

TERMS OF REFERENCES

Assess community capacity on resilience against impacts of climate change and identify actions to address future challenges

1. Introduction:

Global literature on climate change and development suggest that Bangladesh is one of the most vulnerable countries under potential threat to climate change. Scientists have documented multiple manifestations of climate variability/ change in different hydro geo physical areas of Bangladesh. Drought, Flood, Cyclone and Water surge, Water logging, Erosion, Sea level rise, increasing Salinity, changing patterns in Rainfall are few among them. Given the challenges of potential climate change (and climate variability in recent times), and also owing to increasing vulnerability to extreme weather events, the Oxfam Great Britain (OGB) National Change Strategy developed programmatic approach through enhanced right to participation and promoting leadership, economic empowerment and resilience against shocks/ hazards within an accountable governance framework, while addressing the regenerating socio economic process of inequality and discrimination. The **Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (hereafter known as REE-CALL) project** is intervening to build the resilient communities in disaster prone Northern char, Haor and Southern Coastal communities linked with the urban disaster since 2011. The selected project locations are in rural area highly exposed to extreme weather event/disaster in three Agro-Ecological Zones (northern river island, haor & south coastal). This project has been implementing in 14 Districts through partnering with 15 local organization across those Ecological Objective of commissioning this study are to assess community capacity on resilience against impacts of climate change and identify actions to address future challenges .

2. Rationale & study objectives

One of the major intended component/result of the REE-CALL project is to enhancing community's capacity to anticipate, respond, reduce vulnerability and take necessary measures against all hazards of the impacts of climate change. In such context, the project ensures both hard and software supports along with establishing a mechanism to capture learning on DRR and CCA to equipped the targeted communities. Overtime, community has been introduced several positive results through the interventions and simultaneously they have also been faced number of negative impacts. Given that, implementing partners/community have also been taking numbers of new initiatives to combat or reduce its adverse impacts through translating their valuable learning into action. The project has been passing four years its intervention so that Oxfam is willing to documenting those learning, challenges, and innovations. Oxfam also interested to justifying the other interventions available and practiced by the community to have an empirical information source in this regard. This assignment will be done by an external personnel or team having relevant experience and expertise.

This study will help Oxfam to understand following issue but not limited to:

- Find out the major climate variables interfering lives & livelihood in mentioned three agro ecological zones (3)
- Analyse the effectiveness of local level interventions in terms of improving community resilience against climate change & disaster at local context
- Find out community mechanism of adaptation to climate change including good practices considering existing and predicted challenges
- Find out the role of the implementing organisations including national and local government, development agencies and civil society

3. Scope of Work

- Find out the impacts of climate change over targeted communities
- Emerging challenges of climate change and its adaptation technology or know how
- Discussion with Oxfam team and partner staff members and community to understand the REE-CALL project objectives
- Collect the necessary information from the community regarding soft and hardware activities, knowledge transfer mechanism, community awareness, community based initiatives.
- Analysis about community resilience and community based adaptation practices in the locality and draw an effectiveness comparison
- Discuss with project beneficiaries, relevant stakeholders both at field and central level

- Identifying the GO-NGO initiatives in regards to reduce climate vulnerability
- Analyse REE-CALL and other community intervention(s) how it works or impacts to reducing community sufferings related to DRR and CCA
- Outlined the propose recommendations to way forward

4. Key Responsibilities of the Consultant

- Review relevant documents received from Oxfam and also consulted other relevant documents
- Consult with Oxfam and partner staff to understand project design, implementation process and other relevant information
- Review documents related to government economic opportunities particularly designed for women, vulnerable and marginalized
- Field visit in selected locations to understand the project nature, understand the capacity of the community based organizations and staff members
- Document current status, key success & challenges including constrain and devising way forward recommendations.

Oxfam will facilitate and support the consultant for the work while required. These include:

- Provide relevant project documents
- Communicate with respective partner organizations and share the field engagement plan
- Share the secondary information/data/documents related to the assignment
- Provide necessary feedback/comments on proposed tools, plan and methodology
- Provide feedback on enumerators' orientation plan (if involved for FGDs and KII)
- Regular monitoring on progress of study
- Feedback on draft report.

5. Timeline & location

- The study will take place during August & September 2015 and consultancy period would be max. 30days including preparation, local travel, data collection and final report writing
- The study location will be selected UZ of Patuakahli, Netrokona & Gaibandhada but location may changeable based on discussion.

6. Deliverable

- An inception report including methodology, information collection plan, reporting outline and time table within five days of commencing study work
- A draft evaluation report including key findings and recommendations for comments to Oxfam.
- The report must include an executive summary (covering the key issues and findings maximum 3 pages excluding annexes), main body with recommendations of maximum 25-30pages
- The Final report should be submitted within 5 days after receiving comments. Additionally the consultant will submit Bangla script of executive summary of the report (max. 3 pages) and deck of max. 15-20 slide in PowerPoint along with final report.

7. Evaluation

In response to the invitation, the individual consultant/consulting firm will have to submit a Technical and Financial proposal as per this 'Terms of Reference'. The total scoring points for both the evaluations will be **100**. A cumulative analysis weighted-scoring method will be applied to evaluate the firm. 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, and;
- Having received the highest score out of a pre-determined set of weighted.

Criteria	Weight
Technical	80
1. Expertise of the firm/organization	
Understanding of the ToR	10
Experience in conducting large-scale relevant studies	15

2. Methodology	
Appropriateness of methodology in response of the indicators	10
Quality assurance	10
Data Management	10
3. Management structure and qualifications of key personnel	
Team composition	10
Data analyst	
Experience analyzing large datasets	15
Financial	20
Total	100

8. Required Skills and Competencies

It is recommended that an individual consultant/ small team of experts with diverse background in the field of economic empowerment, income generation project and overall livelihood should be employed for carrying out this task.

- Sound and proven experiences in similar assignments (at least 2/3)
- Consultant/ team must have significant knowledge and understanding around community development approaches, disaster management & climate adaptation, resilience livelihood, income generation and empowerment.

Guideline of proposal submission

The proposal/expression of interest (duly signed) should comprise with the following sections and given page limit along with sample write up of maximum 2 pages and copy of any similar work. Proposal will be accepted preferably in soft copy form (signed scanned copy) by mentioning subject line “**Consultancy on Asses community capacity on resilience and action for future**” by 8 August, 2015.

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	1 Page
Table of Content	1 Page
Understanding of the Assignment (Not just copy and paste from the ToR content)	2 Page
Proposed Methodology	2 Pages
Work Schedule	1 page
Team composition along with its rationale/role and CVs	2 pages
Any other relevant information (if required only)	1 pages
Financial Proposal	
Budget detailing out	
<ul style="list-style-type: none"> • Consultancy days and fees (days should be mentioned for key member of the team) • Travel and accommodation • Any other expenditure (please mention nature of expenditure) • 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax). • Total amount 	

How to apply

The individual/firm must submit the following documents along with Technical & Financial Proposal (including VAT/TAX): The financial proposal should include 15% VAT ONLY. Oxfam will deduct 10% Income Tax at source from the agreed consultancy amount.

For Consultancy Firm

- Maximum 2 page Firm profile highlighting related assignment completed with client name, contract person and mobile number
- Lead Consultant's (who will lead the assignment) Maximum 2 page CV highlighting related assignment completed, role in of the completed assignment
- 'Other Team members' (who will involve 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 mobile number along with detailed CV

TIN certificate and any other relevant document (if necessary)

Application Instruction:

We invite a proposal from interested individual/ firm to undertake this assignment.

Please refer detailed TOR for this assignment and submit your letter of interest at amahal@oxfam.org.uk by **8 August 2015**.