

## Terms of Reference

### Consultancy to conduct a Baseline Study and Set Target Values for ACCESS 2 Program Indicators

#### About the ACCESS 2 Program

Phase 2 of the Australia-Cambodia Cooperation for Equitable Sustainable Services program (ACCESS 2) marks a continuation of Australia's flagship bilateral investment in gender equality, disability, rehabilitation, and social inclusion in Cambodia. ACCESS 2 supports the Royal Government of Cambodia's (RGC) key policies and strategies, such as the National Action Plan to Prevent Violence Against Women (NAVAW) and the National Disability Strategic Plan (NDSP). It provides a shared commitment to improving service delivery for survivors of gender-based violence (GBV) and persons with disabilities in Cambodia. ACCESS 2 plans to work collaboratively with relevant RGC ministries/institutions, (including the Ministry of Women's Affairs (MoWA), Ministry of Social Affairs, Veterans and Youth Rehabilitation (MoSVY), the Disability Action Council (DAC), the Ministry of Health (MoH), and the National Committee for Sub-national Democratic Development Secretariat (NCDD-S). ACCESS 2 recognises the two-way connection between national and subnational levels that is necessary for grounded policy and inclusive service delivery. This means increased sub-national level engagement to effectively operationalise strategy, policy and technical capacity development.

The Goal of ACCESS 2 is: Persons with disabilities and survivors of GBV benefit from access to quality and coordinated services as outlined under the RGC's NDSP and NAPVAW.

1. **By 2028**, select service providers deliver higher quality GBV and disability services to increasing numbers of people in the target provinces.
2. **By 2028**, select national and sub-national policy and planning processes respond to the priorities of survivors of GBV and people with disabilities.

Strategic Implementing Partners' (SIPs) with a focus in four target provinces (Kampong Cham, Kampong Speu, Siem Reap and Rattanakiri) plus Phnom Penh Capital.

**Currently, ACCESS 2 is seeking a consultant/consulting team, or a firm to:**

- conduct a baseline study, for ACCESS 2,
- including setting target values for the program's indicators.

#### About the Baseline Study

##### 1. Summary of the consultancy

The baseline study will be done in collaboration with ACCESS 2 partners from Government's Ministries and Institutions such as MoSVY, MoWA, MoH, DAC, and NCDD-S at the national level and their line departments or offices in target provinces. It will also engage the relevant SIPs and target groups' organisations such as OPDs, Indigenous People's Organisations, and Women's Rights Organisations in the study process, validation of findings, and setting values for the program's indicators.

Under the supervision of the ACCESS 2 Team Leader and supported by the MEL team, the consultant(s) will report to ACCESS 2 and work closely with the MEL team. Any proposed actions from the consultant(s) should seek consultation and approval from the ACCESS 2 Team Leader through the MEL team. The consultant(s) will be based at their own offices. Any communications and meetings can be done in the ACCESS 2 office or from a distance (online meeting). It is expected that the consultant(s) will be based in Phnom Penh.

## 2. Purpose of the consultancy

The purpose of the consultancy is as follows:

1. To establish baselines for a suite of indicators that are outlined in the Performance Assessment Framework (PAF) to have a reference point for evaluating the progress and impact of the ACCESS 2 program.
2. To set the target values for all confirmed/agreed indicators in the PAF of ACCESS 2 program.

## 3. Objectives of the consultancy

The specific objectives of the consultancy are:

1. To gather baseline data for all indicators in the PAF.
2. To engage with stakeholders, including SIPs and target group organizations, to validate findings and set realistic target values for each indicator.

## 4. Scope of work

The scope of work encompasses data collection and analysis, as well as setting target values for the indicators listed in the table below. While some indicators have zero (0) baseline value, it is important to note that data from ACCESS 1 can serve as the baseline for certain indicators. Consequently, the consultants are not required to collect these specific data **but must validate them appropriately**. The ACCESS 2 MEL team will supply these baseline data.

The list of indicators requiring baseline data will be provided to consultant(s) that are interested in applying.

## 5. Key tasks and timeframe

The consultancy is expected from July/August 2024 to September/October 2024. With final deliverables submitted to ACCESS 2 by mid-October 2024.

Activity	Timeframe
<b>1. Submission of application</b> <ul style="list-style-type: none"> <li>○ Provide a baseline study plan, framework, and budget, including data collection tools/methods.</li> </ul>	July 2024
<b>2. Desk work to review the background documents</b>	August 2024
<b>3. Primary data collection, analysis, and reporting</b> <ul style="list-style-type: none"> <li>○ Seek research ethics approval (ACCESS 2 will facilitate getting the research ethics approval from the relevant RGC agency)</li> <li>○ Elaborate the study plan and analysis framework.</li> <li>○ Collect primary data.</li> <li>○ Analyze data.</li> <li>○ Draft baseline study report and incorporate comments from ACCESS 2 team.</li> <li>○ Finalize reports.</li> </ul>	September 2024
<b>4. Set target values.</b> <ul style="list-style-type: none"> <li>○ Set the target values setting for all indicators in PAF.</li> </ul>	September 2024

5. Finalize all deliverables and submit final report to ACCESS 2 MEL team by mid-October 2024	Mid –October 2024
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**6. Key milestones & deliverables**

1. Baseline study plan and the analysis framework
2. Baseline study implementation
3. Final baseline study report
4. Target values of program’s indicators
5. Final report/s submission to ACCESS 2 for review/approval – Mid October 2024

**7. Financial proposal (budget) (up to maximum of USD 10,000 Gross \*)**

The financial proposal should include consultancy fees, data collection expenses, and other relevant expenditures. It should be based on the deliverables listed above.

Item	Total
Consultancy cost	\$ xxx
W/Tax or VAT	\$ xxx
<b>Budget total</b>	<b>\$ xxx</b>

*\*Remark: Gross meant this financial proposal (budget) package is inclusive of the additional withholding tax 15% for non-tax registered individuals (or VAT 10% for tax registered entities).*

**8. Required Qualifications**

**Education**

- Tertiary qualifications in international development, gender studies, or related fields.
- Qualifications in research methods, with a specific focus on monitoring and evaluation, are an advantage.

**Minimum Experience**

- Proven experience in designing and implementing research in resource-constrained settings.
- Excellent written and verbal communication skills in English, with the ability to produce concise, readable reports. The ability to speak Khmer is an advantage.
- Substantial experience working cross-culturally, with experience in Cambodia being advantageous.
- Experience in gender-based violence and/or disability inclusion programming is preferable.

**To apply:**

Please submit your technical proposal setting out how you would conduct the baseline study (plan for the work), and your financial proposal setting out your costs for the deliverables described above in **the sealed envelope** to:

**The ACCESS 2 Program Office:**  
 ANINA Building, 3<sup>rd</sup> Floor, Street 271,  
 Boeung Tumpun, Meanchey, Phnom Penh, CAMBODIA  
 Office Phone : +855 12 876 549  
<https://access2cambodia.org/>

If you have any questions or need for further clarification, please email to:

Mr. Samrach TEN, Evidence and Learning Manager

E-mail : [samrach.ten@access2cambodia.org](mailto:samrach.ten@access2cambodia.org)

Cc'ing : [sophia.cason@access2cambodia.org](mailto:sophia.cason@access2cambodia.org)

**Closing Date: 16 July 2024 CoB**

## About Us

Abt Associates is a mission-driven, global leader with a proven track record in complex program implementation in the international development sector. We offer bold solutions and technical excellence in Health, Economic Growth, Governance, Research & Evaluation, Environment & Energy, Gender Equality & Social Inclusion. Working with our many partners, we have driven measurable social impact for more than 55 years, to achieve our mission of improving the quality of life and economic well-being of people worldwide. We operate in remote and challenging environments and employ more than 3,700 staff in over 50 countries. For more information about us and what we do, visit our website at [www.abtassociates.com](http://www.abtassociates.com)

## Equity

Abt Associates values individuality and celebrates difference with a strong commitment to diversity, equality, racial equity, gender, and disability inclusion. We strongly encourage people from culturally and linguistically diverse communities and Aboriginal and Torres Strait Islander people to apply for this position. We offer flexible work arrangements and a culturally safe environment for staff members from diverse racial and ethnic backgrounds.

## Safeguarding

We are deeply committed to safeguarding, to protect and prevent harm and abuse to individuals we work for and who work for us. Our recruitment and selection procedures reflect our commitment to protecting children and vulnerable adults from abuse and exploitation. We will not tolerate discrimination, harassment, child abuse, sexual abuse, or exploitation in any form, and expect everyone to be treated with respect and dignity.