



TERMS OF REFERENCE

Project: Dignified Work in Asia Impact Growth Strategy

Position Title: Political Economy Analysis Consultant

Place of Assignment: Home-based

Reporting to: Nguyen Thi My Linh - CVN Gender Advisor

Duration: November – December 2016

1. Background

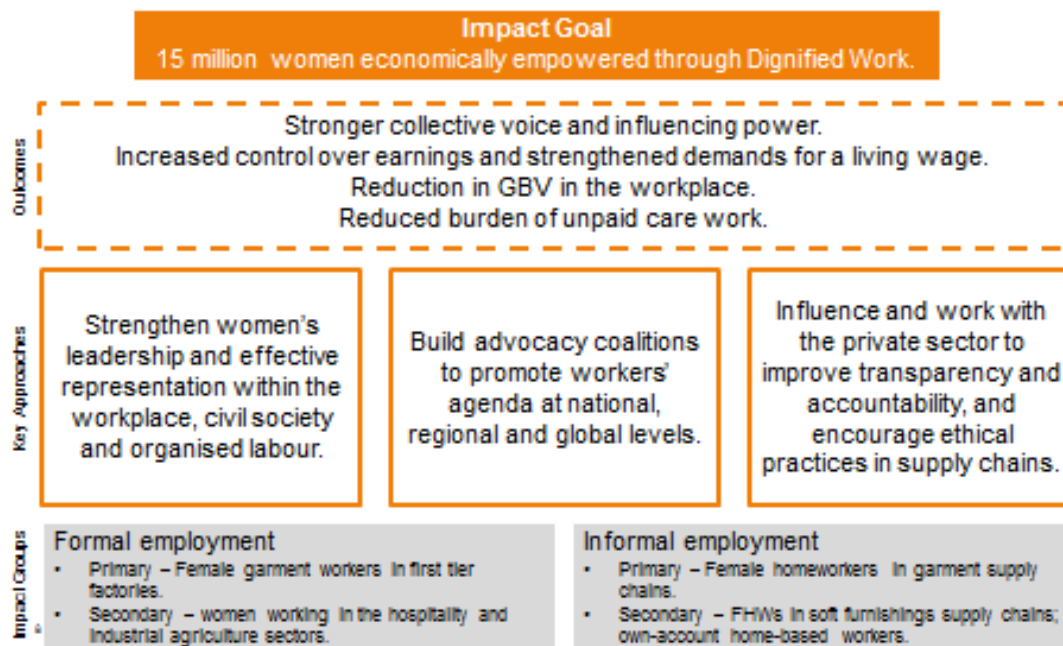
CARE Vietnam (CVN) is the representative of CARE International in Vietnam. CVN operates under the lead membership of CARE Australia. The laws and regulations of the Government of Vietnam apply to all staff, contractors and consultants. Within CVN, the Country Director has overall management authority as the representative of the lead member and of CARE International.

In adopting CARE International's program approach, CVN has shifted the focus of our work from changes at the sectoral or geographical levels, to that of **impacts** for particularly marginalised and vulnerable groups of people – our program **Impact Groups**. CARE recognises that the key to achieving equitable development outcomes lies in shifting deeply rooted, structural **underlying causes of poverty**, which contribute to exclusion and vulnerability of particular groups in society. Two programs have been designed by CVN to date. One focuses on significant and lasting change for **Remote Ethnic Minorities Women**; and the other focuses on **Socially Marginalized People**. This program seeks lasting change for socially marginalized groups in urban settings who experience denial of realization of multiple rights, live and work in unsafe environments. CVN's work with Socially Marginalised People includes a focus on women's economic empowerment, which is also a priority under CARE International's 2020 Program Strategy.

Globally, CARE aims to support women's economic empowerment through the promotion of dignified work. In Asia, CARE is now developing a Dignified Work Impact Growth Strategy (DW IGS). CARE's Impact Growth Strategies aim to **tackle major global injustices** where CARE can **achieve impact at scale** by working across **multiple countries** with a **shared theory of change**. IGS build upon existing programming assets and strengths at country level, with an emphasis on multiplying impact; and define a common priority and shared investments across CARE members, Country Offices and departments.

In September 2016 in Phnom Penh, CARE UK led a team of staff from across CARE to develop the first draft of the Asia DW IGS. The draft Goal of the DW IGS is that *15 million women in Asia are economically empowered through dignified work*. Underneath this goal are four outcome areas: 1) Stronger collective voice and influencing power of women workers; 2) increased control over earnings for women workers and strengthened demand for a living wage; 3) reduced gender-based violence in the workplace; and 4) reduced burden of women's unpaid care work. Strategies to achieve the goal and objectives of the DW IGS are: 1) Strengthen women's leadership and effective representation within the workplace, civil society and organised labour; 2) build advocacy coalitions to promote workers' agenda at national, regional and global levels; and 3) influence and work with the private sector to improve transparency and accountability, and

encourage ethical practices in supply chains. The Asia DW IGS will target women working in both formal and informal sectors. This overview is presented in the diagram below.



CVN intends to contribute to the DW IGS, with a particular focus on women working in the formal and informal garment sector. This will build on CVN's 13-years of experience working with the private sector to support women factory workers' empowerment.

2. Rationale and purpose

The Phnom Penh Asia DW IGS workshop prioritised the development of a Political Economy Analysis (PEA) as a key input for informing the Dignified Work Impact Growth Strategy. An Asia-wide Dignified Work PEA will be developed by synthesising country specific analyses, adding regional international analysis, to contribute to a multi-layered analysis. This PEA will feed into the development of a Multiplying Impact / Advocacy Strategy for the IGS.

CVN now requires a consultant to lead an internal team of CARE staff in undertaking a *Vietnam-specific* PEA to feed into the overall Asia regional synthesis.

3. Vietnam Political Economy Analysis scope, approach and methods

Due to limited time, the Vietnam-specific PEA will focus on the *formal and informal garment sector*. It will draw on secondary data gained through a desk analysis of internal CARE and external documents and primary research (primarily interviews with key stakeholders).

The PEA consultant is required to:

1. Develop the research framework which will provide an approach to answer the **detailed PEA questions at Annex 1**;
2. Develop tools for primary data collection to be used by CVN staff;
3. Remotely supervise CVN staff with undertaking primary research in Vietnam;
4. Analyse primary and secondary data, with input from CVN staff where required; and
5. Write the final report.

CARE will provide key internal documents of the desk review which will include:

- CARE International 2020 Strategy
- Women's Economic Empowerment Strategy

- CARE’s Multiplying Impact in Asia summary
- CARE’s Multiplying Impact in Asia: Dignified Work
- CARE Vietnam Socially Marginalised People program overview
- Relevant literature regarding national background, broad political situation and economic situation

4. Schedule, budget, logistics

The PEA is will commence in **November 2016** and must be complete by **31 December 2016**. It is expected that the consultancy will amount to 10-15 working days. An *indicative* timeline is provided below.

Tasks	Timeline				
	28 Nov- 2 Dec	5-9 Dec	12-16 Dec	19-23 Dec	26-30 Dec
Consultant to develop research framework and tools					
CVN conducts field research					
Consultant writes the first draft PEA report					
CVN provides feedback for the report					
Consultant finalizes the report					

5. Key deliverables, responsibilities and reporting arrangements

Key deliverables of the PEA consultancy:

- Research framework
- Research tools
- Final PEA report

Responsibility for the content and presentation of the findings and recommendations of the PEA rests with the consultant.

The evaluation will be supervised by Nguyen Thi My Linh (CVN Gender Advisor). Other key focal points inside CARE Vietnam will be Nguyen Thi Huong (SMP Team Leader), Nguyen Thi Thanh Nhan (CVN Advocacy Advisor) and Elizabeth Cowan (Country Programs/Gender Advisor).

CARE Vietnam and CARE UK will review the draft PEA report, with CARE Vietnam providing ultimate sign-off. Payment will be made on acceptance of final outputs by CARE Vietnam.

6. Team composition and selection criteria

The evaluator can be a Vietnam national or international professional with relevant education and working experience.

Required attributes:

- a. Proven capacity and in undertaking Political Economy Analyses, including strong analytical skills
- b. Understanding of the Vietnamese political system and economy, especially regarding labour rights
- c. Demonstrated written communication skills including ability to communicate complex concepts in plain English

Preferred attributes:

- d. Familiarity with the Vietnamese garment sector, including value chain, operations and stakeholder interests

7. Contact, application and required documents

Interested candidates should send the following documents to email: procurement1@care.org.vn, quoting “PEA Consultant” as subject of the email, closing date of 27th November 2016.

1. Your CV
2. A list of relevant past work
3. At least one written example of a past analysis
4. Financial proposal with daily rate for the consultancy

Only short-listed applicants meeting the requirements stated above will be contacted for interview. Please no telephone contact after submitting the application.

8. Child protection

CARE International in Vietnam is committed to protecting the rights of children in all areas we work around the world. Applicants are advised that CARE International in Vietnam reserves the right to screen candidates to ensure a child-safe environment. Further information can be found in the CVN child protection policy.

Annex 1: Detailed Questions for Vietnam-specific Political Economy Analysis

1. National Background

- a. Demographics
- b. Population size, growth, analysis by age
- c. Key geographic features (access to sea, mountainous etc.)
- d. Urbanisation
- e. Migration

2. Broad political situation

- a. Stability
- b. Key government aims
- c. Engagement with regional and global for a (ASEAN etc)
- d. Government capacity/desire to protect rights and enforce standards
- e. Political status of gender

3. Economic Situation

- a. GDP and rates of growth
- b. GDP per head and income/wealth distribution
- c. Gender analysis of income/wealth/employment/asset ownership
- d. Poverty lines and statistics, minimum wage, living wage
- e. Industries (assumed that the 3 identified priorities will be looked at in detail, but we at least need to record other key sectors)
 - i. Formal vs informal
 1. Proportion of economy in each
 2. High level view of structure of each within relevant sectors
 - ii. Employment gender analysis
 1. Participation rates
 2. Formal vs informal
 3. Wages, roles
 - iii. GDP
 - iv. Exports/imports
 - v. Employment
 - vi. Rates of growth
 - vii. FDI
 - viii. Tax rates and effectiveness
- f. National economic development strategy

- g. Status of ILO conventions, engagement with ILO
- h. Mapping of known non-implementation/violation/exploitation of rights/standards including the gender dimension
- i. Overview of trade unions
- j. Social protection programmes
- k. Financial inclusion by gender/age/geography
- l. Ownership/access to technology
 - i. Mobile phones
 - ii. Smart phones
 - iii. Internet

4. Initial view on priorities

- a. Sector: Garments
- b. Issues
 - i. Worker representation and collective voice
 - ii. Unpaid care
 - iii. Sexual harassment
 - iv. Control over wages

5. Overview of CO experience to date in DW

- a. Programmes
- b. Target populations
- c. Companies
- d. Partners

6. Detailed analysis of sectors

- 7. Size
 - a. Export volumes /trends
 - b. Global market share / trends
 - c. Workers (by gender, age)
 - d. Factories – size, ownership
 - e. Formal / informal employment
 - f. Inward investment – sources, volumes, trends
- 8. Competitiveness
 - a. Prices
 - b. Productivity
 - i. Quality of capital investment

- ii. Management techniques
 - iii. Worker skills
 - iv. Days lost to illness, staff turnover, strikes
 - c. Wages
- 9. Legislation and implementation
 - a. Decent work agenda
 - b. Wages
 - c. Gender
 - d. GBV, including sexual harassment
 - e. Financial inclusion
 - f. Environment for civil society
 - g. Trade unions
- 10. SDGs
 - a. SDGs engagement and strategy
 - b. Experience from MDGs
- 11. Players
 - a. Retailers / Major brands
 - i. Buying history
 - ii. Engagement with factories (contractual, CSR, standards etc)
 - iii. Standards, Labelling, Campaigns etc (including ETI)
 - iv. CARE engagement
 - v. Relationships with government
 - vi. Relationships with civil society
 - vii. Relationships with trade unions
 - viii. Position on, and implementation of, Global North standards (OECD, UNGP, Modern slavery etc)
 - ix. Membership of global institutions (UNGC, WEP, etc)
 - b. Factory owners
 - i. Key individuals
 - ii. Relevant associations
 - iii. CARE engagement
 - iv. Relationships with government
 - v. Relationships with civil society
 - vi. Relationships with trade unions

- c. Government (national and local)
 - i. Key ministries
 - ii. Key politicians and civil servants (national, local)
 - iii. Perceptions of corruption
 - iv. CARE engagement
- d. Trade Unions
 - i. Number
 - ii. Levels of unionisation
 - iii. Gender analysis
 - iv. Perceptions of corruption
 - v. Levels of politicisation
 - vi. Alignment with international TU Movement
 - vii. CARE engagement
- e. Civil society
 - i. Key organisations and campaigns
 - ii. International connections
 - iii. Informal worker associations
 - iv. CARE engagement
- f. Donors
 - i. Strategic approach to country/sectors/issues
 - ii. Key current and planned programmes
 - iii. CARE engagement
- g. Research institutions
 - i. Key players
 - ii. Major topics
- h. Consultants
 - i. Are there any consultants with extensive experience and networks?

12. Power Analysis for Priority Sectors/Issues

- a. Impacts on selected populations
 - i. factory workers,
 - ii. homeworkers
 - iii. informal entrepreneurs in value chains;
 - iv. worker's communities;
 - v. communities from which workers originate

- b. Policy priorities
- c. Stakeholder mapping
 - i. Stakeholder influence vs interest vs view of the change
 - ii. Extent of CARE's influence over stakeholders
 - iii. Coalitions etc

Annex 2: Useful Sources

[The CARE International Advocacy Handbook](#) (esp. pages 12-17)