

## Important information

Modern Energy Cooking Services programme (MECS) is seeking a consultant or consultancy team to conduct data collection on **cooking practices in two distinct displacement settings** in the ASEAN countries (limited to Cambodia, Laos, the Philippines, Myanmar, Vietnam, Thailand, Malaysia and Indonesia). The quality of proposals received will determine which countries are chosen from those listed.

Given the interest in two distinct displacement settings (either within one country or across two countries), the need to achieve good value for money, and the current difficulties with international travel due to Covid-19, we will accept proposals which cover:

- one displacement setting in one of the countries of interest;
- two distinct displacement settings in one of the countries of interest; or
- two distinct displacement settings in two different countries of interest. These proposals must have an additional section in their response demonstrating why and how they are specifically qualified, and able, to conduct the work in both countries.

Generic proposals not tailored to a specific country context will be rejected without review.

## Project Background

MECS is supporting the transition of low-income economies, including in displacement situations, from biomass to the use of modern energy cooking services (i.e., electricity, LPG, biogas, ethanol, natural gas or renewable energy such as solar). It calls for a greater focus on modern energy as the source of clean cooking, and has evidenced that cooking with modern energy using energy-efficient appliances can be cost effective, particularly for urban communities. New technologies and innovative delivery models are gradually easing the barriers to transitioning to modern energy cooking even in the most challenging settings, such as refugee camps (Bisaga & To, 2021).

Today, over 82 million people have been forced out of their homes due to conflict, persecution or other human rights violations (UNHCR, 2021). Of these, 48 million are internally displaced people (IDPs), over 26 million refugees and others forcibly displaced outside their country, and 4.1 million asylum seekers (ibid.) More than 60% of refugees and 80% of internally displaced people live in urban areas (Muggah and Abdenur, 2018), compounding pressures on energy infrastructure and natural resources in cities. In addition to conflict and persecution, displacement has been increasingly caused by natural disasters which have become more frequent and devastating due to climate change. In 2020 alone, natural disasters displaced over 30 million people within their countries, while conflicts and violence displaced approx. 10 million people globally (IDMC, 2021).

While there is an overall scarcity of data on energy access in settings of displacement, we know particularly little about *how* the displaced cook, the practices and roles involved, the timescales and coping mechanisms in instances where cooking technologies and/or fuels are insufficient. Cooking is a cultural experience, as the kinds of foods people cook and the practices they use vary widely (Leary et al, 2019). This is particularly pronounced in displacement settings where often people of different cultures, ethnic backgrounds and therefore traditions, including cooking, live next to one another and often share common community facilities.

Displaced households in a diversity of settings rely heavily on firewood and charcoal to meet their energy needs for cooking, particularly in camp and rural settings where access to infrastructure is limited. The same applies to community facilities (e.g., schools, clinics, etc.) and cooking within humanitarian institutions serving displaced populations. This puts significant pressures on the natural environment and exacerbates the effects of climate change, as well as negatively impacts on health and safety, predominantly that of women and girls who are typically in charge of cooking tasks (HEDON, 2016). Some urban households and refugee households in camps (e.g., Cox's Bazar in Bangladesh) are also able to access LPG for cooking (IOM & UNHCR, 2021; Lehne et al., 2016). Cooking using electricity is a limited option in refugee and rural areas due to lack of access to electricity (GPA, 2018) though several mini-grids have incorporated cooking appliances on a pilot basis in those locations.

## Research Objectives

This study aims to gain a better understanding of how displaced people in a variety of settings use energy for cooking (how much they buy or collect, how much they pay, what they cook, how often, etc.) based on the availability and affordability of fuels. This understanding will inform the potential transition pathways to more modern cooking solutions across different displacement settings.

This research will focus on both household and institutional cooking, such as in schools, hospitals, reception centres and anywhere else that cooking takes place for large numbers of people across a range of settings, including camp or rural, peri-urban and/or urban, refugee or internal displacement.

## Scope of Work

The core research question to be addressed is:

### ***How do households and institutions in displacement settings use energy for cooking?***

The research should also answer the following questions:

1. Where and how do households and institutions buy or collect fuel? How much time is spent on fuel collection/procurement? How much do they pay? Where do the funds to cover cooking expenditure come from (e.g., cash distributions, vouchers, income streams or other sources) in the case of households AND in the case of institutions?
2. What foods do households and institutions cook? How often do they cook and for how many people?
3. What and how much fuel is currently used in households and institutions? Is fuel stacking a common practice among households and institutions? If so- why?
4. What are the existing supply chains of cooking fuels and technologies in the studied location?
5. What other energy sources are used in or available to households and institutions (including electricity/power supply)?
6. What are the key barriers and opportunities for the adoption of modern energy cooking?

These 6 questions form the minimum requirements of the study. Consultants are encouraged to expand the questions asked to gain a comprehensive and holistic understanding of household and institutional cooking.

The following activities must be included in the proposal. These activities are for **each displacement setting** (for proposals covering two settings in one country, or two countries, the numbers should be doubled, not halved e.g., 200 household surveys, not 50 in each location).

**1: Household surveys:** Carry out 100 household surveys with participating households to understand demographic and socio-economic status, access to resources, spending on fuels and perceptions of current as well as modern cooking approaches.

**2: Institutional surveys:** Carry out 10 - 15 surveys with participating institutions, aiming to understand institutional priorities with respect to meal provision, current cooking practices, spending on fuels, access to resources, financial profile and decision-making structures. A lower number of institutional surveys will be considered if there are not 10-15 institutions present in a given context.

A small pilot of both household and institutional surveys should be conducted first to allow for a quick iteration of questions (phrasing, additional questions or elimination of redundancy) before rolling out the surveys to the full sample.

### **3: Focus groups:**

- 4 focus groups of up to 10 people representing households. The focus groups should include both women and men representing displaced households. Themes to be explored in the focus groups should align with the main research questions of this study and should also capture the intra-household dynamics regarding cooking, decision-making regarding energy use and different cooking practices depending on the cultural and/or socio-economic and/or ethnic background of the participants.
- 1 focus group with cooks (hired or volunteers) from institutions. The focus groups should understand their demographics, motivations, health, safety, environmental concerns, and willingness to try new technologies.

### **4: Development of vignettes:**

Take pictures and/or videos of household and institutional cooking spaces and activities to understand how these spaces are used and what practices and behaviours are central to cooking processes are highly valuable to the MECS programme. From across the surveys and focus groups, 5 vignettes (per setting) must be developed showcasing key findings from the data collection. A vignette is a series of images and/or a short video (e.g., a talking head, cooking video and/or a kitchen tour) presented with a short description (incl. of the people and the spaces where cooking is undertaken). Consent forms for the collection and use of personal images will be provided by MECS.

## **Recruiting participants**

The consultant is responsible for sourcing and recruiting all participants in the study. The study locations must be in ASEAN countries (limited to Indonesia, Cambodia, Thailand, Vietnam, Laos, Malaysia, Myanmar or the Philippines). Several criteria should be met:

- One or two distinct displacement settings in one country can be selected, or two distinct displacement settings across two different countries can be selected.
- If the proposal is for 2 locations - at least one location should **not** be a refugee camp.

- Acceptable settings are - camp and urban, rural settlement and peri-urban, displaced community due to natural hazard and displaced community due to conflict, internally displaced people (IDPs) or refugees in camps or rural settlements and urban settings.
- The participants should currently be cooking with biomass or other (improved) cooking solution which is not categorised as modern energy (i.e., biogas, LPG, ethanol, electricity, natural gas, solar).
- Fuel stacking practices, particularly where the fuel stack does not include modern energy, are of interest.

Justification of the selected countries and locations and highlighted knowledge or experience of working in them should be included in the proposal.

**Deliverables, budget, and duration**

The research is expected to commence no later than **1<sup>st</sup> October 2021**. All contracting will be completed prior to the 1<sup>st</sup> October. All deliverables must be completed and delivered no later than **15 January 2022**. These dates are non-negotiable. The consultant should demonstrate in their response to these ToRs how the work can be completed within the time available.

The budget is dependent on the type of proposal submitted.

- 1 country – 1 context                      Total budget is a maximum of £15,000 (ex VAT where applicable).
- 1 country – 2 contexts                    Total budget is a maximum of £25,000 (ex VAT where applicable).
- 2 countries – 1 context in each        Total budget is a maximum of £30,000 (ex VAT where applicable).

Payment is contingent on successful completion of all deliverables.

Deliverable	Payment value
Contract signing	20%
- Draft research tool developed (5 days after start of contract) - Pilot responses from household and institutional surveys to check for usability before full data collection goes ahead	10%
Full data sets - All interviews to be translated into English and transcribed verbatim (summaries of discussions will not be accepted) - All survey data to be translated into English, entered into a suitable computer programme (e.g. Microsoft excel), and cleaned ready for additional analysis.	30%
Five vignettes from across the interviews and focus groups (per setting) Any additional images and videos collected (with permissions)	20%
Final report (concise, e.g., 10 pages) and follow up interview (with the MECS Institutions lead). The report should focus on the study context (method, geography, social and economic context), feedback from any enumerators/survey conductors, and findings from the interviews and surveys.	20%

**Communication and Reporting**

The contractual requirements will be managed by the MECS Programme Manager of Loughborough University. All other communications and reporting, including in-country consultation, task management and consultations

on the research process, will be managed by the Humanitarian Lead. Support for the consultant/organisation will be provided in conjunction with the relevant country Link Researcher and other relevant MECS team members.

The consultant/organisation is expected to communicate with the Humanitarian Lead regularly throughout the project via two-weekly update meetings or phone calls, WhatsApp communication and emails, on:

- research progress and milestones achieved;
- anticipated challenges or changes to research plans, activities and timelines;
- upcoming activities and next steps; and
- delays or concerns on reporting.

All meetings and appointments to discuss the overall progress of the project against the contract will be agreed and arranged in advance and at mutually convenient times. Any significant changes to the approved research plan and timelines have to be discussed and approved in advance.

Loughborough University reserves the right to request the consultant/organisation to make revisions to the deliverables if they do not meet the required quality. The consultant/organisation will be required to make these revisions at no additional costs to Loughborough University.

### **Expertise required**

The consultant/s doing the field work will be the primary point of contact between participants and MECS programme. It is, therefore, important that they are polite, courteous, fully informed about the programme and able to answer participants' queries. The consultant should demonstrate experience in using the quantitative and qualitative methods required for this study and details of experience on similar studies.

### **Responding to these ToRs**

Responses should be a maximum of 8 pages with up to 3 additional CVs (no more than 2 pages each).

Please provide the following when responding to these ToRs

- State explicitly which country context will be studied.
- A description of how the proposed activities will be designed and implemented to address the research questions.
- A description of how households and institutions will be recruited for the research and the selection/sampling strategy to access a diverse range of households and a range of types of institutions with different fuel use and payment structures.
- An initial draft of the research tools to be used.
- A detailed breakdown of the budget in terms of personnel, materials, travel etc. Where costs have been estimated please highlight these and provide a brief explanation of the assumptions used to generate the cost.
- Details of all personnel who will be involved in the study, along with their responsibilities.
- A proposed Gantt chart of activities.
- An assessment of how COVID-19 might impact on the proposed activities and whether any mitigation measures can be put in place.

Proposals should be sent to MECS ([mecs@lboro.ac.uk](mailto:mecs@lboro.ac.uk)) with the subject 'Cooking in displacement settings: [COUNTRY SELECTED] – add relevant country name'. All proposals must be received by 23:59 GMT on **24 August 2021**.

### Assessing proposals

Shortlisted consultants may be invited to an interview in order to finalise selection. The assessment process will take into consideration the criteria below in order to ensure **value for money**.

- Quality of proposal and methodology;
- Appreciation and understanding of the task;
- Skills, expertise and experience of consultant/organisation team members;
- Past performance (CV);
- Proposed management of the activities;
- Price.

### Ethical considerations

All research must be in line with the Code of Practice for research, Promoting good practice and preventing misconduct (UK Research Integrity Office, 2009).

The UK Research Integrity Office (UKRIO) is an independent charity, offering support to the public, researchers and organisations to further good practice in academic, scientific and medical research. Its confidential advice service is available to free of charge to individuals (members of the public, research participants, patients, researchers and students) and subscribing organisations. Their advice service can be [accessed here](#).

At a minimum, participants must not be subjected to physical, social, legal or psychological harm. Due consideration and ethical steps must be taken into safeguarding all participants, especially the vulnerable. A detailed Participation Information Sheet explaining the full scope of the study, what confidentiality entails, and that no participants will be forced into participating, must be provided at recruitment. Participants are to be made aware that participation is fully voluntary and there are no repercussions if they choose to no longer participate in the study at any point in time. Participants should, ideally, sign a consent form which includes consent for the use of photographs and videos.

Confidentiality must be maintained at all times. With regards to confidentiality and privacy of participation, participants must be informed that their anonymity will be maintained in any outputs and that all identifiable markers will be removed from any data sets that are published. Additionally, due consideration must be made to ensure that participants are safeguarded during the research process in line with the local government issued guidelines around COVID-19.

The consultant will be responsible for securing any research or ethical permissions needed from local authorities in each of the field work locations. There may be additional ethical, or research clearance needed for this kind of user centric design research in the chosen country.

*MECS is funded by UK Aid through the Foreign, Commonwealth, and Development Office. It is a partnership between researchers, innovators, policy makers, and ESMAP drawing on their expertise and relevant work from around the world to co-construct new knowledge with practitioners and the private sector. It is led by Loughborough University, UK.*