**Terms of Reference for the Consultants**

**for conducting Baseline Survey of Comprehensive Poverty Reduction Program (CPRP) Phase IV**

**1.Introduction: Background of the organization**

Christian Commission for Development in Bangladesh (CCDB), one of the leading national NGOs initiated in 1973, to continuation relief and rehabilitation work of Bangladesh Ecumenical Relief and Rehabilitation Services (BERRS) that was initiated in 1972, after the War of Independence in 1971. Over the time, CCDB undertook numerous development initiative to bring positive changes in the lives of poor and marginalized people of Bangaldesh.

CCDB envisions a just and caring society, where poor people live in peace; with dignity and harmony all of God’s creation. Guided by the vission and ecumenical principles, CCDB's mission is to create a society where the poor, marginalized and vulnerable people claim and enjoy human rights and justice for a sustainable livelihood with dignity. To accomplish the mission, CCDB has taken several strategies like empowering extreme poor with special focus on women through community based people's organizations, introducing People's Managed Savings and Credit Program (PMSC), capacity building of the peoples organizations in management, leadership, finance etc., livelihood skill development, fair mix of right based and service delivery approach, advocay & lobbying, promoting environment friendly agriculture, networking & and partnership, etc.

CCDB has been working in many areas of development which includes Formation and strengthening peoples institution, poverty reduction, food security, livelihood improvement, health & WATSAN, Societal Peace, Gender equity and Justice, Promoting culture of Indigenous Community, Pro poor market development, Seed production and promotion, Promotion of organic agriculture, Disaster Rsk Reduction Climate change adaptation & mitigation, Resettlement, etc.

**2. Program Overview**

Comprehensive poverty reduction program (CPRP) is an ongoing program initiated in 2007 and has been implemented in 14 districts with almost 50 thousand households. CCDB believes that poverty is about not having enough money rather it is compounded by many other non-economic connotations. Considering such reality this program was designed based on Sustainable Livelihood Approach (SLA) which allows addressing poverty from different directions and ensures a synergic effect.

People Centered Development approach, a unique development pathway that has been adopted by CCDB in implementing this program. There is intrinsic feature of this approach is “Role Transformation” process where the member of the peoples institutions are gradually gaining competency in operating their own institutions by themselves. This process of role transformation is playing a crucial role for the continuation of the Forums as sustainable social force without any further stewardship.

The current phase of CPRP was started since July 2018 for three years focusing three major areas like i) Institutional development ii) Economic and social development and climate change environment and DRR. The major objective and indicators are as follows.

**Project Objective 1**: People’s Organizationa emerged as sustainable social force for eradicating poverty and establishing rights.

**Indicator-1A:** 90% (282 forums out of 313) of status quo forums and 30% (40 forums out of 132) of phase-in forums have developed realistic action plan with clear reflection of various actions for institutional capacity building of forums.

**Indicator 1B**: At least 95% (298 out of 313) of the status quo forums and 40% (53 out of 132) of the phase in forums registered under Cooperative Act by the end of the project period.

**Indicator 1C:** At least 70% (170 out of 242) of the phase-out-forums have achieved/fulfilled all set criteria for graduation forums and will be out phased from the programme by the end of the project period

**Project Objective-2:** Economic condition of the members of peoples organizations improved.

**Indicator-2A:** At least 20% (2380 out of 11897) members of phase-in forums and 100% (19640) members from status quo forums have stepped up from poverty line as compared with the baseline data.

**Project Objective-3:** Agricultural adaptive capacity of the members of the peoples organization to climate change impacts enhanced.

**Indicator-3A:** At least 1720 (out of 6300 farming households having cultivable land) farming households of the forum members adopted low cost climate adaptive agriculture methods.

**Gender related Indicator:** At least 30 women forum leaders (5 from each CPRP area) became the member of any of the 13 standing committees of local government institutions (Union Council) in the project period.

**Target Population**

**Phase in Forums:** CCDB o included fresh 10000 people in the current phase. Poor and extreme poor people are selected as new reference people from adjacent of existing working areas. These new reference people have already been organized under 100 forums (average 100 persons in each). Almost 90% of the new reference people are women. The age range of these people will be from 18 to 55, however special preference are given to the younger women. These new reference people have been selected through well-being ranking method. They were not organised under any social institutions, less or no participation in social and political activities, income is not adequate to meet the necessary demands of the household, less or no capacity to combating effects of climate change and disaster, poor skill and knowledge on livelihood and other social issues, limited access to health care services, neglected in getting rights and entitlements, etc. CCDB will implement a series of development interventions related with institutional development human development, socioeconomic development and environmental development with regard to climate change and DRR. CCDB will also introduce PMSC in this new 100 phase in Forums in the current phase.

**Status quo Forum:** CCDB has been working with this group for last 10 to 12 years. There are 19640 persons are organised under 313 forums. Several training was given to increase the management and leadership capacity of the forum members so that they can manage their forum efficiently. A total of 263 out of 313 Forums have already been registered with Department of Cooperative to earn a legal entity. Over the time these forum achieved institutional and financial sustainability to some extent. Their social status has been improved. In spite of the achievements, CCDB continue working with these forums in the current phase to pave the road to be phased out at the end of project period. These forums are operating PMSC and many them achieved financial sustainability. However, significant members of these forums are still living below the poverty line. CCDB will endeavour to reduce the poverty headcount ratio to zero in the current phase.

**Phase out Forums:** There **are** 242 phased out forum in the current phase formed in 2004. The number of beneficiaries of these Forums is 17248. The management and financial capacity of these forums have been improved significantly. It is expected that many of these Forums will be able to complete the graduation process with their own capacity at the end of the current phase. All these Forums have already been registered under Cooperative Department. CCDB has minimum linkage with these forums such as provide training on advocacy and lobbying, provide technical assistance in organizing advocacy events, market development for producer groups,etc**.**

**Target population by CPRP Area office**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| **Area** | **Phase In Forums** | | | | | | |
|  | **No. Of Forums** | **Female** | **male** | **Total** | **Bengali** | **Indigenous** | **Total** |
| Gournadi | 27 | 2551 | 307 | 2858 | 2858 | 0 | 2858 |
| Manik Ganj | 26 | 2450 | 365 | 2815 | 2815 | 0 | 2815 |
| Chapai Nawabganj | 25 | 2140 | 260 | 2400 | 240 | 2160 | 2400 |
| Pabna | 28 | 2607 | 223 | 2830 | 2830 | 0 | 2830 |
| Bandarban | 13 | 274 | 198 | 472 | 100 | 372 | 472 |
| Dinajpur | 13 | 225 | 297 | 522 | 100 | 422 | 522 |
| **Sub Total** | **132** | **10247** | **1650** | **11897** | **8943** | **2954** | **11897** |
| **Area** | **Status Quo Forums** | | | | | | |
| Gournadi | 63 | 4808 | 3 | 4811 | 4811 | 0 | 4811 |
| Daschira | 41 | 2947 | 155 | 3102 | 3102 | 0 | 3102 |
| Chapai Nawabganj | 57 | 4257 | 319 | 4576 | 3136 | 1440 | 4576 |
| Jalalpur | 42 | 3398 | 81 | 3479 | 3479 | 0 | 3479 |
| Bandarban | 45 | 778 | 469 | 1247 | 0 | 1247 | 1247 |
| Daudpur | 65 | 535 | 1890 | 2425 | 1195 | 1230 | 2425 |
| **Sub Total** | **313** | **16723** | **2917** | **19640** | **15723** | **3917** | **19640** |
| **Area** | **Phase Out Forums** | | | | | | |
| Gournadi | 49 | 3861 | 3 | 3864 | 3864 | 0 | 3864 |
| Daschira | 23 | 1928 | 53 | 1981 | 1891 | 90 | 1981 |
| Chapai Nawabganj | 28 | 2668 | 176 | 2844 | 1486 | 1358 | 2844 |
| Jalalpur | 54 | 5637 | 60 | 5697 | 5697 | 0 | 5697 |
| Bandarban | 22 | 224 | 397 | 621 | 0 | 621 | 621 |
| Daudpur | 66 | 432 | 1809 | 2241 | 1300 | 941 | 2241 |
| **Sub Total** | **242** | **14750** | **2498** | **17248** | **14238** | **3010** | **17248** |
| **Grand Total** | **687** | **41720** | **7065** | **48785** | **38904** | **9881** | **48785** |

**3. Objective of Baseline survey**

Major objective of the baseline survey is to collect benchmark data of existing situation of selected forums as institution, and Forum member’s household on different indicators including mentioned in program overview. However, there are some epecific objectives as follow.

To have relevant and concrete baseline data/ information about the Reference group at the beginning of implementation of the subject program so its management can periodically assess the progress in achievement of project objectives and indicators by comparing with baseline situation.

To equip the project management and staff with baseline situational data/ information for effective monitoring, evaluation and achieve desired project objective/outcome.

**4. Scope of Work**

The selected consultancy firm will collect baseline information of 15% of the members of phase in forums as the sample size is highly reprepesentative of the total population and representative sample from members of Status Quo and Phased Out forums. In addtion, baseline data need to be collected at institutional level from represenative sample of all three types of Forums and networks. Details are as follows: (The scope of work for the consultant will include, but not limited to, the following.)

1. Development of a suitable questionnaire (quantitative and qualitative) for collection of

Baseline situational data/ information on the relevant issues/ sub-issues of the reference group/direct target beneficiary with due consideration of the **development goal, project objective and the indicators.**

1. Critical review of the relevant project documents including project proposal, project log frame, project’s work plan, etc.
2. Have detail discussion for identification of issues/ sub-issues of the life of the reference group that the project committed survey.
3. Checking, editing, refining of filled in questionnaires received from the project before their processing in SPSS.
4. Customizing a SPSS program for processing of collected data/ information on the project’s reference groups/beneficiaries.
5. Development of a baseline report with major findings of the survey.
6. **Types of data to be collected (gender segregated data/information need to be provided wherevere applicable)**

| **Respondent Level** | **Types of data to be collected** | **Types of Forum** |
| --- | --- | --- |
| 1. Institutional level (Forum) | Changes in leadership  Dependency on CCDB;  External Linkage;  Capacity for managing conflicts  Knowledge, Attitude and Practices concerning Gender ;  Visibility of the forum in the location;  Capacity in mobilizing and utilizing available resources.  Financial Management  Generated funds | Status quo and phase out |
| Meeting of the executive committee | As above |
| Performance in accounts keeping and budget preparation independently | As above |
| Performance in developing annual action plan and it’s implementation independently. Is there any clear reflection of actions that help to build institutional capacity. | As above |
| Holding regular meeting of the Executive Committee. Implementation of decissions of the meeting. | As above |
| Performance in managing Peoples Managed Savings and Credit program (PMSC) independently. | As above |
| Number of Forums registered under coperative act. Challenges in getting registration. Positive and negative consequences of being registered. | As above |
| 1. Network Level | Level of understanding and skill of the nework members on Advocacy and lobbying. Is there and training teceived, who arranged | As above |
| Level of relationship with duty bearers | As above |
| Number of advocacy and campaign events organized by network in the previous phage | As above |
| Whether access increased to entitlements/services |  |
| 1. Household Level (Forum Member | General Inforamtion for Identification (name of the respondent, name of HH head, primary and secondary ocupation of HH head age, sex, education, member of which forum,etc. | All Types of Forum |
| Hosehold Demographic Information | As above |
| **Livelihood/Income /Expenditure/Assets** | As above |
| Poverty head count ration (how many forum members are living with poverty) | As above |
| Number of Earning Members in the HH | As above |
| Do they get fair price of their product (whereever applicable), if not why? Involved in any producer group/value chain mechanism? | As above |
| Whether they receive agriextension services/necessary inputs without any difficultis ?(wherever application) what are those? | As above |
| Primary and secondary sources of income of the HH | As above |
| How many days the HH head work in a year on an average | As above |
| Income and expenditures of the HH. Expenditure pattern by food items, eduction, treatment, etc | As above |
| Is the female Forum member independently involved in income earning? Source of income, amount of income in a month | As above |
| Status of loan and Savings ( in BDT), source and purpose of taking loan. Where the saved amount is deposited? | As above |
| Whether the forum member involved with any MFI | As above |
| Major assets including cultivable land and their values. | As above |
| **Skill develeopent** |  |
| Types of training received by any of HH member, benefits of training, who provided | As above |
| **Housing condition** |  |
| Ownership status house and homestead land | As above |
| Material used in roof, floor and wall | As above |
| **Education** |  |
| How many children are going to school/madrasha/college/University (need sex disagregated data separately for each type of institution) | As above |
| Any case of drop out and reasons behind | As above |
| **Food Security** |  |
| Have three meals in a day?  How many meals they (family members) eat together  Preference to son/daughter while distributing food if any | As above |
| How many months whne food is insecured in each year? What they do to cope? | As above |
| Types of Food intake (rice, wheat, meat fish, fruits etc) | As above |
| Awareness/knowledge/practice on preparing balanced low cost nutritious food | As above |
| Production of food for subsistence (homestead Gardening, fish culture, etc) | As above |
|  |  |  |
| **Health and nutrition** | As above |
| Source of drinking water? Own or shared ? Is it safe? | As above |
| Where they go for treatment for any illness? | As above |
| Type of latrines they use | As above |
| Any case U5 child death in theHH in last one year | As above |
| Any case of stunting and under weight baby | As above |
| Where the birth delevery takes place? By whom? | As above |
| Any case of death of pregnant during delivery | As above |
| Types of Latrine, current condition, whether they use it properly. | As above |
| Awaneres on HIV/AIDS | As above |
| Status of using sanitary napkin/Awareness on personal hyiegene | As above |
| **Other Social Issues** | As above |
| Any case of child marriage? Reasons behind | As above |
| Child labour for income (other than helping in HH chores) | As above |
| Any case of drug addiction (other than traditional Adibashi liqurs) | As above |
| Dowry | As above |
| Eve teasing/wife beating/othr domistic violence if any | As above |
| **Social Safety net coverage** | As above |
| Is any of the household members under coverage of any social safety net prgram? If yes what are those? | As above |
| **Household decission making process** |  |
| Who takes the deccision in any household matter like spending money for different purposes, marriage of children, education going outside for any purpose,etc.  Attitude of male members towards female | As above |
| **Cliamte chage and disaster risk reduction** |  |
| Awarenesss of Climate Change, adaptation and mitigation and disaster preparedness | As above |
| Is the hosehold practising any climate adaptive agriculture technology? If yes what are those? Where they learnt it from? | As above |
|  | Use of Solar home systme (off grid area) | As above |
| Any training received on disaster risk reduction | As above |
| Face any disaster in last five years? | As above |
| Use of Improving cooking stove | As above |

1. **Development of data collection tools**

The consultant will undertake a participatory approach in carrying out the base line survey of the project. The methodology to be followed will include the following.

After signing of consultancy contract the consultant will develop a comprehensive Activity Timeframe along with officials of CCDB and CPRP and the project for performance of the assignment.

The consultant will develop and finalize the ICTs (information collection tools) for baseline survey and develop necessary questionnaire(s) and other tools for conducting the baseline survey in consultation with CCDB.

The consultant will undertake necessary field visits for collecting/cross checking base line information.

The consultant will arrange checking, editing, refining of filled in questionnaires to make those ready for processing.

The consultant will make necessary tables/graphs with survey findings.

The consultant will customize the SPSS program for processing the collected data.

All the tools will be finalized in consultation with CCDB.

**4 Time Frame**

The assignment will be completed within 60 working days from the date of signing the contract. The consultants will accomplish the entire assignment this time frame.

|  |  |  |
| --- | --- | --- |
| **Serial** | **Major activity** | **No. of working days** |
| 1 | Review of relevant documents made available to consultant. |  |
| 2 | Development of data/ information collection tools including household survey questionnaire, checklists for FGD, etc. |  |
| 3 | Training of the enumerators |  |
| 4 | Field testing of data collection tools and revising accordingly |  |
| 5 | Field work: questionnaire survey, FGDs, case stories preparation, meeting with key informants, etc, including checking and editing of collected data/ information and ensuring total quality control at every stage of performance of the assignment. |  |
| 6 | Processing/ tabulation of collected data/ information. |  |
| 7 | Draft report preparation. |  |
| 8 | Preparation of final Report based on comments/suggestions of CCDB and donor partners |  |
|  | **Total** | **days** |

**5. Expected deliverables/products from the Consultant(s)**

The consultant is expected to prepare an analytical report in English not exceeding 30 pages including an Executive Summary where the details of findings, working papers, tables etc. may be presented as appendices. The details are as follows:

1. The Consultant will submit brief inception report which includes a presentation of the assignment concept, detailing the methodology and approaches, time frame and potential restrictions etc.
2. By the end of the agreed period, the consultants will submit a draft report in hard copy and soft copy to CCDB. The Consultant will give a power point presentation on findings.

The final Baseline survey report will be submitted (both hard copy and soft copy) after accommodating comments/ observations/ suggestions on the draft report from CCDB and BfdW, if any as per Activity Timeframe developed and finalized at the beginning of performance of the assignment mentioned above.

1. Baseline database (SPSS format with value labels) will also need to be submitted.
2. CCDB will provide the consultant all necessary documents, data, and information felt necessary and asked for by the consultant the purpose of performance of this assignment.
3. CCDB will extend all necessary cooperation and supports to the consultant/ team for proper execution of their assignment.

**6. Survey Team:**

CCDB expects a team comprising lead consultant, gender specialist and a national consultant to carry out this assignment on CPRP program. The lead consultant in consultation with national consultant will develop tools and methods to conduct baseline survey while consultant with specialization in gender will keep focused on gender issues and perspective. The survey team is expected to have the following qualification/expertise

* The lead consultant is expected to have Master’s degree in Social science with at least ten years of working experience in development field and possess extensive experience in conducting quantitative and qualitative social research and analysis, be knowledgeable about poverty alleviation, human rights, women’s rights, justice issues, Peoples Organizations and People Centred Development in Bangladesh and programme management aspects. S/he should possess excellent proficiency in written and spoken English.
* Gender expert must have university degree with relevant working experience specific in gender participation, equality, empowerment and resource management. She must have skills in focus group discussion, field data analysis and report writing.

**7. Contents of the of offer for this assignment**

7.1CVs of all consultants except enumerators involved

7.2 Technical Proposal

a) Technical Approach, Methodology, and Organization of the Consultant’s team: *Please* explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here.

b) Work Plan and Staffing: Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here.

* c) Comments (on the TOR and on staff and facilities: *Your suggestions should be concise and to the point, and incorporated in your Proposal.*

7.3 Financial Proposal. (Please break down of each cost Item)

8.3.1 Remuneration of each consultant and enumerators (per person/day)

8.3.2 Training of the enumerator

8.3.3 Travel cost

8.3.4 Food and accommodation

8.3.5 Stationeries and printing

(Add more if you feel necessary including VAT and Tax which will be deducted at Source)

7.4 Samples of previous work similar to this assignment.

***Please note that CCDB reserves the rights to accept or reject any proposal without assigning any reasons.***