



## TERMS OF REFERENCE

<b>Position</b>	External consultant to conduct analytical assessment of norm changings and lesson learnings resulting from intersectionality approach.
<b>Reporting to</b>	JUST Project Coordinator (directly) – Programme Team Lead (indirectly)
<b>Period</b>	Dec 2024 to January 2025
<b>Location</b>	Cambodia: Thboung Khmum (1 District), Kampong Thom (1 District) and Kampong Spue (1 district)

**As an organisation that works with disability justice activists in Africa and Asia, we are clear that lived experience of disability is hugely important to our mission. Priority for this role will be given to disabled people. We want to see you at your best and so please let us know if there are any reasonable accommodations that we can make to the recruitment process to ensure that it works for you. We are also committed to ensuring that we continue to review and make accommodations throughout your interactions with ADD.**

### **1. Background:**

ADD International is a participatory grant-maker for disability justice. Our vision is for a world in which ableism no longer exists and people with disability can fully participate in society. Our mission is to strengthen disability rights activists and organisations through resourcing, and leadership skills.

Our work is rooted in supporting disability rights activists and organisations in Africa and Asia to realise the changes they want to see. We are transforming our organisation and getting back to our roots by sharing more power and resources directly with them. Over the next ten years, we have committed to providing £25 million funding directly to disability justice activists and movements. Crucially, we will also give disability justice activists greater decision-making power on who should receive funding and how funding should be spent.

ADD International has been co-implementing the Joint Us for Social Transformation (JUST Project) from August 2022 to July 2025 with the Cambodia Women Crisis Centre (CWCC). The JUST project focuses on preventing and responding to violence against women (VAW) at the intersection of VAW (different types) experienced by women with disabilities, women entertainment workers, women in Khmer Muslim communities and LGBTI groups. Women in these groups are the most marginalized experiencing stigma, discrimination,

increased rates of both physical, sexual and emotional violence and are excluded from economic opportunities.

Unequal gendered social norms, stigma and discrimination influence the community, duty bearers and women themselves. Negative social and deep-rooted cultural norms have been recognized as major barriers for vulnerable women in marginalized groups to be fully aware of and exercise their denied legal rights to access public services. A focus on social norm change toward the marginalized groups will occur through engagement that impacts positively beliefs, attitudes, and practices on their experiences of VAW/G from the individual to community level.

In 2018 – 2021, ADD implemented the [SASA! \(Start, Awareness, Support and Action\)](#) Programme through the UNTF MODEL (Mobilization resources for Primary Prevention). Both Action Research on [“Intersectional Approach on Primary Prevention and Women Empowerment”](#) and the [“final evaluation of UNTF MODEL Project”](#) showed that the SASA! approach has effectively contributed to the prevention of primary violence and the changed attitude of the caregivers, members of family and communities. With the consultations with existing partners, SASA! and Intersectionality Approach have been integrated into the strategies and interventions of JUST Project.

JUST Project have completed delivering the Training of Trainers on SASA! and Intersectionality and they have delivered those adopted trainings to local duty bearers and Self-Help Group members. Duty bearers and members of Self-Help Groups received support from JUST Project in using the Information of Educational Communication (IEC) materials to extend works to conduct community awareness on SASA! and Intersectionality to people with disabilities and community members in the target.

We are now recruiting an external consultant to take the lead to “conduct an analytical assessment of norm changings and lesson learnings resulting from an intersectionality approach.”

## 2. Objective of study:

<b>Goal:</b>	: To produce recommendations on how an intersectionality approach can best influence social norm changes that target most marginalized women.
<b>Objective 1</b>	: To generate learning and evidence on how to reduce violence against most marginalized women using an intersectionality approach.
<b>Objective 2</b>	: To document prototype intersectional interventions that can be replicated to empower duty bearers, women’s support groups and Organizations of Person with Disabilities.

**3. Scope of consultancy.** The consultant is expected to systematically and professionally take the lead to deliver the following milestones:

1. **Milestone 1:** Complete the desk review of the existing relevant documents and submit a plan for the report.
2. **Milestone 2:** The inception of analytical assessment report, including tools, is submitted to ADD for comments.
3. **Milestone 3:** The draft analytical assessment report is submitted for response from the ADD Team.
4. **Milestone 4:** The analytical assessment report is disseminated and finalized.

#### 4. Timetable and expected outputs:

The tentative timeframe for the study is from December 2024 to January 2025.

No.	Deliverable	# of days	Timeline
01	Desk review/ literature review or preliminary consultation with all relevant stakeholders.	2 days	Dec 2024
02	<b>Development Inception Report:</b> The report contents should cover: Introduction, methodology, safety protocol, work-schedule etc.	2 days	Dec 2024
03	Conduct the data collection and analysis at target province including Thboug Khmum (1 District), Kampong Thom (1 District) and Kampong Spue (1 district)	8 days	Dec 2024 to Jan 2025
04	<b>1<sup>st</sup> Round submission of the study report.</b> Submit the report and presentation of initial findings and policy recommendations.	3 days	
05	Lead the presentation in one workshop to reflect with key stakeholders	2 Day	
06	Consolidation and draft report with reflection to the feedback as necessary	2 days	
07	<b>Final Round submission of the study report.</b> Final submission of the study report and policy brief finalized with fully responses.	2 days	
	<b>Total (maximum)</b>	<b>21 days</b>	

#### 5. Report coverage format

The Action Research Report must be provided in English and should include, but is not limited to, the following:

- Preface
- Executive Summary
- Introduction

- Research Design and Methodology
- Key Findings
- Conclusions and Recommendations
- References
- Appendices (List of respondents, research tools)

**6. Payment instalments:** All payments shall be made as below:

<b>Milestone</b>	<b>Deliverable</b>	<b>% of Instalment</b>
<b>Milestone 1:</b>	Complete the desk review of the existing relevant documents and submit a plan for the report.	30%
<b>Milestone 2</b>	The inception of analytical assessment report, including tools, is submitted to ADD for comments.	30%
<b>Milestone 3</b>	The draft analytical assessment report is submitted for response from the ADD Team.	30%
<b>Milestone 4</b>	The analytical assessment report is disseminated and finalized.	40%

**7. Skills and Experiences**

The successful consultant (s) should have a combination of skills and backgrounds that include significant professional experience in designing, implementing and managing research. Priority will be given to persons with disabilities.

- University Degree in Social Sciences or related field or an equivalent level of work experience
- Substantive knowledge on gender equity, EVAW Programme and disability inclusive and women’s empowerment
- Aim for a gender-balanced and culturally diverse team that includes national or regional expertise
- Experience in applying participatory research methods with a wide range of approaches
- Research experience of at least 5 years using mixed-methods research skills and having flexibility in using non-traditional and innovative research methods
- Experience in collecting and analysing quantitative and qualitative data as well as data visualization
- A strong team leadership and management track record, as well as interpersonal and communication skills to help ensure that the research is understood and used.
- Good communication skills and ability to communicate with various stakeholders and to express concisely and clearly ideas and concepts
- Regional/Country experience and knowledge: in-depth knowledge of gender-based violence within the Cambodian context is required.

- Fluent in written and spoken Khmer and English

## 8. Safeguarding Level

We are committed to ensure we are a safe organisation, delivering safe programmes that ensure we do no harm to people we work with. Our processes ensure all posts are graded, based on interaction with children and vulnerable adults. This consultant post is a **Level 3** post, see outline of all levels below:

- **Level 1** - office based, no real direct access to children/vulnerable adults.
- **Level 2** - a travelling role, possible access to children/vulnerable adults but unlikely to be alone.
- **Level 3** - regular access to children/vulnerable adults including on their own, or lead responsibility for safeguarding within office/location.

## 9. Application process

Consultants wishing to express an interest in undertaking the assignment should submit:

- Complete [equal opportunities form](#).
- Your CV (3 pages max) include the names, contact numbers and addresses of 2 referees (please state if you are not happy for them to be contacted at this stage)
- The proposal detailing proposed research methodology, timeline and a proposed budget including 1. Consultant fee (Consultant fee should include withholding tax 15%) and 2. the number of estimated working days and 3. cost of DSA for data collection including the transportation, accommodation and food.
- One sample of previous research study report you have done that are relevant to this consultancy.
- **Answers to the below 3 questions** (maximum 1,000 words or 6-minute audio/video recording)

**Please send your answers to the following questions** in no more than 1000 words or in an audio or video recording of no more than 6 minutes. Please note these will be anonymised and reviewed before we look at the CVs of candidates (so please send as a separate document within the same email that does not include your name). Audio/video recordings will be transcribed before being shared with the recruiting panel to maintain anonymity.

- What experience do you have that would enable you to carry out this consultancy role successfully?
- What motivated you to apply for this consultancy role at ADD?
- How do you illustrate of your understanding on [SASA Approach!](#) And Intersectionality?

Please submit your application in the format that works best for you – this could be written or an audio/video file or something else.

If you need the ToR in an accessible format, please contact [recruitment@add.org.uk](mailto:recruitment@add.org.uk) and specify which format you require.

Please send your application to: [recruitment@add.org.uk](mailto:recruitment@add.org.uk) by the closing date specified below.

- **Application deadline:** 11 November 2024 (5 PM Cambodia Time)
- **Interviews** will be held virtually on between 19 – 22 November 2024

**Incomplete applications will not be accepted. We are unfortunately only able to reply to those shortlisted.**

### **Safeguarding.**

The nature of ADD's work is as an ally to the global disability movement promoting the rights of all people with disabilities. It does mean that our staff, consultants, trustees and volunteers may come into contact with children and vulnerable adults in some capacity or another. ADD is committed to safeguarding and promoting the welfare of children and vulnerable adults, and expects all staff, consultants, trustees and volunteers to share this commitment.

At ADD, we're committed to creating a safe and rewarding environments for all of our people to work and volunteer, as well as for those we come into contact with through our work.

This means we have robust safeguarding policies and procedures to ensure everyone is treated properly, and a whistle-blowing policy and process so people can raise any concerns they have, confidentially.

For more information on this please see the safeguarding pages on our website.

### **Data protection.**

ADD International is aware of its obligations under the General Data Protection Regulation (GDPR) and the UK Data Protection Bill and is committed to processing your data securely and transparently. For more information on this please see our 'Job Applicant Privacy Notice'.

Due to the nature of our roles, interacting with staff in our different country programmes, staff from our overseas offices are often involved in the recruitment process. This requires us to send applications (and therefore personal data) outside of the EU. By applying for this role, you are indicating your permission for ADD to send your personal data outside the EU.