

# Terms of Reference

## For

### Baseline survey for Transboundary Rivers for Our Sustainable Advancement (TROSA) Project

#### 1. Background of the project

The mega landscape from the Himalayas to the Bay of Bengal is a unique and complex social ecological system and its lifeline is its rivers. The people's culture and way of life is defined by the ecosystem they live in and the diversity of these ecosystems has created a diverse culture in this area. There is a delicate interdependence among the water resources and people's livelihoods which further bridges the upstream and downstream riparian communities.

Bangladesh is the meeting point for most of the rivers in this region hosting the lowest part of the Ganges-Brahmaputra-Meghna River Basin. These basins have built this delta in thousands of years. At the same time, riverine civilization has evolved in the floodplains of the country.

The de-facto communication and governance of natural resources has largely been centered around the rivers for millennia until the political map took a unique shift in 1947 in the process of getting independence from the colonial occupation. Many rivers that has always been flowing freely eventually became subject to big infrastructural change, water withdrawal and pollution over time for country-centric immediate economic interests. Bangladesh became independent in 1971 inheriting more than 57 transboundary rivers with India and Myanmar. These rivers originate in different parts of the region, including Bhutan, China, India, Nepal and Myanmar.

Further down the road disagreements arose around developments that was impacting the quality and quantity of river flow in the shared river basins as community was facing the impact of 'development' happening elsewhere in the upstream.

These developments were in most instances top-down and the worst victims have been marginal communities living in the river basin who depend on the rivers for their livelihoods.

Besides several bilateral initiatives of the respective governments, Civil Society Organizations (CSOs) have been vocal about concerns over equitable sharing of the riverine resources, including the water flow, river encroachment and pollution.

However, bottom up approach in transboundary river governance is still a far to reach. Especially when it comes to the access and control of men and women in the marginal communities over river basin resources.

The silver lining is, the governments in the region have reached some bilateral agreements regarding governance of the transboundary rivers and acceptability of basin-wide approach for 'Integrated Water Resource Management' is on the rise in last few decades.

Civil society organizations in the region have been active lately through a track-3 diplomacy approach, i.e. civil society to civil society collaboration for policy influence, which helps create an enabling environment.

In this backdrop, Transboundary Rivers of South Asia (TROSA) programme has been initiated by Oxfam in 2017, with support of the Government of Sweden. Bangladesh component of the programme has been named 'Transboundary Rivers for Our Sustainable Advancement'.

### **Project Goal**

To reduce poverty of river basin communities through increased access to, and control over, riverine water resources.

### **Project Objectives**

1. Improved policies and practice of governments that protect the rights of communities living along the Ganges, the Brahmaputra and the Salween river basins to water resources.
2. Improved policies and practice of private sector and other actors that respect the rights of river basin communities to water resources.
3. Strengthened capacity of river basin communities and civil society to influence trans-boundary water resource management.
4. Strengthened women's voices in decisions on water management and water infrastructure.

### **Project Outcomes**

1. Government policies and practices in water resource management are more inclusive of community concerns and meet national and international standards;
2. Policies and practices of private sector respect community access to water resources, actively contributing to reduced conflict;
3. CSOs increasingly participate in or influence trans-boundary water governance, women's inclusion and resolution of water conflicts;
4. Local communities are better able to reduce their vulnerability to water resource related shock including from conflict & disasters and Local communities have more secure access and control over their water resources;
5. Increased participation and influence of women in trans-boundary water governance, policies and processes.

## **2. Rationale and purpose of the baseline studies**

The baseline survey will give an initial overview of the ground level perceptions of the people in the river basin areas as well as current status in respect of the project specific indicators where the TROSA project will work. This will enable impact measurement in future in respect to different indicators of project success.

## **3. Specific Assignment**

Community level baseline survey for 'Transboundary Rivers for Our Sustainable Advancement-TROSA project'.

In which enumerator's role will be:

- Attend enumerators' orientation workshop
- Receive and guard enumeration materials and equipment
- Develop an enumeration schedule/itinerary together with supervisor
- Locate (or select) sample members
- Conduct interviews with respondents
- Comply with the requirements necessary for conducting a successful interview
- Record responses with tablets
- Ensure that conducted survey is complete
- Upload conducted surveys to the online database
- Turn over all materials used in the survey to the supervisor

Supervisor/coordinators role will be:

- Participation in orientation workshop
- To ensure that the survey is done according to the agreed sampling design;
- To ensure that the survey is done with proper quality and within agreed timeline;
- Ensure timely reporting as agreed.

#### 4. Eligibility

- The applicant must be an individual or an institution holding necessary legal status to work in Bangladesh (essential);
- The applicant needs to have the supports of qualified enumerators and survey coordinator (s), who will:
  - Be highly organized individual, capable of handling multiple priorities, meeting deadlines, and managing time effectively
  - Be experienced in using technology tools (such as tablets and/or smart phones) and/or possess the ability to master new technology tools
  - Have the ability to work independently as well as an effective team player
  - Be willing to travel to TROSA project areas
  - Have outstanding communications and research skills
  - Have confidence and can-do attitude; ability to advance projects with minimal supervision
  - Have understanding of basic research ethics and due respect to community rights
- Applicant's understanding of 'Qualtrics' application is essential, prior experience of using it will be an added benefit (preferable);
- The applicant need to have prior experience of tablet pc based survey (preferable);
- The study lead and her/his research associates engaged in the assignments essentially need to have relevant academic background i.e. water resource governance, hydro-diplomacy, natural resource governance, economics, sociology, anthropology, international relations, public policy etc.
- The study lead and her/his research associates engaged in the assignments essentially need to have high level understanding of social, economic and ecological context of the transboundary river basin communities in Bangladesh;
- The study lead and her/his associates engaged in the assignment essentially need to have strong analytical ability in general and excellent writing, documentation and communication skills in English and Bangla languages specifically, including abilities of transliteration.

#### 5. Schedule, logistics and deliverables.

- Participation in an orientation session and submission of an inception report including methodology, information collection plan, reporting outline and time table within five (05) days of signing the contract;
- Translated (**English to Bangla**) version of the questionnaire within 5 working days of signing the contract; the English version of the questionnaire will be provided by Oxfam.

- Uploading of the Bangla questionnaire in Qualtrics and completion of data entry online (in Qualtrics) including Uploading conducted surveys to the online database within 20 working days of acceptance of inception report;
- A draft report including key findings and recommendations for comments within 5 working days of completion of data collection and entry;
- 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.
- All primary data and information should be submitted to Oxfam as annex to the reports.
- Applicant will have to arrange all logistics and administrative support required, including Tablet PC/smart phones for the survey.

#### Indicative time frame

Activity	Duration	Tentative Timeline
Initial meeting, document review, questionnaire translation and inception report	5 working days	By 31 January 2018
Interviews and Literature Review	15 working days	By 28 February 2018
Drafting report	5 working days	By 15 March 2018
Feedback incorporation and Reports finalization	5 working days	By 30 March 2018
<b>Total</b>	<b>30 working days</b>	

#### 6. Evaluation responsibilities and management arrangements

- The studies are expected to start by January 2018. The maximum number of working days is 30 including preparation, local travel, meetings, field visits, interviews, and final report writing as relevant to the assignment.
- The consultant/partner will be provided with the questionnaire and sampling design;
- Around 800 interviews (stratified sampling) from selected villages from Chandpur (sadar), Munshiganj, Kurigram (rowamari) and Jamalpur districts; It will cover the intervention and comparison area.
- 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 applicants end.
- For any field work, the study needs to include Rowmari (Kurigram) and Chandpur Sadar upazilas;
- The lead of the baseline team will be reportable to Project Coordinator- Water Governance and will also work closely with relevant staff of Oxfam and its partners.

#### 7. Process of the selection of the baseline team/consultant and expectations from proposal

##### ***Guideline of proposal development***

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
<b>Technical Proposal</b>	
Cover Page	1 Page
Table of Content	1-2 Pages
Understanding of the Assignment	1-2 Pages
Summary of relevant experience	1 page
Work Schedule	1 page
Team composition along with its rationale (CV in annexes)	2 pages
Any other relevant information (if required only)	1 page
<b>Financial Proposal</b>	
Budget detailing out	
<ul style="list-style-type: none"> <li>• Consultancy days and fees (days should be mentioned for all members of the team)</li> <li>• Travel and accommodation</li> <li>• Any other expenditure (please mention nature of expenditure)</li> <li>• Total amount</li> <li>• All costs must be inclusive of any applicable tax excluding VAT</li> </ul>	

### ***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.

Any kind of plagiarism (including copy and paste from the TOR) may result to disqualification.

### ***Evaluation criteria***

Criteria	Weight
<b>Technical</b>	<b>50</b>
1. Expertise of the consultants/ consulting firm/ organization	
Understanding of the TOR	5
Relevant completed assignments of the applicant	10
2. Methodology	
Appropriateness of methodology/sampling	10
3. Management structure and qualifications of key personnel	
Team composition (necessary expertise, number of people, time allocation)	10
Academic qualification of team members	5
Individual experience of team members	10
<b>Financial</b>	<b>50</b>
<b>Total</b>	<b>100</b>

### **8. Payment schedule**

Installment	Value (Amount)	Payment
1 <sup>st</sup> installment	30% of the contracted value (subject to deduction of taxes at source)	After signing the agreement;
2 <sup>nd</sup> installment	40 % of the contracted value (subject to deduction of taxes at source)	After submission and written acceptance of the draft report

3 <sup>rd</sup> installment	30% of the contracted value (subject to deduction of taxes at source)	After submission and written acceptance of the final report
-----------------------------	---	---

**9. Maximum value of financial proposal including all applicable taxes (not to be disclosed with advertisement)**

**10. How to apply**

The applicant must submit the following documents along with Technical & Financial Proposal separately: The financial proposal should be inclusive of all applicable taxes (including VAT).

Applications can be submitted for one or more or all assignments by the same applicant.

***For Consultancy Firm/Organization***

- Maximum 2-page Firm/organization profile highlighting related assignment completed with client name, contract person and contact number;
- Lead Consultant's (who will lead the assignment) Maximum 2-page CV highlighting related assignment completed, role in the completed assignment;
- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role;
- Registration Documents, TIN and VAT registration of the applicant entity.

***For Individual Consultant***

- Maximum 2-page profile highlighting related assignment completed with client name, contract person and contact number along with detailed CV;
- TIN certificate and any other relevant document.

**The Expression of Interest must be submitted following the above instructions online by 18 January 2018**