

## TERMS OF REFERENCE

### Baseline Study on Women's Safety within the Palm Oil Sector in Indonesia

#### 1. Background

RSPO, as a global leader in sustainable palm oil certification, plays a pivotal role in addressing social issues that directly affect the sustainable production of oil palm as well as the brands that manufacture and sell certified sustainable oil palm. One of the three key impact areas in which RSPO strives towards is the impact towards 'People' (sustainable livelihoods & poverty reduction). As a key segment of the workforce that contributes toward sustainable palm oil, women's rights and safety must be protected, and the challenges faced need to be identified and addressed.

#### 2. Business Case

There are large gaps in the availability of data on women's safety, primarily in plantations as well as in the supply chain. This lack of information makes it difficult to assess, set targets and make informed decisions about how to tackle gender inequalities and improve the safety for all workers, especially vulnerable groups such as women. In the absence of reliable data, policies, and programs may not effectively address the barriers that women face.

An estimated total of 1.5 million women are employed across the palm oil value chain within mills, plantations, and refineries. Women also work within supply chain companies, as smallholder farmers, and as traders. Currently, the majority of the palm oil value chain workforce in Indonesia comprises of men (from plantations to farms and mills). Women, however, have been reported to have been marginalised and discriminated against<sup>1</sup> and gender-related issues such as women's safety are not widely recognised.

Research conducted by the National Commission on Violence Against Women together with Indonesian civil society organisations such as WALHI, RMI, Bina Desa, Dayakologi Institute, and Debt Watch, uncovered multiple layers of violence experienced by women in the natural resource sector. The research highlights how violence against women is a reality wherever industrial oil palm plantations in Indonesia are present.<sup>2</sup>

#### 3. About the Women Safety Project (WSP)

- The focus of the WSP will be to conduct a baseline study and develop a Research Brief.
- The initial part of the WSP is expected to be conducted across 3 milestones, with identified and agreed-upon activities in each milestone.

#### 4. Purpose and Objectives of the Baseline Study

The primary purpose of this baseline study is to obtain on-the-ground information and data on the existing reality and context of the types of safety issues related to women, the root causes, and the degree to which it is experienced within the palm oil sector in Indonesia. This information will be included in a Research Brief, which is one of the main deliverables for the first phase of this project.

The Research Brief is the starting point for subsequent milestones of the WSP. The purpose of the first phase leading into the other milestones of the WSP is to gather and analyze data, in order to understand the scale of the issue before developing guidance to address the issues. Hence, the objective of this project is to begin from a data standpoint. All the below from 1 to 5 shall constitute the contents of the Research Brief:

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<sup>1</sup> [Spaces for participation and resistance: gendered experiences of oil palm development | Science Direct](#)

<sup>2</sup> [Indonesia: Oil palm plantations and their trace of violence against women | World Rainforest Movement \(wrm.org.uy\)](#)

1. Baseline study and data collection of women safety issues in palm oil sectors.
  - Consultation with stakeholders
  - Conduct site visits & collect data
2. Conducting a situational analysis on women's safety within the selected region/company
  - Desk-based risk and situational analysis regarding women's safety on women safety within the selected region/company
  - Design approach & methodology of baseline study (inc. survey/ focus groups/ interview approach)
    - Identify sites for field visits and surveys
    - Map & identify stakeholders to engage
  - Develop Inception report<sup>3</sup>
3. Identifying and mapping the realities of women's safety, levels of awareness, and identifying levels of engagement including a profile of stakeholders with their area of expertise, level of influence, and existing work (if any).
4. Identify challenges and opportunities related to women's safety that exist in the palm oil sector.
5. Recommendations to address these challenges.

#### 5. Deliverables, Timeline, and Budget

The work mentioned above are expected to be completed within six (6) months from the time of confirmation of the consultant. The Consultant is expected to provide an **outline** of the work plan, and expected milestone dates, together with a **budget and breakdown of costs** in their proposal.

Within the project period, the Consultant is expected to develop the following deliverables:

1. Conduct desk-based risk and situational analysis regarding women's safety in Indonesia
2. Design approach & methodology of baseline study (inc. survey/ focus groups/ interview approach) by identifying sites for field visits and surveys and mapping & identifying stakeholders to engage
3. Develop a draft and final Inception Report and Research Brief.
4. The key information essential to be stated in the Research Brief are as follows:
  - Key findings, especially on safety issues and challenges faced by women
  - Recommendation to address the issues identified
  - Suggestions on how the WSP can be scaled up in the subsequent milestones.
  - A stakeholder mapping brief that sets out their area of expertise, level of influence, and existing work (if any) on women's safety issues in the area.
5. Develop a Presentation Pack, with a summary of key findings and outcomes

The expected timeline for the deliverables is as below:

No.	Activity	Timeline
1	Deadline for expression of interest	4 May 2023
2	Deadline for proposal	22 May 2023
3	Selection of researcher/consultant	20 June 2023
4	Inception Report	15 July 2023

<sup>3</sup> The inception report should summarize the review of documentation, specify the evaluation methodology determining the exact focus and scope of the baseline study, including the evaluation questions and workplan.

5	Baseline Study	August - October 2023
6	Research Brief & Presentation deck	4 December 2023

It is expected that the consultants will provide regular periodic reports on the 15th of the month, or next available day after 15th, to the RSPO Secretariat on the progress of the baseline study and utilisation of funds.

## 6. Methodology

The research methodology seeks to collect both quantitative and qualitative data. For this project, the project should start with a literature desk research followed by on-the-ground data collection. Each should contain at least the following:

### Offsite desk research:

- Latest studies and reports on Women’s Safety related issues in the palm oil sector in Indonesia
- Existing policies and laws in Indonesia

### On-the-ground data collection:

For this assignment, the consultant should engage in primary data collection. This should at least contain:

- Interview producers, managers, and welfare officers.
- Interview workers at different types and levels of hierarchies. Focus on women workers.
- Identify the influential stakeholders and conduct interviews. Stakeholders will include CSOs, experts, service providers, and government, agencies
- Conduct discussions with communities
- Do assessment of basic infrastructure with producers and workers

### Note:

- While RSPO will provide some contacts from the targeted producers, the consultant is expected to largely use their own network and connections for other stakeholder groups.
- The guidance on data requirements is indicative. We do expect that the consultant is able to guide this exercise further based on their expertise and understanding of the deliverables.

### Research Scope:

The research scope will involve three RSPO-certified producers of varying sizes of the workforce in Indonesia. Currently, three producers located in North Sumatra, Central Kalimantan, and West Kalimantan have been identified but are yet to be approached. Kindly take into account the travel necessary between the probable locations in the proposed budget.

The table below contains elements for workers and palm oil producers which the consultant should focus on during the offsite desk research and on-the-ground data collection (the list is not exhaustive and may be improvised):

Workers	Palm Oil Producers
<ul style="list-style-type: none"> <li>- Status of employment (permanent, casual, daily wage, piece-rate, etc)</li> <li>- Seniority in the workforce</li> <li>- Socio-economic status: education, health, income, and economic status,</li> <li>- Experiences and extent of women’s safety issues and discriminations at home, workplace, community and</li> </ul>	<ul style="list-style-type: none"> <li>- Business profile: business structure – ownership and management, estate sizes in terms of number of workers, number of women employees at different levels in the organisation, certifications, affiliation to associations</li> <li>- Meetings or data on gender committee meetings that have taken place</li> </ul>

<ul style="list-style-type: none"> <li>- public spaces</li> <li>- Access to the justice system - awareness, availability and practice including number of cases reported</li> <li>- Cultural/community practices related to gender</li> <li>- Living and Working Conditions - housing, electricity, water, sanitation and hygiene, childcare facilities, maternity benefits, working hours, opportunities, safety and protection at work</li> <li>- Women's participation in decision making processes at home, workplace and community. Women's presence in different levels of the industry</li> <li>- Access to women-specific provisions for maternity, childcare, and healthcare.</li> <li>- Wage gap between men and women workers (for financial safety purposes)</li> <li>- Awareness of Gender-based violence (GBV), women's safety and response mechanisms</li> <li>- Awareness on women's safety and their roles</li> <li>- Leadership skills and experiences</li> <li>- Initiatives within community to address GBV and women's safety</li> </ul>	<ul style="list-style-type: none"> <li>- Incidents of harassment and abuse in the workplace which have recorded by the companies or external sources</li> <li>- Experiences of women's safety issues and response: challenges and practices – policies, systems, number of cases received and recorded</li> <li>- Awareness on Gender-based violence (GBV) and women's safety, laws and policies, response mechanisms and their roles</li> <li>- Adoption/action – policies, response mechanisms, recording of cases, investment into programmes, collaborations for action etc</li> <li>- Awareness on women's safety, impact on business, need for intervention, role etc</li> <li>- Policies, implementation structures, mechanisms and gaps</li> <li>- Health and safety, reproductive rights</li> <li>- Resources available and willingness to invest (financial and non-financial) in women safety support initiatives</li> </ul>
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**a. Risk and situational analysis**

Examine the risks that are faced by women in relation to the identified women safety issues and their vulnerabilities.

**b. Stakeholder Mapping**

A list of stakeholders who has an influence and interest in addressing women's safety in the palm oil sector at various levels of policy, implementation, and practices. Stakeholders can include government agencies and officials, NGOs, UN organisations, businesses, legal and medical practitioners, and individuals.

- I. Profile of stakeholder
- II. Areas of expertise
- III. Level of influence

**c. Recommendations**

The baseline should collect and collate recommendations from stakeholders for specific actions regarding women's safety in Palm Oil within the region.

**7. Proposal requirements**

RSPO is seeking proposals from consultancy firms and organizations with deep and wide experience to deliver the expected outcomes. The proposal must include the following:

- A succinct, well-documented approach and methodology.
- A proposed action plan with indicative milestones from inception to delivery
- Inclusion of a budget with a breakdown of working days/rate per consultant and other anticipated expenses such as travel.
- Clear description of the project team, relevant experience of team members and time allocation per team member
- Description of sub-contractors (if applicable).

- At least two (2) Sample Statements of experience on similar work
- Progress tracking and reporting plan
- At least two (2) Samples of previous related work.

## 8. Selection Criteria and Steps

The consultant should have the following experience and qualifications:

- Background knowledge, expertise, and familiarity with the local culture; knowledge and governance related to the palm oil sector in Indonesia.
- Strong background in gender rights, with expertise and knowledge of women's safety issues in Indonesia
- Prior experience or familiarity in coordinating projects/research with palm oil companies in Indonesia
- Has expertise in obtaining gender-sensitive on-the-ground data in the palm oil sector in Indonesia
- Extensive knowledge and experience in designing and undertaking gender-sensitive social research using both qualitative and quantitative methodologies
- Ability to perform extensive literature review (off-site desk review) regarding women's safety issues in the palm oil sector in Indonesia
- Regional office/personnel present in Indonesia where the baseline studies will be conducted
- Familiarity with RSPO and its standards

Upon selection, Consultants will submit an Action Plan and timeline at the beginning of the assignment.

Regular calls will be held between RSPO and the consultant, and the consultant is expected to provide regular updates.

## 9. Submission of proposal

Interested applicants may submit their expression of interest to [hrss@rspo.org](mailto:hrss@rspo.org) and cc [tender@rspo.org](mailto:tender@rspo.org) by 6:00 PM MYT (GMT+8) on 4 May 2023.

And, submit their proposal to [hrss@rspo.org](mailto:hrss@rspo.org) and cc [tender@rspo.org](mailto:tender@rspo.org) on or before 6:00 PM MYT (GMT+8) on 22 May 2023.

For any queries, kindly contact the Human Rights & Social Standards Unit, RSPO Secretariat at [hrss@rspo.org](mailto:hrss@rspo.org).