

TERMS OF REFERENCE FOR BASELINE OF PROJECT DIRECT

1. Background of the project

Bangladesh is one of the most vulnerable countries to climate change, according to the Intergovernmental Panel on Climate Change (IPCC) fourth assessment report, 2007. And, this vulnerability to climate change can be exacerbated by the presence of other stressors (IPCC, 2007). Therefore, adaptation is the immediate necessary step for climate changes in Bangladesh. Around 30 million people will need to either relocate or drastically change their lives and livelihoods within the next three decades to five decades in order to adapt to the combined effects of poverty, climate change and poor policy decisions, which include increasing frequency and severity of disasters, rising sea levels, worsening flooding and water logging, increasing challenges to agriculture, salinity and rising levels of unsustainable debt. The long-term resilience and adaptation strategies are yet to get priorities with government policies.

Oxfam in Bangladesh has been implementing Resilience through Economic Empowerment Climate Adaptation Leadership and Learning (REE-CALL) programme since 2010 and the first phase is to be completed by March 2017 with some unique achievements. Meanwhile the project got the flagship status for its special traits of Water, Work, Women and Inequality. This project would further its endeavors till 2021 while building upon the achievements. There are a number of tremendous works and models developed under resilient WASH component of the project recognized by the government and international forum. Number of adaptive and diversified livelihood options increased economic empowerment of the vulnerable women and men in the working areas. In spite of many significant achievements, there remain challenges in relation to water, sanitation, work and employment for the geographical areas, demand and supply chain, social and cultural norms, finance and technological innovations. Frequent disasters and adverse effect of climate change are causing huge problems to establish access to safe water, sanitation and hygiene and sustainable livelihood options and works in sustainable manner.

Bangladesh has started 'Journey to Zero' but 'The quality of sanitation coverage is an emerging area of concern with more than 40 percent of all latrines classified as "unimproved". Drinking water access is widespread, but half of the drinking water consumed fails to meet water safety standards'¹. 41.7% of households are collecting water with E. coli (Escherichia coli) risk which is 61.7% at household level drinking water². Introducing to 'improved water, sanitation and hygiene' in line with 'sustainable development goal' for the target people, local entrepreneurs, sector actors and government will be the first step while demonstration of the technology will influence for the coverage at scale.

While the water and sanitation facilities in Bangladesh have always been remained as a challenge due to the recurrent and intensifying impacts of disaster and climate change, in the south-western coastal region of the country, the situation is particularly very challenging as safe drinking water scarcity is acute. Salinity has been the single most significant problem in south-west areas in terms of major hydro-geophysical and social problem.

The gendered implications of such phenomena are very critical: the adolescent girls and women suffer from ill health due to mismanagement of menstrual hygiene. Moreover, they invest significant time in transporting safe water for consumption irrespective of long distances.

Oxfam has been implementing WASH programs in Bangladesh since the early 70s. Oxfam's value addition lies within leadership development and reduce gender based inequality for accessing WASH services for women through various community mobilization and advocacy initiatives. It focuses on innovation and promotion of resilient and inclusive WASH facilities to ensure access during disaster, resource mobilization to achieve 100% sanitation coverage, increased access to personal hygiene, improved awareness and practice of hygiene and improved local WASH governance through activation of WATSAN committees at different levels. It will be contributing through market based approach addressing issues of technical innovations, demand and supply chain, social norms & practices and finance. Promotion of local enterprises (Sanitation centre) for women and engaging them with government financing system will be emphasized with a special focus on whole sanitation cycle including fecal sludge management. 'Water' needs appropriate technologies and sustainable mechanism by the community itself to ensure quality till the end use or consumption. It will be promoting 'Community based enterprise' to ensure quality safe water supply at doorstep for the community built on its successful interventions 'Solar operated pond sand filter'³

2. Project Goal

Women and adolescent girls in rural Bangladesh will enjoy access to safe water, improved sanitation and decent work through reducing gender related WASH and work inequality.

¹ <http://www.worldbank.org/en/results/2016/10/07/bangladesh-improving-water-supply-and-sanitation>

² http://www.unicef.org/bangladesh/MICS_Final_21062015

³ <http://oxfamblogs.org/bangladesh/drinking-water/>

3. Project Outcomes

- Developed community leadership of 744 committee members including 456 women and 40 local committees to increase community resilience through WASH initiatives and to influence better services from duty bearers.
- Improved and direct access to water, sanitation and hygiene services and facilities for at least 6,340 community members, including 3,290 women, through small scale model interventions and related advocacy for scaling up.
- Improved and diversified livelihood for at least 1500 community members, including members of women WASH platform, through WASH entrepreneurship development, supporting IGA and influencing market actors.

4. Rationale and purpose of the baseline

The project will start with support of Oxfam GB fund from April 2017 for three years and will end in March 2020. Referring to M&E plan of the project, the baseline study for the project will conduct at inception period where some specific data need to collect against each indicator. The baseline survey will be both quantitative and qualitative though in line with indicator of log frame.

5. Specific objectives and key issues to cover in the baseline

- To conduct a baseline survey of targeted areas of Project Direct under REE-CALL programme for 8 wards of 4 unions in 4 Upazila of 4 districts (Satkhira, Chittagong, Gaibandha and Sirajgonj), where approx direct total HH size is 6700.
- To gather quantitative and qualitative data and analysis to measure key performance indicators and impact level of the project
- To do a detail market research for community based enterprise and Sanimart (village sanitation centre)
- To prepare final report for baseline survey

The expected output of the baseline survey would be:

Report will contain quantitative data and qualitative analysis of the following areas:

- Demographic characteristics
- Contextual analysis
- Occupations
- Economic characteristics, economic analysis and income
- Livelihood options, income status of target population
- Household level data
- Situation about formal and informal markets in sanitation
- Market needs and demands
- Financial capacity and interest of the community for technologies
- Linkage networking, market linkages
- Entitlements (access to basic services)
- Local power relation and social stratification
- The status of women and gender based social, cultural and economic discrimination
- Impact of climate change
- Status of existing community based organisations (CBOs) in terms of leadership, governance, influencing capacity in mobilization of local resources
- Situation of getting linked up and participation in local power structure and social stratification
- Situation of women and gender based social, cultural and economic discrimination, and inequality, social beliefs and practices
- Care work analysis at HH level
- Household level food security /availability situation (considering seasonality).
- The extent to how the project will address disability and ensured accessibility of the person with disability into the mainstream.

6. Scope of the baseline survey and approach and methods, establishing the basic methodological requirements

The baseline will focus on the following project areas and the issues related to:

- Relevance, efficiency, impact, sustainability, timeliness of implementation etc.

Methodology

The baseline team will require developing detailed plan in consultation with Oxfam & partners (if necessary) during the review and before undertaking field visits. Primarily this assignment will require some desk review of relevant project documents, previous periodical program reports, publications, visit project locations, interview with community group and key project stakeholders (CBO, WWP, USTF, WSTF, Child group, Water and Sanitation Management Committee, DPHE, Union Parishad, Teachers, Students), existing actors in supply chain for water and sanitation (including sanitation centre, TW mechanic, sweeper, Retailer and distributor of WASH materials, local community and public places), other online & offline data sources for gathering information related project. The baseline team will require few interviews with Oxfam and its implementing partners for compilation of information. During data analysis and report writing, the baseline team will use both qualitative and quantitative data and expected to exercise triangulation of findings for making conclusive of findings.

7. Evaluation team: qualifications and skills needed, plan for organizing the evaluation team

- Experience in leading similar review/ evaluation/baseline of rural projects/ program with demonstrated skills in Bangladesh.
- Experience in doing market research
- Strong skill and expertise on participatory methods, DRR, Gender, WASH and Social development in rural context
- Strong analytical skills
- Excellent interpersonal communication skills
- Excellent English drafting and communication skills

8. Schedule, logistics and deliverables.

- An inception report including methodology, information collection plan, reporting outline and time table within five (05) days of commencing review work
- A draft baseline report and market research report including key findings and recommendations for comments
- The report must include an executive summary (covering the key issues and findings maximum 3 pages excluding annexes), main body.
- Oxfam will provide written comments and feedback on the draft report within 10 working days after submission of draft report
- Final report should be submitted within 5 working days after receiving comments from Oxfam

Indicative time frame

Activity	Time frame
Initial meeting, document review and inception report	05 working days
Field visit to project locations	10 working days
Drafting reports	10 working days
Feedback incorporation and Reports finalization	05 working days
Total	30 working days

9. Evaluation responsibilities and management arrangements

- The evaluation will take place in between June to mid July 2017. The maximum number of working days is 30 including preparation, local travel, meetings, field visits, interviews, workshop and final report writing as above.
- The consultant will have full access to project reports and other documentation among which Project Proposal and log frame, different reports, photos, case story, study documents and management response.
- The baseline team/ consultant will submit a technical and a financial proposal for the work.
- All costs related to data collection, translation and meetings will also be covered at applicant end. Applications will be considered those are most relevant and in line with the TOR.
- The assignment location will be 4 districts, equally in 2 agro-geological zones (Char and Coastal) in Bangladesh
- The evaluation team will fully reportable to Rural Manager and will also work closely with relevant staff of Oxfam rural team and partner.

10. Process of the selection of the evaluator or evaluation team and expectations for evaluation proposal

Guideline of proposal submission

The proposal/ expression of interest 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.

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	01 Page
Table of Content	01 Page
Understanding of the Assignment (Not just copy and paste from the ToR)	02 Pages
Experience in leading similar review/ evaluation of rural projects/ program with demonstrated skills on participatory methods, DRR, Gender, WASH and Social development	01 page
Proposed Methodology	02 Pages
Work Schedule	01 page
Team composition along with its rationale (CV in annexes)	02 pages
Any other relevant information (if required only)	01 page
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 	

Evaluation process

The selection committee will evaluate both the technical and financial proposal of the consultants/ firms based on set out evaluation criteria as follows. A cumulative weighted-scoring method will be applied to evaluate the proposal. 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.

Evaluation criteria

Criteria	Weight
Technical	80
1. Expertise of the consultants/ consulting firm/ organization	
Understanding of the TOR	10
Experience in conducting large-scale relevant studies	10
2. Methodology	
Appropriateness of methodology in response of the indicators	15
Quality assurance	10
Data Management	10
3. Management structure and qualifications of key personnel	
Team composition	10
Experience analyzing large datasets	15
Financial	20
Total	100