STATEMENT OF WORK

POLITICAL ECONOMY ANALYSIS IN THE SECTOR OF SOCIAL PROTECTION

Background

The Political Economy Analysis (PEA) is part of the United States Agency for International Development (USAID) funded Protection, Inclusion, and Empowerment Activity, implemented by Democracy International (DI) in Armenia. The PEA is a learning activity designed to provide a comprehensive account of the political terrain in which programs operate. The Activity aims to assess the underlying causal factors and diverse interests that shape the sector of social protection in Armenia. The PEA will include carrying out power mapping and stakeholder analysis to understand institutional, behavioral, interest, interaction, influence, and impact factors, as well as conduct behavior mapping to identify specific behaviors needed to overcome an identified problem and develop steps needed to facilitate target behaviors. At each stage in the PEA, a Gender Equity and Social Inclusion (GESI) lens will be incorporated into problem definition and guiding questions development, research methodology design, data collection strategies, and data analysis. Since the program's objective is to improve the lives of marginalized, vulnerable, and displaced groups in Armenia by finding ways to strengthen the social protection system, incorporating a GESI lens into our PEA ensures we proceed with a robust analytical toolkit attentive to the distinct experiences of particular groups, especially women, girls, men, boys, and gender non-conforming people. The findings will be used to generate insights that will inform program activity design, relationship building, implementation strategy, and future learning activities.

Purpose

The purpose of this Statement of Work (SOW) is to utilize the PEA methodology as a structured approach to better understand how foundational factors, rules of the game, and relevant "here and now" issues work together (dynamics) in the development context of Armenia to create an understanding of underlying power dynamics and relationships in which the program will take place. In addition, the GESI assessment complements the PEA by adding a gender lens to the analysis on the distinct experiences of women and girls, men and boys, and gender non-conforming individuals among marginalized, vulnerable, and displaced populations. The methodology seeks to support the development of approaches at different stages of the project cycle, including strategy development, activity design, or implementation. The overall goal is to engage in PEA activities not as a theoretical exercise, but as part of a broader context to operationalize the process of 'Thinking and Working Politically' and adaptive programming within the project. Overall, this learning activity is meant to improve the effectiveness and sustainability of the Protection, Inclusion, and Empowerment Activity.

Portfolio of Main PEA Aspects and Respective Core Research Questions

The following aspects will be covered within the multi-faceted PEA process, including

- *Traditional political-economic overview of the social protection system*

- *GESI analysis within the PEA framework*
- *Power and stakeholder mapping*
- *Behavioral analysis of different actors and their interactions*

The following core research questions will guide the multi-faceted PEA process, including:

- ***Core Research Question 1 (Knowledge Question):*** *How does the social protection system function across Armenia, and why it functions in that way?*
- ***Core Research Question 2 (Knowledge Question):*** *What factors impact the experience of marginalized, vulnerable, and displaced populations with Armenian citizenship, with the delivery of social services in Armenia and why?*
- ***Core Research Question 3 (Knowledge Question):*** *What patterns of inclusion and exclusion emerged in the sector of social protection over time (in terms of gender, class, ethnicity, geography, religion, age, ability, etc.)?*
- ***Core Research Question 4 (Operational Question):*** *How are activity components positioned with respect to the implications of the political economy analysis of the social protection sector and identified opportunities and constraints?*
- ***Core Research Question 5 (Operational Question):*** *What are appropriate paths to action to promote changes conforming to the desired outcomes of the Activity?*
- ***Core Research Question 6 (Operational Question):*** *How do findings from the PEA's behavioral analysis component validate or invalidate the program's assumptions under the ToC and what are the implications for the program design and implementation with the use of the Behavior Change Wheel? How do judgments reflected in the pathways of change influence intervention functions and the policy categories framed in the Behavior Change Wheel?*

Core and Supporting Questions

For this Activity, a set of guiding core questions and sub-questions are drawn from the Interview Question Guide and listed here, but are expected to be refined and finalized as a whole, during the pre-PEA training workshop. For the purposes of general understanding, data collection activities derive from these questions.

Supporting Questions:

- *(Knowledge Goal) What impact have historical, contextual, and structural influences had on social protection in shaping the sector, its integration into the state, its outputs, and revenues over time?*
- *(Knowledge Goal) What kind of constraints and challenges have affected the pace of developments in the sector and its general performance over time? How?*
- *(Knowledge Goal) What is the current organizational structure of the sector of social protection and the role of different layers of government in operations and service delivery?*
- *(Knowledge Goal) What legal and regulatory frameworks and informal norms underpin sector operations? How well are laws and rules implemented? Do they reflect international norms and agreements? What accounts for uneven legal enforcement? What are the different political interests underlying debates over legal reform and legal enforcement?*

- *(Knowledge Goal) What are the strengths and weaknesses of the legal framework in the areas of social protection, inclusion, empowerment, and gender equality?*
- *(Knowledge Goal) How does the current legal framework for social protection distinctly affect marginal communities, vulnerable groups, and displaced persons? In what ways does the current legal framework mitigate or exacerbate gender inequality?*
- *(Knowledge Goal) How do formal and informal institutions impact the interests, incentives, capacity, and level of influence of key actors in the sector of social protection?*
- *(Knowledge Goal) Which significant events, actors, and trends are currently affecting the operations of the social protection sector? How and why?*
- *(Operational Question) What current initiatives in the sector are working/not working, and how can the Project effectively build on them?*
- *(Operational Question) How do the political economy dynamics of the social protection sector shape opportunities and challenges for development?*
- *(Operation Question) How should the program best navigate the various political interests that shape the social protection system?*
- *(Operation Question) Who are potential allies and spoilers as it relates to program activities and objectives?*

Sample

The methodology must, at a minimum, include 230 individual in-depth interviews and 120 focus group discussions, covering:

1) Government officials at the national level, including the Ministry of Labor and Social Affairs (MLSA), other governmental ministries and agencies related to the social protection (50 individual in-depth interviews and 30 focus group discussions)
2) Government officials at regional level (50 individual in-depth interviews and 30 focus group discussions)
3) Development partners and civil society experts (40 individual in-depth interviews and 20 focus group discussions)
4) Experts from academia, journalism, and think tanks (20 individual in-depth interviews)
5) Lawyers and legal experts (20 individual in-depth interviews)
6) Politicians (10 individual in-depth interviews)
7) Community-based organizations operating locally (20 individual in-depth interview and 10 focus group discussions)
8) Leaders from the marginalized, vulnerable, and displaced groups the Activity is interested in (20 individual in-depth interviews)
9) Members from the marginalized, vulnerable, and displaced groups the Activity is interested in (30 focus group discussions)

Ethical considerations

The PEA processes will be conducted with ethical approval and support given by the MLSA, as well as by other governmental ministries and agencies in relevance to the PEA. Research ethics will be

followed throughout the PEA processes, meaning informed prior consent will be obtained from all respondents, the confidentiality will be maintained.

Level of Effort (LOE) / Key Roles and Responsibilities

Team Composition / Key Roles	Key Responsibilities
Lead Research Coordinators (DI's MEL team)	-Coordinate research activities and involved hired field researchers / technical experts throughout the study period -Help facilitate PEA training under the coordination of DI/HO PEA Lead -Review and approve all data collection materials submitted by the technical experts of the partner -Site visits to ensure proper implementation of interview guides, tools, and materials -Analyze data in constant communication with the technical experts -Coordinate drafting of the final report -Carry out learning activities and in-brief sessions
DI/HO PEA Lead (DI staff)	-Lead PEA training for partner staff -Participate in applied PEA research -Analyze data in constant communication with the DI's MEL team -Draft findings and recommendation -Carry out in-brief sessions and contribute to the learning activities -Submit the analysis to the DI's MEL team to perform triangulation and finalize the report
Technical experts on social protection for Case Study 1 (Partner staff)	-Provide expert guidance in the field of social protection -Undertake literature review upon the request of DI's MEL team -Coordinate the work of field researchers and administrative assistants in contacting stakeholders and conducting interviews with them, suggest stakeholders based on the emerging need drawn from interviews -Outline the draft findings of interviews and focus group discussions and convey them to the DI's MEL team in a concise and clear form -Participate in-brief sessions and follow up with the PEA findings and recommendations
Technical experts on gender equality and social inclusion for Case Study 2 (Partner staff)	-Provide expert guidance in the field of gender equality and social inclusion -Undertake literature review upon the request of DI's MEL team -Coordinate the work of field researchers and administrative assistants in contacting stakeholders and conducting interviews with them, suggest stakeholders based on the emerging need drawn from interviews -Outline the draft findings of interviews and focus group discussions and convey them to the DI's MEL team in a concise and clear form -Participate in-brief sessions and follow up with the PEA findings and recommendations
Technical experts on power mapping for Case Study 3 (Partner staff)	-Provide expert guidance for the power mapping of actors and institutions in the field of social protection -undertake literature review upon the request of DI's MEL team -Coordinate the work of field researchers and administrative assistants in contacting stakeholders and conducting interviews with them, suggest stakeholders based on the emerging need drawn from interviews

	-Outline the draft findings of interviews and focus group discussions and convey them to the DI's MEL team in a concise and clear form -Participate in-brief sessions and follow up with the PEA findings and recommendations
<u>Technical experts on social and behavioral change for Case Study 4 (Partner staff)</u>	-Provide expert guidance in the field of social and behavioral change pertaining to social protection, inclusion, and empowerment -Undertake literature review upon the request of DI's MEL team -Coordinate the work of field researchers and administrative assistants in contacting stakeholders and conducting interviews with them, suggest stakeholders based on the emerging need drawn from interviews -Outline the draft findings of interviews and focus group discussions and convey them to the DI's MEL team in a concise and clear form -Participate in-brief sessions and follow up with the PEA findings and recommendations
<u>Field researchers for the data collection in the area of political economy analysis for Case Study 1 (Economists; Social protection experts; other partner staff)</u>	-Conduct interviews and focus group discussions in accordance with the DI's guidance with the coordination of the technical experts in social protection -Prepare a draft of findings and implications per interview and focus group discussion and finalize it with the technical experts on social protection -Participate in learning activities organized by the DI to ensure the successful implementation of study activities and contribute to drawing lessons
<u>Field researchers for the gender equality and social inclusion analysis for Case Study 2 (Gender experts; Social protection experts; other partner staff)</u>	-Conduct interviews and focus group discussions in accordance with the DI guidance with the coordination of the technical experts in gender equality and social inclusion -Prepare a draft of findings and implications per interview and focus group discussion and finalize it with the technical experts on social protection -Participate in learning activities organized by the DI to ensure the successful implementation of study activities and contribute to drawing lessons
<u>Field researchers for the power mapping analysis for the Case Study 3 (Economists and other partner staff)</u>	-Conduct interviews and focus group discussions in accordance with the DI guidance with the coordination of the technical experts in mapping power arrangements present in the field of social protection -Prepare a draft of findings and implications per interview and focus group discussion and finalize it with the technical experts on social protection -Participate in learning activities organized by the DI to ensure the successful implementation of study activities and contribute to drawing lessons
<u>Field researchers for the social and behavioral analysis in the area of social protection and inclusion for Case Study 4 (Social and behavioral science</u>	-Conduct interviews and focus group discussions in accordance with the DI guidance with the coordination of the technical experts in social and behavioral in the field of social protection, inclusion, and empowerment -Prepare a draft of findings and implications per interview and focus group discussion and finalize it with the technical experts on social protection -Participate in learning activities organized by the DI to ensure the successful implementation of study activities and contribute to drawing lessons

experts; social protection experts and other partner staff)	
Administrative assistant/local fixers for each case study	-Help get meetings with key stakeholders
Social protection transcriptionists for each case study	-Convert recorded speech into written text
Social protection translators for each case study	-Translate the transcribed text into English language

Key Tasks, Activities, and Deliverables for the Service Provider(s)

- Participate in 2–3-day training workshop to confirm methodology, clarify initial questions, and finalize the implementation plan.
- Contact a given list of key stakeholders for interviews and focus groups, conduct an in-brief on the research implementation with stakeholders, and schedule accordingly (2-3 meetings daily).
- Undertake interviews with key stakeholders, including additional stakeholders identified during the research activities, based on the Interview Question Guide to be provided.
- Document notes and findings in a provided form.
- Participate in 1–2-day synthesis workshop to address the initial findings of research activities.
- Conduct an in-brief on initial findings with the stakeholders and the core PEA team.
- Participate in exchange and follow-up on the PEA experience to support learning related to the implementation of the PEA activities.

Timeline

N	PEA Step	Time required
1.	Finalize the Request for Quotation for the PEA analysis to hire company(s)	6-8 weeks prior to field research (May)
2.	Create the outline of methodology for the RFQ	1 week prior to announcement (May)
3.	Confirm PEA team: mission staff, DI/HO support, internal/external experts, logistical and support staff	4-6 weeks prior to field research (June)
4.	Create methodology and interview guides	2 - 3 weeks prior to field research (July)
5.	Prepare sampling frames and update them occasionally upon the emerging needs of interviews and focus group discussions	1-2 week prior to the field research and updated throughout data collection (July)
6.	Hold an applied PEA training workshop to finalize research agenda, data collection plan, fieldwork logistics plan, and questions	2 - 3 days before field research (July)

7.	Carry out a literature review with initial analysis	4 - 6 weeks prior to field research
8.	Conduct simultaneous field research by the partner staff (data collection + summary of initial concluding remarks)	8 weeks (July to September)
9.	Analyze and synthesize data by the DI staff	8 weeks (July to September)
10.	Brief mission and sector leadership on preliminary findings and discuss implications	August
11.	Report on preliminary findings, including to USAID	2 - 3 weeks following field research (August)
12.	Report on preliminary findings on GESI and Power mapping components to Social Protection Specialist and Social Inclusion Specialist related to the implementation of respective sub-activities	4 - 6 weeks following field research (September)
13.	Finalize the analysis of desk research	4 - 6 weeks prior to PEA report finalization (August to September)
14.	Draft final PEA report	4 - 6 weeks following field research (September)
15.	Draft final GESI report	4 - 6 weeks following field research (October to November)
16.	Draft final report on Power mapping	4 - 6 weeks following field research (October to November)
17.	Draft final report on SBC component	4 - 6 weeks following field research (October to November)
18.	Consider implications and further learning	Ongoing throughout December