

TERMS OF REFERENCES

Assess current status and constraints of rights and entitlements situation of marginalized and poor communities in selected remote locations of Bangladesh

1. Introduction

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. The REE-CALL has been implementing in selected locations are highly exposed to extreme weather event or natural disaster since 2011. Project location are at 14 districts within three agro ecological zones likewise river island, wetland and coastal being implementing through local implementing organizations. The aim of REE-CALL is to develop leadership through economic empowerment, disaster risk reduction and climate change adaptation, establishing rights and entitlements into public essential services so that community become resilience to thrive against all climatic and non-climatic shocks. Inclusive Community Based Organization-CBO is the main hub to steer all development interventions of the project.

2. Rational and specific objectives of the study

One of the major interventions thrust in REE-CALL project is to promote rights & entitlements of poor and marginal peoples in line with constitutional provisions, legal and policy framework and provision. Being in to this, the project mobilized to form Community Based Organization (CBO) as collective social platform use to create common understanding & awareness on rights and entitlement for access to resources & services and emerging as right holder entity at local level. In order to bring greater coherence and cohesion within community through formation of CBO alliance, Resilience Action Groups, inclusion in local decision making process, building leadership capacity, governance performance monitoring etc. put in action as endeavour to enjoy citizen's rights & entitlements. Over the period, the project achievements reached a substantive level and many good practice with local champions identified who contributed in overall project goal. The major objective of commissioning this study to assess progress & challenges of promoting rights & entitlements of poor marginalized community in selected project locations and identify actions to address the challenges given opportunity of Oxfam work in Bangladesh.

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

- Find out major aspects of peoples' rights and entitlements in context of state and government commitments
- Explore extent & effective involvement of poor people's into local power structures and its impacts on their lives in disaster affected locations
- Explore existing opportunities and challenges for poor people to enjoy rights and entitlement as citizen of Bangladesh
- Identify expected roles & action of respective stakeholders including national and local government, development agencies and CSOs.

3. Scope of Work

- Discussion with Oxfam team and partner staff members to understand the project objectives and the role, status of different IGA and different economic empowerment activities within REE-CALL project
- Compiled the rights and entitlements options and scopes of the respective community from the existing policy, plan and intervention documents.
- Assess the state of rights and entitlement context currently practiced and followed in the community.
- Discuss with project beneficiaries, relevant stakeholders both at field and central level for the above mentioned information.
- Propose recommendations to way forward along with a strategic directions for further interventions

4. Key Responsibilities of the Consultant

- Review relevant documents received from Oxfam and also consulted relevant documents
- Consult with Oxfam and partner staff to understand the designed project framework, implementation process, approaches and relevant information
- Review the documents related to government economic opportunities particularly designed for women, vulnerable and marginalized groups
- Field visit in selected locations to understand the project nature, understand the capacity of the community based organizations and staff members

- Documenting the current status, key success and challenges including constrain and devising recommendations to way forward.

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 maximum 30 days including preparation, local travel, data collection, draft submission, incorporating the feedbacks and final report writing
- The study location will be selected Upazillas of Pirojpur, Kishorgonj & Nilphamari 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 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 25-30 pages
- The Final report should be submitted within 5 days after receiving the 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 power point 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, 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 Assess current status and constraints of rights and entitlements situation of marginalized and poor communities**” 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**.