

## Terms of Reference (ToR)

### **GIS mapping of Local and National Humanitarian actors working for people in need at Cox's Bazar, Bangladesh**

#### **Context and Background:**

The Empowering Local and National Humanitarian Actors (ELNHA) project aims at shifting the power and resources in the humanitarian sector from international humanitarian actors to local and national ones. The underlying assumption is that having local and national actors (LNHAs) in the driving seat for emergency preparedness and response shall allow vulnerable people in disaster prone areas to benefit from better humanitarian response.

To achieve the envisioned systemic change in the humanitarian sector, the ELNHA project is pursuing three main strategies in parallel. First of all, the capacity of LNHA is strengthened so that they can lead humanitarian action (STRENGTH). Secondly, LNHA will have the voice to create a strong domestic humanitarian agenda in their countries (VOICE). Thirdly, international NGOs and donors are influenced, based on solid evidence, so that they provide more space and means to LNHA to lead humanitarian action (SPACE).

In Bangladesh, the project is being led by Oxfam along with six supporting partner NGOs in nine districts across Bangladesh: Dhaka district; Satkhira district; Barguna and Patuakhali districts; Kisoreganj and Sunamganj districts; Kurigram district; Gaibandha and Sirajganj district.

The local humanitarian leadership or the localisation agenda has become the latest hot topic in the humanitarian reform process. Major new investments in how funding will go to local and national humanitarian actors (LNHAs) is currently in discussion; international donors, with aid agencies, have committed, through the Grand Bargain (GB), a goal at least 25% of humanitarian funding and international organizations through Charter for Change (C4C), a goal at 20% funding to local and national responders as directly as possible to improve outcomes for affected.

The humanitarian system in Bangladesh has a long history of working with local and national actors and the environment is largely supportive of the agenda. The Bangladesh humanitarian NGO community, and particularly Oxfam's ELNHA programme, are interested to ensure that the GB and C4C commitment and want to better understand/evidence the funding flows from donors, INGOs and UN agencies to local and national humanitarian actors. If we consider Rohingya Crisis, from the very beginning of the humanitarian responses for Forcibly Displaced Myanmar Nationals (FDMN) in Bangladesh, local NGOs and CSOs have been demanding localization of these emergency responses. It is now worldwide recognized that, localization can make the aid effective. Localization is also needed to ensure transparency and accountability of the humanitarian responses, to enhance capacity aiming to promote sustainable local NGOs/CSOs and to ensure effective coordination among the Local NGOs and Government Service Providers. In line with this Oxfam will conduct Geographical Information System (GIS) Mapping at Cox's Bazar which will classify the local organizations working there, how they are operating. It will also highlight what are the challenges these organizations are facing and how to mitigate those challenges.

#### **Objectives:**

The specific objective of the activity is to develop GIS based database represented through mapping showing the footprints of the local and national NGOs details of existing Local and national organizations working in Cox's Bazar. Proposed maps may be considered to assist in strategic planning, resource utilization management, planning and management of day-to-day operations and for the preparation of local organizations in disaster management and planning.

1. Develop GIS based mapping of local NGOs working in Rohingya crisis at Cox's Bazar (A 4W who, what, where, when)
2. An open and accessible GIS based information system accessible by other service departments for strategic decision/ planning/ investment decisions
3. To capture the presence of the Local organizations and their source of funding for carrying out humanitarian response
4. To identify the key areas the local and national NGOs are working on
5. Mapping of policy issue the organizations are covering such as which organizations are working on policy advocacy and which are the areas they are advocating for

**Scope of the consultancy:**

- Analyse the context of funding flow on disaster preparedness and response activities of local and national humanitarian actors at Cox's Bazar
- Prepare base map of national and local NGOs working at Cox's Bazar by Interpreting and digitizing of all existing land use features and prepare different layer of information. (Digitization process shall include exact location, date of commencement, amount of funds they have secured and from where, what are the key areas of their work, population covered, worked on specific focused group i.e. children).
- Engage with Local and National humanitarian actors who are getting and those are not getting direct and indirect funding from UN agencies, international NGO's and donors and Government.
- Map the WRO s with specific legends and details about the source of the fund and the sector specific information.
- Conduct GPS survey and consultations (with local and national staff, donors, disaster management committee for ground trotting and validation of the identified features).
- Finalize Base Map

**Expected outcomes:**

1. This study will contribute to a much wider and evidenced understanding of which local NGOs are working at Cox's Bazar
2. A GIS Mapping with identical features
3. This study responds to the need to build more evidence base for advocacy with donors in Bangladesh.
4. This research will contribute to global influencing work in 2018 at specific moments (GB facilitation meeting, Localisation Marker WG) and with ongoing donor lobby.
5. GIS map will be updated in a periodic basis for better use and capture the changes

**Expected Deliverables from consultant:**

- Propose a detailed methodology, action plan and tools with Oxfam to conduct the study and incorporate the feedbacks (if any) accordingly.
- Finalize the list of stakeholders, local and national NGOs to be interviewed in consultation
- Share the draft study report with Oxfam for comments
- Incorporate the feedback and share the final version within the deadline.
- A power point presentation on the key findings
- Geodatabase/shape file of all prepared layer and layer in AUTOCAD format

- Softcopy of all prepared maps in JPEG/DXF/DWG format.
- In addition, provide some photos with quotes from different local NGOs interviewed during the study conduction

### Reporting Relations

The consultant will be under the general oversight of the ELNHA Project Manager and will do the regular coordination directly to the ELNHA Senior Influencing Officer of Oxfam in Bangladesh.

The consultant will also be expected to regularly communicate with the international consultant on research progress.

### Qualifications

- At least 5 years of practical experience for conducting the similar type of study;
- Demonstrable skills and experience in analysing budgets expenditures and utilization at the national or regional and international level
- Experience working in humanitarian assistance;
- Experience working with national and local organizations and actors;
- Excellent command of written and spoken English.
- Sound understanding on Grand bargain and Charter for Change commitments

### Duration of Assignment

The assignment is planned for the period of 15 July – 15 October 2018.

### Payments schedule:

- I. Completion of agreement signing: Invoice claiming 60% of the contract amount will be produced.
- II. Prepare base map completion of GPS survey work for other attributes and submission of draft copies of maps: Invoice claiming 20% of the contract amount can be claimed.
- III. Upon submission of final copies of agreed deliverables: Invoice claiming rest of 20% of the contract amount can be claimed.

### Request for Bids

The Consulting firm/individual should submit separately the following:

- Technical proposal, along with a work plan and methodology. Technical proposal should also outline understanding of the ToR and list of similar exercises done in the past. The CV(s) of the Consultant(s) associated with the assignment need to be attached also.
- Financial proposal that outlines the fees and associated costs as well as the preferred payment methods/ schedules. The consultant must budget for all costs (including Tax/ VAT) and provide budget notes.

### Evaluation Criteria

Criteria	Weight
<b>1. Technical</b>	<b>70</b>
<b>1.1. Expertise of the consultant(s) (consulting firm/organization)</b>	<b>50</b>
1.1.1. Understanding of the TOR	10
1.1.2. Proposed Methodology	15
1.1.3. Experience of working in humanitarian sector and analysis of funding flow to humanitarian work	15
1.1.4. Team composition	10

<b>1.2. Qualification of the consultant(s)</b>	<b>20</b>
<b>2. Financial</b>	<b>30</b>
<b>Total</b>	<b>100</b>

**Annex: DRAFT Content of the reporting (consultant can change on the basis of context/information collected)**

1. **Front Cover:** Image of LNHA in action
2. **Foreword:** Oxfam in Bangladesh 1p
3. **Summary:** 1p
4. **Intro:** 3p. including a few killer facts of local leadership agenda over past year and funding flows
5. **Local and national NGOs working at Cox's Bazar:** 3-4 pp.  
This section will cover overall identity of LNGOs with their specific roles in Cox's Bazar, amount of funding they are getting, areas they are working on, how many people are working in each organization
6. **Traceability:** First and second level funding. 8-15 pp.  
For each level, there will be a snapshot LNHA story of 1 local actor who was instrumental in delivering the response work. 1p each with photos and quotes. (Total 10 usable photos with quotes)
7. **Summary of initiatives to support local and national actors in Bangladesh** 2-3 pp
8. **Conclusions.** 1-3 pp
9. **Recommendations for key donors, INGOs, UN agencies and Bangladesh government** 2-3pp