



## Terms of Reference (ToR)

### Baseline Study Consultancy for the UN Trust Fund Project: "Arrived Safely"

#### 1. Consultancy Summary

- **Title:** Baseline Study Consultant – UN Trust Fund Project "Arrived Safely"
- **Duration:** 22 Working Days
- **Contract Type:** Individual Consultancy
- **Location:** Amman, Jordan
- **Reporting to:** Project Manager, JoWomenomics
- **Working Closely With:** M&E Consultant, Project Coordinator
- **Expected Travel:** Within Amman Governorate.
- **Start Date:** 21 May 2025
- **End Date:** 30 June 2025
- **Application Deadline:** 17 May 2025
- **Submission Email:** [hr@jowomenomics.org](mailto:hr@jowomenomics.org)
- **Subject Line:** Baseline Study UNTrustFund 2025

#### 2. Background

JoWomenomics (JW) is a national NGO focused on women's socio-economic empowerment through employment, entrepreneurship, and policy advocacy. The "Arrived Safely" project—funded by the UN Trust Fund to End Violence Against Women—targets women and girls from vulnerable communities in Amman, including Jordanians, Syrians, and Palestinian refugees, to address sexual harassment and gender-based violence (GBV) in public transportation systems.

The project's theory of change connects improved reporting, institutional responsiveness, frontline staff training, and public awareness to tangible increases in women's safety and mobility.

#### 3. Objectives of the Baseline Study

The baseline study will:

- Establish measurable benchmarks against which project progress can be assessed.
- Analyze existing gender dynamics in the use of public transportation.
- Explore social norms, behaviors, and institutional practices related to Gender Based Violence (GBV) in transit settings.
- Conduct a gender analysis highlighting differential impacts based on gender, age, refugee status, and other intersecting factors.
- Map local women-led Community-Based Organizations (CBOs) as potential implementation partners.

## 4. Key Research Questions

1. What are the current experiences, perceptions, and reporting behaviors related to sexual harassment on public transportation in Amman?
2. What mechanisms (formal/informal) exist to prevent or respond to such harassment?
3. How do social norms and institutional practices contribute to or mitigate risks faced by women and girls?
4. What are the attitudes and knowledge levels of frontline workers, public officials, and transport companies about GBV and related policies?
5. How do experiences differ among Jordanians, refugees, youth, and women with disabilities?
6. Which CBOs are active in women's rights and can be mobilized for project implementation?

## 5. Methodology and Scope

A **feminist, mixed-methods approach** must be used, combining quantitative and qualitative tools. The consultant must include in their technical proposal:

- Sampling frame and rationale
- Sex and age-disaggregated data
- Instruments for:
  - Surveys with women/girls (18–50 years) who use public transport
  - FGDs with women-led CBOs (min. four sessions)
  - KIIs with institutional stakeholders (Greater Amman Municipality (GAM), Land and Transport Regulatory Commission (LTRC), Public Safety Department (PSD), Jordan National Commission for Women (JNCW), and private transport companies)
  - Interviews with bus drivers and male commuters (min. 10)
- Ethical protocols (informed consent, safeguarding, Do No Harm)

The consultant will work closely with JoWomenomics to pre-test and refine tools prior to full-scale implementation.

## 6. Target Groups

- Women and girls (Jordanians, Syrians, Palestinians, other refugees) who use public transport daily
- Men and male youth commuters
- Bus drivers and coaster operators
- Frontline staff at GAM, LTRC, PSD
- Women-led CBOs with experience in GBV, mobility, or community training

## 7. Deliverables and Timeline

| Activity                                   | Days | Deliverable                                  |
|--|------|--|
| <b>Baseline planning and design</b>        | 2    | Draft methodology and work plan              |
| <b>Inception Report</b>                    | 3    | Final methodology, sampling plan, data tools |
| <b>Fieldwork</b>                           | 7    | Data collection, including verification      |
| <b>Data Cleaning and Analysis</b>          | 5    | Cleaned datasets, coding structure           |
| <b>Draft Report</b>                        | 2    | Draft shared with JW team                    |
| <b>Validation Meeting</b>                  | 1    | Presentation of findings                     |
| <b>Final Report and Knowledge Products</b> | 2    | Final report, PPT deck, 2-page policy brief  |

## 8. Expected Outputs

- **Inception Report:** Methodology, tools, sampling plan
- **Clean Datasets:** Quantitative and qualitative
- **Draft Report:** Analysis of baseline indicators and gendered findings
- **Final Report:** Includes:
  - Executive Summary
  - Methodology and Limitations
  - Baseline Indicators (aligned with project logframe)
  - Gender and Intersectional Analysis
  - Recommendations
  - Annexes: Tools, list of interviews/FGDs, datasets
- **Dissemination Materials:**
  - PowerPoint Presentation
  - Two-Page Brief for Stakeholders

## 9. Required Qualifications

- Minimum 5 years' experience conducting gender-focused baseline evaluations
- Demonstrated experience in GBV, mobility, or urban safety
- Experience in ethical data collection with survivors
- Strong quantitative and qualitative research skills
- Knowledge of intersectional feminist research approaches
- Familiarity with the context of Jordan and refugee populations
- Fluency in Arabic and English (written and spoken)

## 10. Ethical Considerations

- **Confidentiality:** Respect for participant privacy; secure data storage
- **Safeguarding:** Referral protocols for participants in distress
- **Consent:** Voluntary and informed participation
- **Do No Harm:** Sensitivity in question design and data collection
- **Compliance:** Adhere to UN Trust Fund's ethical and data protection standards

## 11. Evaluation Criteria

| Criteria                                    | Weight      |
|---|-------------|
| <b>Relevant Experience</b>                  | 25%         |
| <b>Technical Approach &amp; Methodology</b> | 30%         |
| <b>Qualifications of Team</b>               | 20%         |
| <b>Cost-Effectiveness</b>                   | 15%         |
| <b>Innovation &amp; Contextual Fit</b>      | 10%         |
| Total                                       | <b>100%</b> |

## 12. Application Process

Qualified individuals or teams are invited to submit the following documents:

- A **technical proposal** detailing the proposed methodology and work plan
- A **financial proposal** outlining expected costs
- **Curriculum Vitae (CVs)** of the consultant or all team members involved
- At least one **sample of a similar baseline study or project evaluation** previously conducted

All application materials must be submitted by **17 May 2025** via email to

**admin@jowomenomics.org**. Please use the subject line provided: **Application – Baseline Study Consultancy – UN Trust Fund Project**