



## TERMS OF REFERENCE – REQUEST FOR QUOTATION

<b>Project:</b>	<b>Vanuatu Shelter Self-Recovery Research</b>
<b>Place of Assignment:</b>	Vanuatu
<b>Reporting to:</b>	Isabelle CHOUTET, Recovery Manager
<b>Duration:</b>	June/July/August 2021

### Context

The fieldwork in Vanuatu is one part of a research project called [\*Self-recovery from Humanitarian Crisis\*](#). It is funded through the Global Challenges Research Fund (GCRF). The current phase of the project aims to investigate the lived reality of families and communities recovering from major disasters, develop guidance for the implementation of shelter projects that support self-recovery, and increase understanding of the broad impact that good shelter programming has on recovery.

The case of Vanuatu provides an opportunity to capture the evolution of shelter self-recovery approaches across different contexts. Understanding and support for self-recovery by key stakeholders has evolved since the first self-recovery response to Cyclone Pam in 2015 (Tafea province) to the Ambae relocation in 2017 (Maewo island) and Cyclone Harold in 2020 (Pentecost island). CARE Vanuatu's shelter model has also evolved over time, moving from programmes focused on provision of materials to one that is focused on human capacity - learning from traditional knowledge, adapting traditional designs and working more on preparedness.

The research will:

1. *Investigate* the lived experience of shelter self-recovery after disasters for communities and how shelter contributes to community recovery and resilience.
2. *Learn* how humanitarian support for shelter self-recovery has evolved through time and impacts DRR, preparedness and the role of women and girls by examining shelter responses to disasters by CARE Vanuatu and local and national authorities and organisations.

The research will be conducted across Pentecost (7 days), Maewo (5 to 7 days) and Tanna islands (3 to 5 days), to investigate shelter self-recovery in response to differing hazards and various approaches to assistance within different communities to allow for a comparative study of shelter self-recovery in Vanuatu. The research will involve participatory research approaches and interviews (1 day per community minimum).

The research will leave recommendations and guidance for future responses and preparedness activities and include specific information relating to women and girls and vulnerable groups.

### Primary responsibility and role.

Be responsible for the overall smooth running of the research project on location in Vanuatu in coordination with CARE Vanuatu and the UK-based GCRF shelter research team (CARE UK/Oxford Brookes

University).

### Specific Tasks:

1. Through a desk review of key documents, the consultant team leader (if consultancy team applying) will be familiar with the CARE Vanuatu responses to TS Pam, TS Harold and the Maewo relocation, especially with respect to the shelter projects. S/he will also review key documents on self-recovery and the wider impact of shelter programming. CARE UK, CARE Vanuatu and Oxford Brookes will support.
2. The consultant team leader (if consultancy team applying) will follow the aims and objectives as set out in the research project terms of reference and the separate methodology document. However s/he must also be able to recommend changes to the tools and methodology to adapt to circumstances. There will be a need for flexibility and independent decision making.
3. Maintain regular communication with the CARE UK research team through support provided by CARE Vanuatu.
4. Be largely responsible for day-to-day tasks to ensure that activities happen in a timely manner. This includes travel and accommodation logistics, liaison with communities, chiefs, authorities and other stakeholders, with the support of CARE Vanuatu.
5. Lead on the identification and training of focus group facilitators and ensure a high level of consistency across all field activities. CARE Vanuatu will be able to provide 1 to 2 employees for supporting the research but their role should be limited to supporting access to communities and authorities in the areas where CARE Vanuatu has worked. External facilitators should be recruited and trained on the data collection, to ensure objectivity during the data collection. Focus group facilitators and interviewers can be directly included in the quote from the consultancy team as members of their teams, in case they can provide adequate support. If the consultant company is not able to include facilitators, then CARE will ensure that facilitators are contracted, with selection support from the consultant.
6. Coordinate the timely transcription and translation of interviews, research notes etc. to support the reporting process done by the consultant team and ensure transcripts are accessible to the wider research team for further support in interpretation and analysis.
7. The consultant or consultancy team will be expected to represent CARE International in meetings with government and provincial officials
8. Support the wider research team with interpretation and analysis of the findings

### Outputs

The consultant will be expected to support the production of a number of outputs although the primary responsibility will remain with CARE UK / Vanuatu.

- **Production of a report presenting the main findings from the data collection** to support the production of the Case Study Report (see below). *This will be the entire responsibility of the consultant.*
- **Co-production\* of a case Study Report (audience of shelter and humanitarian practitioners, donors)** aiming to:
  - Showcase CARE's work in shelter in Vanuatu.
  - Highlight the gender and inclusive DRR work, role of local building techniques and peer communications with lessons indicated for future programmes.
  - Tell the stories of recovery through capturing the lived experience of communities.

*\*This will be co-produced with support from the CARE UK/Oxford Brookes University*

**Other outputs might include, and not necessarily confined to:**

- Blogpost on CARE Insights by CARE Vanuatu, supported by CIUK, on the Cyclone Harold recovery aimed at humanitarian and development practitioners.
- Policy document for self-recovery advocacy with donors, including DFAT, USAID/BHA and NZAID, and other NGOs working on shelter in Vanuatu.
- Comparative self-recovery study with Southern Africa, growing the self-recovery Community of Practice in CARE.

The ToR may need to be refined, in consultation with CARE Vanuatu and the shelter research team, to adapt to the availability of informants, the restrictions due to Covid-19, as well as adapting to findings made in the course of the research. The work will therefore require a reasonable degree of flexibility to adapt to the changing constraints.

**SCHEDULE, WORKPLAN, ROLES AND RESPONSIBILITIES**

CARE is aiming for the consultancy to start on the 1st of June to mid August, totalling around 40 days. The estimated number of days for the various tasks required from the consultant or consultancy team to complete this work is here detailed as an indication:

Activity	Totals Days
Briefings and Desk Review	2
Research tool revision and finalization	3
Facilitators and transcriptors recruitment and training	2
Prep for data collection	2
Data collection in Maewo (mid June/early July)	6
Data collection in Pentecost (mid June/early July)	7
Data collection in Tanna (mid June/early July)	5
Interviews with key informants	4
Data analysis and report writing (first draft) – July/early August	4
Data analysis and report writing (second draft) - August	3
Final results dissemination with stakeholders in Port Vila - August	1
General coordination meetings with CARE UK and CARE Vanuatu	2
<b>TOTAL days</b>	
Around <b>15 days</b> for briefings/desk review/tool review/analysis/reporting/dissemination	
Around <b>25 days</b> for data collection, including trainings, field and key informant interviews	

**Key Internal Contacts**

CARE Vanuatu and CARE / Oxford Brookes research team

**Key External Contacts**

Vanuatu Shelter Cluster.

Government representatives and national and provincial level.

Chiefs and other community leaders.

National and International NGOs, especially those with a presence in Vanuatu and other Pacific island nations.

Donors

### Reporting Lines

Reports directly to CARE Vanuatu (CARE Vanuatu Recovery Manager)

CARE Vanuatu team will provide support for organising logistics and identification of targeted communities for the research, while providing support for liaising with CARE UK / Oxford Brookes research team.

Close coordination will also be maintained with CARE UK / Oxford Brookes research team. CARE UK/Oxford Brookes will maintain availability remotely to provide technical review and feedback on draft output produced and co-produce the Case Study Report.

### Experience/skills required:

#### For the team leader component (Tasks 1, 2, 3, 7, 8):

- Strong knowledge and understanding of research and analysis skills
- Demonstrated experience in developing a plan to conduct research, including methodology, tools, and timelines
- Shelter and DRR technical expertise and/or experience around shelter and /or DRR in the Pacific
- Excellent research and report writing skills in English
- Fluency in English; Vanuatu's national language (Bislama) is considered a strong asset
- Familiarity of Vanuatu government structures and systems
- Demonstrated ability to deliver project outputs on time

#### For the data collection component (Tasks 4, 5, 6, 7):

- Strong MEAL experience
- Ability to coordinate a team of facilitators for data collection and capacity to train facilitators
- Demonstrated experience in conducting participatory research approaches is considered a strong asset
- Fluency in English AND Vanuatu's national language (Bislama)
- Capacity to ensure proper detailed transcription of field results (English) based on field data collection that includes participatory discussions and interviews

CARE is strongly advising for applicants to propose a team for this consultancy. CARE reserves the right to pre-select various applicants and contact them to propose to team-up if needed.

Application should be sent to CARE Vanuatu to [sylvain.malsungai@careint.org](mailto:sylvain.malsungai@careint.org) by the **3rd of June** and should include the following as minimum requirements:

- Copy of CV of the consultant(s) who will undertake the research
- Financial proposal detailing consultant(s) itemised fees, data collection and administrative costs.
- One recent example of similar research or evaluations written by the applicant(s).

*Field travel expenses will be the responsibility of CARE Vanuatu and should therefore not be included in the financial proposal. CARE will arrange for travel to the field, accommodation and per diem in the field, following CARE's rates.*