.Malsungai@careint.org](mailto:Sylvain.Malsungai@careint.org)

Due date: 10/04/2025