

Terms of Reference and Work Plan of a Project Baseline Study	
Project Title	Improving living conditions of rural and urban poor through climate-adaptive and affordable housing technologies and WaSH interventions in Mymensingh and Jamalpur districts in Bangladesh (Project Code: 18006)
Type of Study	Baseline <input checked="" type="checkbox"/> Mid-term <input type="checkbox"/> Final <input type="checkbox"/> Impact <input type="checkbox"/> Other
HFH Country and Location	Dhaka, Bangladesh
Name and/or organization of the evaluator/s	Habitat for Humanity International- Bangladesh
Baseline duration	25 March- 25 May, 2018

1. BACKGROUND

1.1 Background of the Project

Habitat for Humanity International- Bangladesh is completed a project entitled “Improving health through housing water, sanitation and hygiene interventions in Dhaka and Gazipur Districts” in March, 2015 to December, 2017. Based on that experience, HFHI-B is going to implement three years project starts from January 2018 at Mymensingh and Jamalpur districts in Bangladesh. Before project designing, a need assessment study was conducted by HFHI-B. There is significant need to improve the overall water, hygiene and sanitation conditions in the area. Moreover, nearly half of rural schools do not have appropriate latrines, and no arrangement for menstrual hygiene management (MHM) for girls, thus reducing their attendance. In urban area, most of the poor people are living in slums in Mymensingh and Jamalpur municipalities. The slums are purely lack of urban amenities and service facilities. They face immediate and health threatening environmental challenges such as sanitation problem, water scarcity, sanitation risk and garbage mismanagement. They are suffering from sanitation risk, water crisis, and at community level garbage mismanagement, fear of eviction and social crisis. Slum communities are facing different problems like water-logging, flood, fire hazard and variation in micro-climate have heavily impacts on their life and livelihood. For instance garbage mismanagement happened in the slums due to no specific space available for waste disposal, absence of waste disposal system by the City Corporation and absence of community based waste management system. Hence, the project goal, outcomes, outputs and activities are finalized based on the need assessment study. The target group of this project are- vulnerable families of Mymensingh Sadar, Mymensingh Municipality, Jamalpur Sadar and Jamalpur Municipality.

1.2 Project Goal and Outcomes

Goal: Improve quality of living conditions through affordable climate-smart housing technology and WaSH interventions

Outcomes:

1. Enhance of residential environment of HH
2. Enhanced community resilience by constructing community facilities
3. Enhanced community resilience by awareness rising educations

2. BASELINE STUDY DESIGN

2.1 Objectives of the Baseline study

The overall objective of the baseline study is to focus on deeper analysis on the existing situation, level of understanding and problems making it measurable through quantification and qualification of the problems or issues so that those will helpful to measure the progress of the project comparing with the indicators outlined in the project M&E plan or PDM (Project Design Matrix) over the project period.

Some Specific Objectives are-

1. To provide benchmark information and data as per PDM (Project Design Matrix) indicators for measuring project achievements and impact.
2. To assess up-to-date demographic and socio-economic information.
3. To provide in-depth indicative information on the community facilities, Climate SMART-housing situation, and WaSH issues.
4. To assess the community resilience awareness, WaSH and DRR awareness of the slum dwellers.
5. To provide analytical information on the number of civil society/youth/children groups already actively engaged in issues of climate change and WaSH in the slum.
6. To provide specific recommendations that will help to review the project activities.

2.2 Scope and Focus

The Consultant will:

- Find out the benchmark information and data as per PDM (Project Design Matrix) indicators
- Identify the present situation considering project goal and objectives
- Identify the up-to-date demographic and socio-economic information
- Identify the straggle or major hurdle of community related to Housing, climate change and WaSH issues

2.3 Baseline Study Questions

Objective 1: To provide benchmark information and data as per project PDM (Project Design Matrix) indicators for measuring project achievements and impact.

- What are the present situation of the targeted community considering project PDM (Project Design Matrix) indicators?

Objective 2: To assess up-to-date demographic and socio-economic information.

- What are the demographic characteristics of the study area?
- Is there any variation remains in socio-economic condition of the selected communities?

Objective 3: 3. To provide in-depth indicative information on the community facilities, Climate SMART-housing situation, and WaSH issues.

- What are the existing community facilities and their condition?
- What are the housing patterns and ownership in the slum?
- Are the houses constructed by considering climate risk, health, safety and comfort?
- What is the situation of WaSH facilities in the slum?

Objective 4: To assess the community resilience awareness, WaSH and DRR awareness of the slum dwellers

- What is the awareness level of the slum dwellers considering WaSH and DRR?

Objective 5: To provide analytical information on the number of civil society/youth/children groups already actively engaged in issues of climate change and WaSH in the slum.

- What type of organization/group/society working in the targeted project locations in Climate change and WaSH issues?

Objective 6: To provide specific recommendations that will help to review the project activities.

- What recommendations have been identified to further improve project implementation or revisions of the plan/ design?

3. BASELINE STUDY METHODOLOGY

3.1 Methods of conducting the study

Both qualitative and quantitative methods need to be applied for conducting this study. Type of methods and tools will be determined in consultation with designated personnel of HFHI-B.

3.2 Data Collection Methods:

After drafting of the data collection tools, there should have a field test then the tools will be finalized by consulting with designated personnel of HFHI-B. However, both primary and secondary data collection are highly recommended along with Key stakeholder interview (KII) and FDG.

4. BASELINE STUDY WORK PLAN

The Consultant will prepare a work plan that will operationalize and direct Baseline Study. The work plan will describe how the Baseline study is to be carried out, bringing refinements, specificity and elaboration to these terms of reference. It will be approved by HFHI-B designated person and act as the agreement between parties for how it is to be conducted. The Baseline Study work plan will address the following reporting elements:

- Overview of Program/project
- Expectations of Baseline Study
- Roles and Responsibilities
- Methodology
- Framework
- Information Collection and Analysis
- Reporting mechanism
- Work Scheduling

5. BASELINE STUDY REPORT

5.1 Outline of the Report

The Baseline Study report should not be exceeded of 60 pages (Including Annex). Nevertheless, the report should contain the different elements mentioned below. All parts should be clearly distinguished from each other and of sufficient quality.

- i. Cover page
- ii. Table of contents
- iii. Acronyms
- iv. Baseline benchmark at a glance. This will be a matrix presentation as per project logical framework matrix (target indicator Vs baseline status)
- v. An executive summary that can be used as a document in its own right. It should include the major findings and summarize conclusions and recommendations.
- vi. Objectives of the Baseline Study
- vii. The main questions and derived sub-questions.
- viii. A justification of the methods and techniques used (including relevant underlying values and assumptions, theories) with a justification of the selections made (of persons interviewed, villages or activity sites visited).
- ix. A presentation of the findings and the analysis thereof (including unexpected relevant findings). All study questions should be addressed, paying attention to gender issues. The findings should be presented as per Baseline Study objectives. Here, chapter wise presentation should be presented as per Baseline Study objectives.
- x. Recommendation part. In this section recommendations should be clearly related to conclusions but presented separately. Recommendations should be practical and if necessary be divided up for various actors or stakeholders and include guidelines of how they can be implemented
- xi. Conclusions, which will analyze the various study questions. Conclusions will have to be derived from findings and analysis thereof.
- xii. Report annexes. (Data collection tools, Photos, etc.)

The reporting style should be clear and accessible. References to sources used, such as interviews, literature, reports, must be given.

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.

5.2 Baseline Study Report

The production of the Baseline Study report will be the liability of the consultant covering all the aspects as outlined in the ToR. HFHI-B will be responsible for coordinating the exercise. The Baseline Study will be:

- i. Produced in English language and should be simple in expression and easy to understand.
- ii. Maximum of 60 pages including annexes.
- iii. The report format and text should be an A4 paper size and a legible font (e.g. Times New Roman 11, Arial 11 or Cambria 11.)
- iv. The team will be liable to submit at least 03 hard copies and 01 electronic copy (*both Word and PDF formats*) of the report by the agreed deadline.

6. DELIVERABLES

The required outputs of this consultancy will be as follows:

- i. An inception report (maximum 05 pages) outlining the approach/methodology and execution program/timetable. This report shall be submitted for review and approval by HFHI-B two (2) working days after the signature of the contract before commencement of the work.
- ii. Data collection tools which shall be submitted within two (2) working days after the acceptance of the methodology for review and approval by HFHI-B.
- iii. Draft report which shall be submitted within seven (7) working days after completion of the field work and shall be accompanied with the raw data as collected by the data collection tools.
- iv. Conduct a workshop/ findings sharing meeting with the Stakeholders at HFHI-B Dhaka office.
- v. The final report which shall be submitted within three (3) working days after the stakeholders' dissemination workshop/ findings sharing meeting and shall incorporate HFHI-B and stakeholders inputs. The final report will be maximum of 60 pages including short annexes. Moreover, the report format and text should be an A4 paper size and a legible font (e.g. Times New Roman 11, Arial 11 or Cambria 11.) Nevertheless, the consultancy firm will submit at least 03 hard copies (Color Print) and 01 electronic copy (Both Word and PDF formats) and raw database (Excel, SPSS or Access) of the report by the agreed deadline.

7. CONSULTANCY DURATION

Overall Consultancy Period

The entire period of this consultancy will be for thirty (30) days that will include preparation, development of the survey tools, testing and reviewing of the tools, actual field work, and data analysis, dissemination of the key findings to stakeholders and reviewing of the final report.

8. SUBMISSION/COMMENTS TIMING

All the required documents and reports in their draft and final versions shall be submitted to the Senior Manager, 'Program development and M&E' within the specified timing in section 6 of this ToR. The Program Officer-MEAL commits to give written and verbal feedbacks to each of the submitted documents within five working days of receipt.

9. EXPERT PROFILE

The team must be multidisciplinary as the Baseline Study is an opportunity to set the direction of all program components. To do technical assessment, the team should have at one (1) WaSH expert and one (01) Urban Development expert/DRR expert.

At minimum the consultant(s) must possess the following:

- At least a Masters Degree in Social Sciences, Development Studies or Economics, Urban Planning, and Environmental Science.
- 5 years of demonstrated experience in social and community research in urban locations
- Good understanding of the informal settlements with demonstrated practical working experience or research in such environments
- Experience of effective interaction with local national organizations, government departments, and international humanitarian actors
- Conversant with application of cross cutting themes like gender mainstreaming, and gender competence, M&E, Advocacy and child protection to programming
- Proven experience of using participatory rural appraisal (PRA) tools as the means of data collection for Baseline Study
- Skilled and experienced in research in urban areas
- Good spoken and written communication skills in English
- Excellent analytical and report writing skills

10. ADMINISTRATIVE INFORMATION

10.1 Tax and VAT arrangements

HFHI-B will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

10.2 Bid Requirements

Consultants who meet the requirements should submit a maximum of 10 pages expression of interest, which should include the following:

- i. A suitability statement, including commitment to availability for the entire assignment.
- ii. A brief statement of on the proposed study methodology including a detailed work plan.
- iii. A detailed financial proposal, including daily cost as per major activity.
- iv. Updated curriculum vitae of consultant that clearly spell out qualifications and experience.
- v. Contacts of 3 organizations that have recently contracted the consultant to carry out Baseline Study.

10.3 Supervision

The overall supervisor of this assignment will be the Senior Manager, Program Development and M&E Department, HFHI-B.

11. HOW TO APPLY

If you are convinced you meet the above qualifications and requirements, please send to the address below your summarized C.V. (maximum three pages) which should outline your qualifications and relevant experience and a maximum one-page analysis highlighting your understanding of the work and the proposed methodology you will apply in delivering the intended objectives that is inclusive of the financial bid.

Address for Application:

The expression of interest should be submitted to the following address: Procurement Committee, Habitat for Humanity International-Bangladesh, House- 12 (3rd floor), Road- 16/A, Gulshan- 1, Dhaka- 1212 or by email to procurement@habitatbangladesh.org The closing date for submission is on **24 March 2018** by 4.30 pm.