

Oxfam in Bangladesh Terms of References (ToR)

Baseline Study for

“The Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REE-CALL 2021)”

1. Rational & Background:

The Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REE-CALL) program of Oxfam in Bangladesh has been an innovative response to the needs of climate-vulnerable communities in char, haor and coastal areas, with emphasis on economic empowerment, gender and women’s leadership, climate change adaptation, disaster risk reduction and rights and entitlement. It is being implemented in 24 Upazilas/sub-districts of 14 districts from October 2010 to June 2017. REE-CALL was selected as one of Oxfam GB’s Flagship Programs around the world. A second phase of the program, REE-CALL 2021 (Bangladesh would celebrate 50 years of her independence in 2021 and REE-CALL second phase would also end in 2021) is currently being designed with input from community stakeholders, local partners, researchers, academicians, scholars, Government policymakers and private sector actors, considering evidence from program experience and learning in the previous phase and changes in the local, regional and global contexts. The project aim of this project is **“By 2021 vulnerable women, men and institutions are more resilient to social, economic and climatic shock and stress”**. The project will be implemented by Oxfam GB through 13 national partner NGO in 13th district.

Considering the challenges, the goal/expected impact of the program is that “By 2021, vulnerable women, men and institutions in rural areas are more resilient to social, economic and climatic shocks and stresses”.

The program will achieve this goal through working towards three objectives. The first objective relates to achieving economic justice and women’s empowerment. This will be accomplished through the first outcome:

Outcome 1: Women, men, their families and communities have benefited from sustainable and equitable economic activity.

The second objective relates to disaster risk reduction and climate action, which will be accomplished through the second outcome:

Outcome 2: Government, communities and civil society have driven sustainable and inclusive climate action and disaster risk reduction through collective effort.

The third and final objective is geared towards promoting active citizenship and influencing, which will be achieved through the third outcome:

Outcome 3: Duty bearers and lawmakers have developed policies and demonstrated practices that better incorporate the interests and rights of marginalized people and communities.

The project has the following long term and short term objectives:

Planned Interventions	
Livelihood and Market	<ul style="list-style-type: none"> -Scaling up existing agricultural value chain works - New agricultural value chain development -Integrated farming - Food Banks - Linking Youths with Skills Training Institutes - Linking skilled youth with potential employers - Linkages with financial services - Partnerships with social impact investors
Gender and Women Leadership	<ul style="list-style-type: none"> -Reducing care work burden for women -Sensitizing men -Soft skills development on control over income and resources
Climate Change Adaptation and Mitigation	<ul style="list-style-type: none"> -Climate insurance schemes - Natural capital development for ecosystem-based adaptation - Equitable natural resources management -Linking platforms at different levels on climate change - Climate-smart community approach
Disaster Risk Reduction	<ul style="list-style-type: none"> -Localization of early warning indicators - Household disaster risk reduction plans
WASH	<ul style="list-style-type: none"> -New models of community managed WASH infrastructure - Sanitation Marketing - Community-based WASH enterprise model
Active Citizenship	<ul style="list-style-type: none"> -Community leadership development Program -Local resource person development program -Linking platforms at different levels on public policy processes - Local institution champions program - Youth ambassador program - Facilitating multi-stakeholder forums -Addressing wage and income inequality -Decent work environment and responsible business - Strategies to challenge barriers to women's mobility -Large-scale disaster resilient infrastructure development -Local and national adaptation plans of action Investment in WASH infrastructure
ICT & Knowledge Management	<ul style="list-style-type: none"> - CBO-to-CBO interaction for learning and joint action and Capacity development on ICT-based social change initiatives -Capacity development on ICT-based social change initiative -Diversified and shared usage of ICT facilities
Knowledge and Awareness	<ul style="list-style-type: none"> - Public policy and influencing strategies

	<ul style="list-style-type: none"> - Financial management, marketing, business negotiation and investment - Social accountability tools and approaches - Capacity development of local institutions on public policy process and project management
--	--

2. Study objectives:

The overall purpose of the baseline survey is to set out benchmarks important for the implementation, monitoring, evaluation of the project. To provide current practices and standards inform the design of the planned interventions.

Therefore, the overall objectives of the study are as follows:

- To know the present livelihood condition of poor and extreme poor people in the project location based on income/job opportunities, access to finance, linkage with market and responsible business, decision making structures, increased power and self- confident of women to challenges injustice and claim rights
- To know the present situation of gender and women leadership considering Violence Against Women Girls (VAWG), child marriage, wages of women and women mobility.
- To know the present practice of community people, how they cop-up with disaster and what they are doing for disaster preparedness.
- To know the present situation of Water Sanitation and Hygiene (WASH) situation and impacts of disaster in further degrade WASH service considering disaster and how community people engage in decision making process and community solidarity and action.
- To know the active citizenship and influencing condition and present practice of community leaders, especially how CBOs are participating in decision making process especially involving in budget preparation process of UP.
- To recommended some technology and devise related to ICT to women economic empowerment, knowledge, skills, awareness and decision making process, access to local resources and services, Community solidarity and action.
- To establish a baseline for the indicators defined by the project to measure the output and outcomes of the project.
- To recommend some measures that directly support on Women Economic Empowerment, entrepreneurship development by evidence based research.
- To identify gaps, challenges or barriers that hinder women access to market, fair price and opportunities to explore new business options in urban areas

3. Methodology of the study:

The baseline survey should cover both qualitative and quantitative research approaches. The quantitative data collection will be undertaken by using structural questionnaire. The qualitative data will be captured from different meetings and discussion sessions, Key Informant Interview (KII), literature review (of existing studies and public policies).

Technical proposals with new and innovative frameworks, methods and techniques to measure Women's Economic Empowerment and Economic Resilience, Climate Action and Disaster Risk Reduction and Activate Citizenship will be given preference.

3.1 Geographic Focus of the project and local implementation partners:

Agro-ecological zone	Name of the PNGO	District	Working Upazila	Name of the working union
Char (river Island Area)	GUK	Kurigram	Rowmari & Rajibpur	Rowmari: Rowmari, Bondober, Jadurchar Rajibpur: Rajibpur Sadar, Kodalkathi
	RDRS	Rangpur	Kawnia Pirgacha	Balapara, Haragach, Shoidbagh, Tapamodhupur, Soula
	SKS	Gaibandha	Fulchari, Shaghata,	Holdia, Fulchari, Gozaria
	Pollisree	Nilphamari	Dimla, Nilphamari	Khogakhoribari, Purbo Chatni
	MMS	Sirajganj	Chowhali, Sirajgonj Sadar	Saydabad, Masra, Ghorjan
	Unnayan Sangha	Jamalpur	Bakshiganj & Dewanganj	Bakshiganj: Merurchar, Sadhurpara, Nelokhiea Dewanganj: Tekajani, Hativanga
Coast	Shushilana	Satkhira	Syamnagar	Atulia, Gabura
	JAGONARI	Barguna	Amtoly Barguna Sadar	Arpangasia and Gulishakhali Union Gourichanna and Fulzuri Union
	DDJ	Pirojpur	Nazirpur Indurkani	Shakharikati, Sreeramkati, Shekmatia and Nazirpur Union Pattashi, Balipara and Parerhat Union
	SDI	Chittagong	Sandwip	Sandwip: Mosapur, Rahamatpur, Harishpur, Kalapania

Agro-ecological zone	Name of the PNGO	District	Working Upazila	Name of the working union
Haor (Wetland area)	POPI	Kishoreganj	Nikli & Mithamoin	Nikli : Gurai & Chatirchar Mithamoin: Mithamoin sadar & Dhaki
	BNPS	Netrokona	Mohonganj Khaliajuri	Maghan-siadhar, Gaglajur
	SWF	Sunamgonj	Taherpur	

4. Expected deliverables and timeframe

The required outputs of this consultancy will be as follows:

1. A work plan (inception report) describing how the consultant will implement the baseline study within the research framework and timeframe outlined by OXFAM. This work plan shall be submitted for review and approval by Oxfam two (2) days after the signature of the contract and before commencement of the study.
2. Submission of enumerator's contract to Oxfam for review.
3. Presentation of findings to and facilitation of joint analysis with Oxfam, the project's partner organizations and other stakeholders.
4. The first draft of the report based on the feedback from the presentation of finding, which shall be submitted within seven (7) days after the presentation of findings to stakeholders.
5. Final draft of the baseline report shall be submitted within 10 weeks after signing contact with raw data set and databases.
6. All raw data and analysis frameworks.

Confidentiality of information: all documents and data collected will be treated as confidential and used solely to facilitate analysis. Interviewees will not be quoted in the reports without their permission.

5. Consultancy duration

The entire period of this consultancy will be for Eight (8) weeks starting in the 3rd week of December 2017.

6. Evaluation process

The selection committee will evaluate both the technical and financial proposal of the consultants/ firms based on set out evaluation criteria as follows. A cumulative weighted-scoring method will be applied to evaluate the proposal. The award of the contract will be made to the consultant/ consulting firm whose offer has been evaluated and determined as responsive/ compliant/ acceptable with reference to this TOR.

Evaluation criteria

Criteria	Weight
Technical	75
1. Expertise of the consultants/ consulting firm/ organization	
Understanding of the TOR	20

Experience in conducting similar research	20
2. Methodology	
Appropriateness of methodology in response of the indicators	20
3. Management structure and qualifications of key personnel	
Team composition	15
Financial	25
Total	100

7. Eligibility

- The applicant must be an individual or an institution holding necessary legal status to work in Bangladesh;
- The applicant needs to have enough qualified human resources, i.e. research associates, data processors etc and other necessary logistics i.e. office space, accounts and administrative assistance and stationeries (if required) to do the assignment;
- The applicant needs to have demonstrated experience of doing similar studies;
- The study lead and her/his research associates engaged in the assignments essentially need to have relevant academic background i.e. water resource governance, hydro-diplomacy, natural resource governance, economics, sociology, anthropology, international relations, public policy etc.
- The study lead and her/his associates engaged in the assignment essentially need to have strong analytical ability in general and excellent writing, documentation and communication skills in English and Bangla languages specifically;

How to apply

The individual/ firm must submit the following documents along with Technical & Financial Proposal (including VAT and TAX) separately:

For Consultancy Firm

- Maximum 2 page Firm profile highlighting related assignment completed with client name, contract person and contact number
- Lead Consultant's (who will lead the assignment) Maximum 2 page CV highlighting related assignment completed, role in the completed assignment
- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role
- Firm's Certificate, TIN and VAT registration

For Individual Consultant

- Maximum 2 page profile highlighting related assignment completed with client name, contract person and contact number along with detailed CV
- TIN certificate and any other relevant document (if necessary)

8. The General Terms and Conditions:

- All soft and hard copy of the assignment will be treated as the property of Oxfam
- In any circumstances consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.

- The consultant/consulting organization must maintain the standard quality in data collection, processing and reporting
- The consultant shall have the responsibility to rewrite the report, modification of sections until the satisfaction of quality required by Oxfam.
- In case of any deviation, Oxfam shall have the right to terminate the agreement at any point of the project.
- Consultant/consulting organization shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.
- Oxfam GB will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.