

## Terms of Reference (ToR)

### Baseline study of the project – Actions to Climate Change Ensuring Sustainable Solutions (ACCESS)

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#### 1. About of HELNETAS Swiss Intercooperation

HELNETAS Swiss intercooperation is a development organization anchored in Switzerland. Our vision is a just world in which all men and women determine the course of their lives in dignity and security, using environmental resources in a sustainable manner. The promotion of good governance and gender equality and social equity is an integral part of the overall organizational policy of Helvetas Bangladesh, through which we seek to ensure that our organizational culture and practice reflects our commitment to social change.

HELNETAS Swiss intercooperation is a most experienced and largest development organization in Switzerland. It is active in 30 countries in Africa, Asia, Latin America and Eastern Europe. In Bangladesh, it started work in 1997 and in 2000 registered with NGOAB. The organization implemented a variety of projects with a focus on livelihoods/value chains, enterprise development, migration, skills development, local governance, disaster reduction and climate change. Helvetas vision in three words: “life in dignity”. help to support disadvantaged people and communities in developing countries to determine the course of their own lives and provide help for them to help themselves. Helvetas works in three broad working areas (domains) with goals: Ensuring Basic Rights: Water, Food and Climate (WFC); Strengthening Good Governance: Voice, Inclusion and Cohesion (VIC); Creating New Perspectives: Skills, Jobs and Income (SJI).

Under the Water, Food and Climate (WFC) domain, Helvetas Bangladesh focuses on themes like Adaptation and Disaster Risk Management, Climate Justice and Governance and Inclusive Water Access. Helvetas Bangladesh successfully implemented various projects under the WFC Domain including Panii Jibon (Water is Life) project in Southwest part of Bangladesh.

#### 2. Project description:

Learning lessons from Panii Jibon (Water is Life) project (2015-2023) and Recovery in Dignity project implemented by Helvetas Bangladesh respectively in southwest and northwest part of Bangladesh, “Actions to Climate Change Ensuring Sustainable Solutions (ACCESS)” has been designed to continue the actions to get a comprehensive picture of reducing climate vulnerability, also addressing DRR perspectives. The project works in three main fields: 1) Climate Change Adaptation and Disaster Risk Management, 2) Climate Justice and Governance and 3) Inclusive Water Access.

Under “**Climate Change Adaptation and Disaster Risk Management**”, the project works in three entry points: Resilient Livelihoods, Climate-Induced Migration and Disaster Risk Management. To ensure resilient livelihood, communities are supported through capacity transfer and the adoption of climate-smart agriculture technologies and practices in crops, fisheries, livestock, and poultry. The producer groups are encouraged to form cooperatives to gain better access to credit from micro-finance organizations, banks, and public services departments. The project engages with the private sector by strengthening the role of local service providers in assisting producer groups and develops connections between local farmers and different line departments for input and technical support and capacity building. To address the complexity of climate-induced migration, the project works with communities, local governments, and

intermediaries, both at the place of origin and destination of the migration flow. At community level, local awareness on migration risks and opportunities with a special focus on migrants' rights are build. In collaboration with the local government, the information hub at union level works to promote the information provision and bridges the migrants, intermediaries and service providers. The project also focuses on non-migrants and potential migrants by developing their alternative livelihood skills. The project supports the communities to actively reduce disaster risks by rehabilitating key infrastructures, making shelters more accessible for people with disabilities, and applying nature-based solutions. The interventions support communities in assessing climate-related risks and action planning, ensuring the involvement of the most affected people. To conduct these action plans, the capacities of local authorities and communities are strengthened. According to SOD, disaster management structures are reformed and activated at the ward and union levels.

Under “Climate Justice and Governance”, the project works through the entry points: loss and damage, climate finance, and climate governance. To address the devastating experience of loss and damage, the project directly works with communities by rebuilding livelihoods and infrastructure, reskilling for alternative livelihoods, and planned and informed migration.

Under “Inclusive Water Access”, the project works on access to inclusive WASH and water resource management. To ensure access to climate-resilient and inclusive WASH, the project works with the communities and local authorities following a three-pronged approach of People, Technology, and System. At the community level, the local enterprises are capacitated and promoted so they can offer adaptation technologies also providing employment opportunities, especially for women. To encourage and enhance space for research and innovation opportunities, the project works with government departments, and innovates new technologies responding to the changing climate context. In case of working on public water resource management, the community is supported to improve their access to public funds for WASH investments. The project supports the local community-based organizations through strengthening their capacity to ensure access to public resources, and water bodies ensuring their livelihood as well.

### Project locations

Moreover, ACCESS project has been implementing in southwest (covering Khulna and Bagerhat districts) and northwest part (Kurigram) of Bangladesh. Project has covered total disaster and climate change vulnerable 5 upazilas in three districts. The project will be implemented over a period of four years (2024-2027) partnering with local NGO, in collaboration with the government, civil society, and private sector partners.

Working areas of the ACCESS project are Paikgachha and Koyra Upazilas in Khulna district and Morrelganj Upazila in Bagerhat district. In Khulna and Bagerhat, the project will cover 16 unions in 3 Upazilas reaching an estimated 95000 direct beneficiaries. In Kurigram, the project will cover 06 unions in two upazilas (sub-districts), reaching an estimated 5000 direct beneficiaries. Including indirect beneficiaries, the overall target is around 4,95,000. Project will cover following unions under different districts.

District	Bagerhat	Khulna		Kurigram	
Upazila	Morelganj	Pikegasa	Koira	Ulipur	Kurigram Sadar

<b>Union</b>	Nishanbaria	Kapilmuni	Koira sadar	Pandul	Bhogdanga
	Khauriya	Gadaipur	Moharaj	Burabari	Halkhana
	Morelganj Sadar	Goroikhali	Amadi	Durgapur	Belgacha
	Bahrbonia	Raduli	Bagali		Kanthalbari
	Baroikhali				
	Geodhara				
	Panchakarana				
	Puti khali				
	Balibunya				

### 3. Project Broader Goal

The overall objective of this project is to build resilience and increase well-being in the face of growing climate change impacts on socially disadvantaged communities, particularly vulnerable women and youths in the disaster-prone areas of southwest and northwest Bangladesh. To strengthen the resilience and improve disadvantaged communities' well-being in this disaster-prone area, ACCESS project will address a set of interrelated and catalytic entry points (Water/WaSH, Food, Livelihood/DRR and Migration), which will enhance the absorptive, adaptive, and transformative capacities of about 4,95,000 people, particularly vulnerable women, youths, and person with disability.

### 4. Project Outcomes

Considering all the interrelated interventions and the essence of the project, the following four outcomes are articulated:

1. **Communities ensure climate-resilient livelihood with the adaptive and transformative capacity to reduce potential future risk.**
2. **Communities have influence on governance structure for just climate actions and finance at local level.**
3. **Communities are capacitated to cope with drinking water crisis and its multipurpose use in livelihood opportunities.**
4. **Policymakers and practitioners are better influenced for knowledge-based actions and decision making to respond to climate crisis.**

### 5. Purpose of the Baseline

The baseline's overall goal is to determine the baseline condition in relation to the outcome of the project. The purpose of this baseline research is to assist the project in setting targets for outcomes and outputs level indicators that will be used to track the progress of the project throughout the course of the intervention period. Consequently, the baseline research will serve as a benchmark against which the project's development may be measured.

In consort with establishing a baseline status for the set indicators, the study seeks to address the following questions: whether the sources of information and methods of verification indicated in the Project LogFrame are well positioned to meet information requirements for the respective indicators, provide evidence of change, and track those. Furthermore, as a monitoring tool, it enables possible project adaptations. Finally, it enables the establishment of tighter links between monitoring and evaluation.

### **Specific objectives of baseline study**

1. To identify the baseline value of each indicator under different outcomes and outputs
2. To understand the relevance, possible effectiveness and efficiency, future impact, and sustainability of proposed project activities, considering the needs and problems of community people, to achieve the overall objective of project.
3. To understand the possible challenges, risks, and opportunities of implementing proposed project activities in southwest and northwest context in Bangladesh
4. To understand the stakeholder engagement and interests, and advocacy scopes at international, national and regional levels
5. To provide actionable, practical and contextual recommendations on project design and implementation of proposed project activities.

### **6. Intended Users of Baseline and Key Stakeholders Involved**

The results from the Baseline will be used by the Country Management team, the project team, the staffs of partner organizations, and funding agencies. The baseline will be used to establish objectives, monitor the progress of the project, and perform comparison analysis with the end-of-project status. Additionally, it will support in the generation of evidence for climate change and disaster resilience policy advocacy.

### **7. Methodological Guideline**

The consultant/consulting firm is expected to design a suitable methodological framework to accomplish all of the baseline study's goals. The methodology should use a combination of qualitative and quantitative data collection techniques and can be accompanied by set of innovative but practical methods. The sampling strategy and process should be statistically sound, and gender, age and geographically representative. Likewise, detailed data analysis process should be portrayed in the proposal. Appropriate triangulation strategies for the data gathered are anticipated to be included in the suggested approach. Overall, consultants/consultancy firm are flexible to propose any better methodological and conceptual frameworks with proper utilization and justification, to achieve the baseline study objectives. The methodological approach and study tools are anticipated to be modified and finalized in collaboration with HELVETAS Bangladesh prior to the commencement of field tasks.

#### **Scope of Work**

The assignment will ideally include, but not be limited to, the following items:

- Develop suitable methodologies and tools to collect information in accordance with all the study's goals and to ensure that the information is accurate.
- Employ competent enumerators in the project and train them in data collection and quality control with the assistance of HELVETAS Bangladesh and the project team.
- Examination of supporting paperwork, as well as secondary analysis of relevant data already accessible at the national and municipal levels, will be carried out.
- Organizing and analysing data in terms of coding and software input as well as cleaning, transcribing, and analysis in accordance with study topics and variables outlined in the objectives.

- Provide specific and actionable programmatic recommendations for project implementation, knowledge management and advocacy.
- Prepare a draft and forward it to HELNETAS Bangladesh for approval.
- Present study results to project and HELNETAS Bangladesh personnel in order to get comments on the draft report.
- Generate a final report in acceptable English that incorporates the comments received on the draft report.
- Share a one/ two pager study brief adopting Helvetas communication and branding guideline.

## 8. Expected Competency

Expected competency of the consultant/consulting firm includes:

- Consultancy firm/consultants should have over 8 years of experience in conducting baseline study, technical assessment, feasibility study and end-line evaluation of development projects in Bangladesh and South Asia.
- The consultancy firm/consultants should have prior expertise in conducting similar studies/research in southwest and northwest in Bangladesh.
- The consultancy firm/consultants should have proven expertise in conducting large-scale baseline surveys and nation-wide studies.
- Consultants should have thematic expertise in climate change, DRR, WASH, FSL and migration, gender, among others.
- Consultants should have an academic background in environment and geography, climate change, civil engineering, development studies, sociology, and other relevant subjects.
- PhD in relevant subject matter and publications in thematic issues will be value adding.
- Experience in conducting training and supervising survey managers, survey enumerators and data entry operators to gather and input data according to high quality standards.
- Consultants should have outstanding writing, verbal, and presenting abilities in both English and Bangla.
- Consultants should have outstanding skills in communication, design and branding.
- Ability and flexibility to collaborate with HELNETAS Bangladesh, as well as incorporate input as needed.

## 9. Deliverables and Timeframe

The contract will last 60 calendar days after the agreement is signed. HELNETAS Bangladesh will examine and endorse the methodology and work plan. Follow-up consultations between the contractual consultant/consulting firms and HELNETAS Bangladesh will be held on a regular basis.

### 10.1 The following deliverables must be produced by the consultant/consulting firm:

- **Inception report:** Final themes and criteria for an in-depth study, appropriate methodology, sampling technique, work-plan, and tools will all be included in the report.

- **Result matrix:** A result matrix containing the value of all indicators under each output and outcome.
- **First Draft report:** The report should include thorough results, a well-balanced quantitative and qualitative analysis, and indicators for outcome and outputs. The report's expected structure is shown below. The report should not be more than 40 pages in length (excluding annex).
- **Second draft report:** Based on the feedback received on first draft of report.
- **Presentation of findings to project team and relevant staff members:** A presentation on the methodology, main findings, and analysis should be presented. It should also make suggestions based on the findings.
- **Final report:** The report will be finalized based on the feedback obtained for the draft report and during the presentation. It should be written in a grammatically correct manner. To guarantee quality, the consultant/consultancy agency should provide proofreading if necessary. All field notes, data copies (soft or hard) and any pertinent items should be returned.

The report should have the following structure:

- Title page
- Acknowledgments
- Executive summary
- List of acronyms
- Table of contents and lists of figures and tables.
- Introduction and Background
- Brief methodology, sample distribution and GIS map
- Findings, discussion, and analysis (it should be organised as per project output and outcome considering the specific objectives of baseline study)
- Recommendations (Very specific, actionable, and practical recommendations on project design and implementation)
- Conclusions
- References
- Annexes (Summary of result matrix, detailed methodology, study tools, sample distribution and interview (KII, FGDs, IDI etc.) participant lists, link to folder of transcripts, recording, qualitative data summary sheet, raw and cleaned dataset, crosstabs etc).

## 10.2 Table of Deliverables and Timelines

Activity	Time	Days of Work	Responsible
Advertising ToR	4 April 2024	1 day	Admin of HELNETAS Bangladesh
<b>Pre-bid meeting (online)</b>	April 16, 3:00 Pm	N/A	Project team
Deadline for submitting proposal	22 April 2024	12 Days	Consultant(s)
<b>Interview</b>	24 April 2024	N/A	
Selection of successful consultant/ consulting firm and contract signing	25 April 2024	7 Days	Project Team
Inception Call/ Inception Workshop	29 April 2024	1 day	Project Team



Activity	Time	Days of Work	Responsible
Submission of draft Inception Report and data collection tools	7 May 2024	5 days	Consultant(s)
<b>Providing feedback in inception reports and tools</b>	8-9 May 2024	2 days	Project team
Preparations for Data Collection (testing tools, translation of tools, mobilization of respondents, training of enumerators, ethical or government approval for data collection (where applicable))	12-13 May 2024	2 days	Consultant(s)
Data Collection	14-23 May 2024	10 days	Consultant (s)
<b>Data Analysis and submission of result matrix, including all raw data, cleaned data, and crosstabs.</b>	30 May 2024	5 days	Consultant (s)
Submission of draft report including transcripts	16 June 2024	13 days	Consultant (s)
Providing feedback on the draft report	20 June 2024	4 days	Project team
<b>Incorporation of feedback and submission of second draft report</b>	26 June 2024	4 days	Consultant
Validation workshop (in-person)	27 June 2024	1 Day	Consultant
Submission of Final Report including 2 pager infographic of study findings	30 June 2024	3 days	Consultant

## 10. Budget & Payment

Payment will be made through account payee cheque or bank transfer upon successfully receiving the products with invoices. VAT (15%) and Tax (10%) will be deducted at source as per government rules and regulations.

The payment will be made in three instalments:

Instalments	Percentage	Timeline
First instalment	20%	Upon the finalization of inception report and study tools
Second instalment	20%	After receiving the result matrix
Third instalment	30%	After receiving the second draft report
Final instalment	30%	Upon finalization of the final report and receiving all deliverables

## 11. Selection Criteria

Criteria	Score
<b>Technical proposal:</b> Understanding the ToR, proposed conceptual framework, study methodologies and tools, data quality management (DQM) mechanism, quality assurance mechanism for each deliverable, ethical and safeguarding strategies, GESI strategies, workplan, among others	40
<b>Experience and expertise of consultant/ consultancy firm:</b>	20

<ul style="list-style-type: none"> <li>• Experience in conducting baseline study, technical assessment, feasibility study and end-line evaluation of development projects in Bangladesh and South Asia.</li> <li>• Experience in conducting large-scale surveys and nation-wide studies.</li> <li>• Experience in largescale database management, analysis and interpretation.</li> <li>• Thematic expertise and experience in Climate change, DRR, FSL, WASH, migration, governance among others.</li> <li>• Writing and verbal communication skills in both English and Bangla.</li> <li>• Designing, formatting, branding and communication skill.</li> </ul>	
<b>Team composition and profile of consultant and firm: CVs of lead consultant and other key team members</b>	20
Costs – value for the assignment with justification	20
<b>Total</b>	<b>100</b>

## 12. General Terms and Conditions

- The selected consultant/consulting firm should implement the work in coordination with the focal person of HELVETAS Bangladesh. The consultant should prior inform the focal person on the schedule/programme to implement the assigned task.
- HELVETAS Bangladesh reserves the right to accept or reject any proposal without giving and verbal and/or written rationale.
- HELVETAS or its representatives reserve the right to monitor the quality and progress of the work during the assignment.
- All reports and documents prepared during the assignment will be treated as intellectual property HELVETAS.
- The final evaluation report shall ensure donor (CJRF & HIS) visibility where it is applicable.
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of HELVETAS Bangladesh.

## 13. Preparation of Proposal

Interested consultants/firms are requested to send their proposal within mentioned deadline following the content/ process:

a) A brief **Technical Proposal** that contains -

- Cover page with contact details of the applicant (1 page maximum)
- Table of content (1 page)
- Introduction and understanding of the assignment (maximum 1 page)
- Description of relevant thematic and skill related experience and expertise of the firm/consultants for the mandate (maximum 2 pages)
- Methodology (including proposed work plan, sample frame, tools & methodology and approach, timeline of each level of tasks (maximum 5 pages)
- Brief CVs (in the main proposal) of key members, and team composition highlighting research experience and thematic competency area relevant to the study (maximum 2 pages)



b) **Financial proposal** (with necessary breakdown) will be sequential to technical proposal that contain detailed budget (financial part) for the study which must be inclusive of VAT. This should include detailed expenses for consultants, data collecting and administrative expenditures, and so forth. (Note: Unless there is proof of exemption, payment of a consultation fee is subject to withholding tax) (maximum 2 pages). The financial proposal should clearly define an item-by-item description of the assignment's costs, as well as a thorough breakdown. Income tax should not be included as a distinct line item in the budget; it may be combined with other expenses because it is deducted at source. However, according to government regulations, VAT can be stated in the budget. In accordance with the requirements of the GoB the organization deducts VAT and tax at their source and deposits that amount to the treasury. The consulting company must give a reasonable budget, in line with the technical plan.

- Other relevant documents like company profile, legal documents (VAT registration certificate, TIN Certificate, Company registration certificate etc) can be provided as annex in the proposal.

**C) Sample report:** Consultants and consultancy firms are requested to submit a relevant sample report along with technical and financial proposal

#### **14. Submission of Proposal**

The application/proposal should be written in Arial font with a font size of 11 in English. Consultants/firms interested in participating should send their technical and financial proposals to [recruitmentbd@helvetas.org](mailto:recruitmentbd@helvetas.org). In the subject line, type “**ACCESS Project Baseline Study Consultancy.**” Proposals must be submitted by **22 April 2021**. Only electronic entries will be considered. Technical and financial documents should be combined into a single zip folder with a cover letter. Proposals must be submitted in Adobe Acrobat PDF format.

A short **online pre-bid meeting** will be held on **16 April** to share the project overview and expectations on the baseline study. Interested consultancy firm is requested to send an email to the following address for a meeting invitation [sharmin.sultana@helvetas.org](mailto:sharmin.sultana@helvetas.org).

#### **15. Ethical Considerations**

There shall be nothing in the assignment that may be considered legally or medically detrimental to responders. No one should be compelled to participate in the study, and all participants should understand the aim of the study and how the data collected will be used. Participants above the age of 18 should sign consent papers, while participants under the age of 18 should have their guardian or parents sign them. The confidentiality of the data should be preserved, and the names of the responders should not be published in the report.

#### **16. Bindings**

All documents, materials, and data generated during the study are the property of HELNETAS Bangladesh and are not to be shared with the public. Before the final payment, the hired consultant/consultant company will provide all original papers, materials, and data to HELNETAS Bangladesh's country office.

#### **17. Negotiations**

HELNETAS Bangladesh may enter into negotiations with one or more consultants/consulting firms for ultimate selection after the proposal has been assessed. HELNETAS Bangladesh shall ask the consultant/consulting company whose proposal obtained the second highest score to

negotiate a contract if discussions fail. If no agreement is reached on any of the invited ideas, new Requests for Proposals (bidding documents) will be issued.

### **18. Award of contract**

Within the one week of interview, contract will be awarded to selected consultant/firm. Within the 2 working days of signing the contract, the consultancy firm anticipated to start the assignment.