



# Strategic Impact Inquiry on Gender in Emergencies

## Document Reviewer

### TERMS OF REFERENCE

**Project:** Strategic Impact Inquiry on Gender in Emergencies – Desk Review

**Position Title:** Reviewer

**Place of Assignment:** Remote

**Reporting to** Etobssie Wako (Etobssie.Wako@care.org)

**Duration:** 27 May 2019 – 30 June 2019

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#### 1. Background

In 2018, CARE began design work on a Strategic Impact Inquiry on Gender in Emergencies (SII on GiE) to understand the immediate and long-term impacts its emergency response work is having on gender equality. The desk review is intended as ONE of several research methods that will, eventually, come together to constitute the SII. The desk review collects, connects, and interprets a body of existing documentation across the organization that offers information about our different areas of inquiry, and the ways that CARE has interacted with them. It is, therefore,

*“an imperfect exercise of trying to extract insights from documents that were (often) created for quite another purpose. Answers are not nicely lined up in a document review - this is an exercise in curiosity. It relies on the analysts having a theory that something about those documents tells us something about a question they were not (originally) trying to answer.” – Elisa Martinez*

We are currently recruiting reviewers to support the Desk Review component of the Strategic Impact Inquiry with Robyn Baron and Etobssie Wako (co-leads) and Alyssa Bovell (supporting intern).

In the SII, and the desk review, we are trying to understand:

1. WHAT IS CHANGING IN COMMUNITIES we serve (GiE outcomes/impacts and change processes)
2. WHAT IT IS ABOUT THE WAYS WE WORK that might be connected with those changes (internal CARE design/process/systems for GiE)
3. WHAT WE VALUE, AND PAY ATTENTION TO ON THE GROUND, re the connections between how we work (a) and changes in the communities (b) (actual GiE implementation and feedback loops)

The focus countries of the desk review will be:

- Nepal
- Lake Chad Basin (Niger, Nigeria, Cameroon, Chad)

#### **SEE: Desk Review Proposal and Workplan**

Timeframe: ASAP – 15 July 2019

Days: 3.5

#### 4. Rationale and purpose

As part of the SII we will be collecting important information across emergencies in the 5 focus countries (Nepal, Niger, Nigeria, Cameroon, Chad). Reviewers will receive between 3-4 documents to review; though this will be confirmed once the documentation phase is complete. Leads will develop and share an analytic framework and coding strategy. All reviewers will receive online training, and work closely with leads to code all allocated documents.

We are looking reviewers who have:

- flexibility to participate in on-line training and support 3 days of coding,
- experience working on gender in emergencies,
- have work experience in Nepal, Niger, Nigeria, Cameroon, Chad (preferred),
- some qualitative research experience (preferred),
- are comfortable in either French or English (as some documents will be provided in one language only)

#### 5. Scope, approach and methods

Supporting the cohort member will be:

- Robyn and Etobssie (co-leads) who will finalize the analytic guide/questionnaire formulation, train reviewers and collaborate on the analysis and final reporting
- Diana Wu as point of contact with the SII Core Coordination Team, who will also facilitate a process reflection to draw learning from the pilot experience
- SII Research Team that will offer feedback on the tools, process/dataset and analysis.

#### 6. Schedule and workplan

The assignment is expected to commence 27 May 2019 and end 30 June 2019

It is expected that the assignment will amount to 3.5 working days as outlined below (to be confirmed once the documentation collection phase is complete)

Activity	Description	# days
<i>Online training</i>	<i>Online training to better understand methodology</i>	.5
<i>Initial review of 10% of documents and discussion with co-lead</i>	<i>Review 2-3 documents and review with co-lead</i>	1
<i>Code remaining document</i>	<i>Review and code 3-4 documents</i>	2
<b>Total days</b>		<b>3.5</b>

#### 7. Key deliverables, responsibilities and reporting arrangements

*key deliverables are coded documents that have been reviewed by leads*

#### 8. Support and reporting arrangements

The assignment will be supervised by Etobssie Wako, Interm Director, Innovation, Evaluation and Learning, Sexual and Reproductive Health and Rights (SRHR) team, CUSA. Other key focal points will be Diana Wu (CARE USA), Elisa Martinez (consultant), Isadora Quay (CARE International), Alyssa Bovell (CARE USA) and Robyn Baron (consultant)

#### 9. Necessary skills and experience of Team Member:

- *English (including writing skills) OR French (including writing skills)*
- *Gender Analysis and/or Gender in the project cycle and/or Gender in Emergencies experience*