



## Request for Proposal (RFP)

### To Conduct a Rapid Needs Assessment for Gender Integration in Assam SRLM

<b>Location:</b>	<b>Assam, India</b>
<b>Issued By</b>	<b>Centre for Catalyzing change</b>
<b>Application deadline:</b>	<b>July 18<sup>th</sup> 2026, 5:00 PM IST</b>
<b>Languages required:</b>	<b>English &amp; Assamese</b>
<b>Starting date:</b>	<b>22<sup>nd</sup> July, 2026</b>
<b>Expected duration of assignment:</b>	<b>2 months</b>

## BACKGROUND

In 2016, the National Rural Livelihoods Mission began to take a systemic look at gender integration, prioritizing capacity building of staff and community institutions. While women's collectives have emerged as a promising strategy for their empowerment, especially in the domain of livelihoods, societal, patriarchal barriers have been identified as the key barrier that cross cuts the family, community and institutional domains, limiting the agency-building processes and outcomes. Key to these institutional efforts, therefore, is system level capacities to integrate gender transformative approaches in their strategy and planning, which in turn will unlock pathways towards greater gender equity, agency and progressive norms.

The approach document of NRLM outlines the process of empowering Cluster Level Federations (CLF) to build Social Action Committees and provide facilitation support through village level Gender Focal Points. The CLF are expected to support VOs in the design and implementation of Gender Action Plans.

It is now increasingly being realized that the experience and/or threat of violence in domestic and public/work places is a key barrier towards women's economic empowerment. In the past four years the work on gender has gathered momentum across states and Gender Resource Centres have been launched at Block/CLFs to facilitate women's access to social entitlements and protection from gender- based violence.

Centre for Catalyzing Change (C3) and Assam State Rural Livelihoods Mission (ASRLM) have recently embarked on a strategic partnership to build institutional salience on gender and empowerment. C3 will provide technical support to ASRLM for the Development of Institutional Capacities to Enable Implementation of Gender Integrated Plans and Gender Resource Centres that are owned by women's community institutions



As this work begins, C3 seeks the services of a research/ consultancy firm to complete a Rapid Needs Assessment to:

- **Map and document** ongoing gender mainstreaming initiatives, institutional mechanisms, and interventions being implemented through SHGs, VOs, CLFs, and GRCs.
- **Assess the level of gender awareness, sensitization, and understanding** among Community-Based Organizations (CBOs) and evaluate the effectiveness of gender institutions in addressing women's issues and promoting gender-responsive practices.
- **Evaluate the role and effectiveness of Gender Resource Centres (GRCs)** in promoting gender awareness, addressing Gender-Based Violence (GBV), and supporting women's empowerment.
- **Assess convergence and collaboration mechanisms** established by GRCs and CBOs with government departments, service providers, and other stakeholders to address women-related issues.
- **Examine the impact of the SHG movement on women's empowerment**, including changes in agency, leadership, decision-making, gender norms, and collective action.
- **Identify and analyse key gender issues prevalent across different regions and communities**, and assess the role of SHGs, VOs, CLFs, and GRCs in addressing these challenges.
- **Undertake a Training Needs Assessment (TNA)** to identify capacity gaps and strengthen gender-responsive programming and institutional effectiveness.
- **Identify operational, institutional, and socio-cultural challenges** affecting gender mainstreaming and the functioning of GRCs and CBOs.
- **Review best practices and lessons from mature SRLMs and gender institutional models** in other states and identify key themes for strengthening gender integration at State, Cluster, and Village levels.
- **Assess the potential, effectiveness, and sustainability of GRCs** and recommend a roadmap for their strengthening and scale-up in Assam.
- **Examine the feasibility of a convergent service-delivery model through GRCs** for facilitating access to skilling, entitlements, counselling, legal aid, GBV response, and other women-centric services.
- **Provide actionable recommendations and a strategic framework** for strengthening gender mainstreaming and community-led gender interventions under ASRLM

#### **Key tasks for Research/Consultancy Firm:**

- Review relevant ASRLM policies, guidelines, reports, and programme documents related to gender integration.
- Map and assess ongoing gender mainstreaming initiatives and the functioning of SHGs, VOs, CLFs, and GRCs in promoting gender equality and addressing women's issues.
- Conduct Key Informant Interviews (KIIs), Focus Group Discussions (FGDs), and stakeholder consultations with ASRLM officials, CBO representatives, GRC functionaries, and community members.
- Assess gender awareness, institutional capacities, convergence mechanisms, service delivery systems, and training needs of key stakeholders.

- Identify major gender issues prevalent across different regions and assess the role and effectiveness of CBOs and GRCs in addressing these issues.
- Conduct consultations with line departments, service providers, and partner organizations to understand existing convergence, referral mechanisms, and opportunities for collaboration.
- Where feasible and with informed consent, interact with selected women beneficiaries/survivors to understand support needs, service access challenges, and the role of community institutions.
- Review best practices and gender integration models from mature SRLMs and other relevant organizations and identify lessons applicable to Assam.
- Assess the effectiveness and future potential of GRCs as community-based platforms for promoting women's empowerment, access to entitlements, GBV response, counselling, legal aid, skilling, and livelihoods.
- Develop recommendations and a strategic roadmap for strengthening gender mainstreaming and institutional mechanisms under ASRLM

#### **. Proposed data collection procedures**

All data collection instruments and procedures will be planned with the consultation of C3. Consent will be sought from all categories of the participants for the assessment to ensure that questions and the data collection procedures are conducted with appropriate sensitivity and are not perceived as stigmatizing. The study tools were pre-tested among a small group of participants with similar characteristics as the study population to identify potentially negative consequences and modified accordingly. Study tools for Village level functionaries will be translated and pretested in the relevant local language. Overall the study design will comprise the following methods:

1. Observations of GRCs
2. Interviews with Block GRC team members
3. Interviews with District and state level GRC teams
4. Interviews /FGDs with EWRs
5. Interview/FGDs with SHGs

**Tools:** The following tools will be developed and used for the qualitative assessment

1. GRC observation check list
2. IDI guidelines for GRC team members
3. IDI guidelines for Block/District/State level functionaries
4. FGD guides for EWRs/ SHG members
5. IDI guidelines for C3 team members

#### **Data collection and procedures:**

Qualitative data will be captured on paper and audio tapes and later transcribed, translated and typed into MS Word, before being exported into Atlas Ti or QSR NVivo 10 software management and analysis.

## **Data management and analysis**

A thematic framework will be used in qualitative analysis, allowing for iterative use of both deductive and inductive approaches. Final qualitative analysis will be organized around a description of the nature, manifestations and experiences and factors contributing to the early marriage and school drop outs

**Data quality mechanisms:** The agency will decide and narrate the data quality mechanisms.

**Report writing:** Along with Qualitative report, the agency will be writing the consolidated report with the analyzed quantitative data.

**Time lines for the study: The study need to be carried out between July to Sept**

### **Role of the agency:**

- Identification, recruitment and training of investigators and other field level staff.
- The training will be arranged and conducted by the agency
- **Planning, launch and implementation of data collection ensuring data quality mechanisms**
- **Scrutiny of Questionnaires, Coding of responses, Data Entry of quantitative questionnaires**
- **Transcriptions for Qualitative assessments**
- **Submission of data in SAV format**
- Submission of all the survey materials (filled-up questionnaires, transcriptions, Audio recordings and data sets) to C3

### **Data Quality Assurance, Data Processing and Report Writing**

- The research agency will be required to undertake scrutiny of questionnaires, data coding and entry and clean the data and submit the data to C3
- The Research Agency will timely submit the weekly report on data collection and quality assurance.
- The final responsibility of ensuring data quality rests with the agency; C3 maintains the right to reject the data, if there are inconsistencies or inaccuracies observed in quality of the data gathered. Any inconsistencies identified will lead to repeat survey entirely at the cost of the research agency.
- The research agency would **ENSURE DATA CONSISTENCY** before submitting it to C3.
- All data and results of this assessment are the property of C3 and cannot be published or disseminated elsewhere by the research agency.
- The research agency will carry out **DATA ANALYSIS AND REPORT WRITING.**
- The research Agency would provide C3 analysis plan and two Reports- a detailed Report of the Study and an abridged version of the Report in the form of an Executive Summary.

### **Deliverables from Agency:**

The final products submitted by the agency towards the successful completion of this assignment would include:

- Final guide lines for IDIs and FGDs
- Voice recordings
- Field notes



- Results presentation
- Report
- Report on the training of investigators, team composition and data quality checking
- Lessons learned and recommendations

### **Support required from C3:**

1. Finalization of IDI guides and FGD guides
2. Review of the presentations and report

### **Criteria for short-listing of agencies**

- Agency should possess essential infrastructure facilities to conduct research.
- Adequate experience, past record, expertise, good reputation and credibility of research agency in conducting social research and surveys in the field of Adolescent programs
- Agency should provide indicative evidence that they have experience needed to take similar surveys.
- Quality of proposals should be good and it should follow the guidance provided in this ToR.
- The clarity of proposal, soundness of field implementation plan, budget, adherence to timelines and approach.
- Proposals reaching C3 within the specified timelines.

### **Technical Proposal**

Interested agencies should provide the following information:

- a. Proposal that draws upon the scope of the work (provided above) outlining the approach and plan to accomplish the assignment.
- b. A statement on organization's capabilities including:
  - Agency profile outlining areas of expertise with samples of select works;
  - Current list of clients;
  - Any direct or relevant past experience of undertaking similar initiatives
- c. Names and CVs of the professionals who will be the lead and associated with the study and how the study will be managed. A brief CV of the staff to be assigned to the study must be enclosed.
- d. A proposed timeline indicating activities/sub-activities to be undertaken
- e. Financial Proposal**
- f. Depending on the technical approach and the roadmap, the financial costs should be worked out and should be in line with the proposed design of the study. It is to be noted that this is a rapid assessment and there are limited budget provisions.



**g. Financial Proposal Should Include the Following:**

<b>Item</b>	<b>Description</b>	<b>Total Amount</b>
<i>Suggestive line items for cost proposal are as below –</i>		
1. Professional fee		
2. Training cost		
3. Field Cost for data collection (please provide detailed breakup of field cost)		
4. Printing, stationery and communication		
5. Data processing and analysis		
6. Report writing		
7. Any other (please specify and justify the cost line item)		

Interested agencies should share the technical and financial proposal and the agency's credentials with **procurement@c3india.org** by **5.00 pm on/before July 18<sup>th</sup>, 2026** **mentioning Needs Assessment in Assam: Centre for Catalyzing Change** (“PRN/CF001.06.14/2026-27/086”) on the subject line of email.