

OXFAM IN BANGLADESH
TERMS OF REFERENCES (TOR)

**ENVIRONMENTAL IMPACT ASSESSMENT (EIA) FOR “THE RESILIENCE THROUGH
ECONOMIC EMPOWERMENT, CLIMATE ADAPTATION, LEADERSHIP AND LEARNING
(REE-CALL 2021)”**

1. Rational & Background:

Oxfam has been working with the “Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REE-CALL)” project in the disaster-prone Char, Haor, and Coastal areas since 2010. The REE-CALL project has emerged as a model of community resilient framework through strengthening capacity to anticipate and manage the hazard and impact, women economic empowerment, securing rights and entitlement and women’s leadership. 12 key changes were identified by Oxfam, in its Most Significant Change Exercise (MSC Exercise). REE-CALL 2021 was designed keeping in mind the learning from the REE-CALL project and with input from community stakeholders, local partners, researchers, academicians, scholars, Government policymakers, private sector actors and contributing Oxfam affiliates which were evaluated through most significant change, deep dive and other studies. Positive changes in the life and livelihood of vulnerable people and resilience capacity of the community and institutions must be environmentally sound and sustainable. Otherwise it will result in adverse effect in the long run. Considering this, a systematic identification and evaluation of the potential impacts of REECALL 2021 projects physical, biological, cultural and socioeconomic components on the environment needs to be assessed to ensure that the project interventions are viable and environmentally sound in the long run.

2. Project Description:

The Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REE-CALL) program of Oxfam in Bangladesh has been an innovative response to the needs of climate-vulnerable communities in char, haor and coastal areas, with emphasis on economic empowerment, gender and women’s leadership, climate change adaptation, disaster risk reduction and rights and entitlement. First phase of the project was implemented from October 2010 to June 2017. REE-CALL was selected as one of Oxfam GB’s Flagship Programs around the world. The second phase of the project, REE-CALL 2021 is currently working in 23 Upazilas/sub-districts and 13 districts. The project aim is “**By 2021 vulnerable women, men and institutions are more resilient to social, economic and climatic shock and stress**”. The project is implemented by Oxfam GB through 13 national partner NGO in 13 district.

Considering the challenges, the goal/expected impact of the program is that “By 2021, vulnerable women, men and institutions in rural areas are more resilient to social, economic and climatic shocks and stresses”.

The program will achieve this goal through working towards three objectives.

Project title: Resilience through Economic Empowerment, Climate Adaptation, Leadership and Learning (REE-CALL) 2021	
Outcome	
Outcome 1:	Women, men, their families and communities have benefited from sustainable and equitable economic activity.
Outcome 2:	Government, communities and civil society have driven sustainable and inclusive climate action and disaster risk reduction through collective effort.
Outcome 3:	Duty bearers and lawmakers have developed policies and demonstrated practices that better incorporate the interests and rights of marginalized people and communities.

The project has the following interventions to achieve long term and short term objectives:

Planned Interventions	
Livelihood and Market	<ul style="list-style-type: none"> -Scaling up existing agricultural value chain works - New agricultural value chain development -Integrated farming - Food Banks - Linking Youths with Skills Training Institutes - Linking skilled youth with potential employers - Linkages with financial services - Partnerships with social impact investors
Gender and Women Leadership	<ul style="list-style-type: none"> -Reducing care work burden for women -Sensitizing men -Soft skills development on control over income and resources
Climate Change Adaptation and Mitigation	<ul style="list-style-type: none"> -Climate insurance schemes - Natural capital development for ecosystem-based adaptation - Equitable natural resources management -Linking platforms at different levels on climate change - Climate-smart community approach
Disaster Risk Reduction	<ul style="list-style-type: none"> -Localization of early warning indicators - Household disaster risk reduction plans
WASH	<ul style="list-style-type: none"> -New models of community managed WASH infrastructure - Sanitation Marketing - Community-based WASH enterprise model
Active Citizenship	<ul style="list-style-type: none"> -Community leadership development Program -Local resource person development program -Linking platforms at different levels on public policy processes - Local institution champions program - Youth ambassador program

Planned Interventions	
	<ul style="list-style-type: none"> - Facilitating multi-stakeholder forums -Addressing wage and income inequality -Decent work environment and responsible business - Strategies to challenge barriers to women’s mobility -Large-scale disaster resilient infrastructure development -Local and national adaptation plans of action Investment in WASH infrastructure
ICT & Knowledge Management	<ul style="list-style-type: none"> - CBO-to-CBO interaction for learning and joint action and Capacity development on ICT-based social change initiatives -Capacity development on ICT-based social change initiative -Diversified and shared usage of ICT facilities
Knowledge and Awareness	<ul style="list-style-type: none"> - Public policy and influencing strategies - Financial management, marketing, business negotiation and investment - Social accountability tools and approaches - Capacity development of local institutions on public policy process and project management

3. Geographic Focus of the project and local implementation partners:

Agro-ecological zone	Name of the PNGO	District	Working Upazila	Name of the working union
Char (river Island Area)	GUK	Kurigram	Rowmari & Rajibpur	Rowmari: Rowmari, Bondober, Jadurchar Rajibpur: Rajibpur Sadar, Kodalkathi
	RDRS	Rangpur	Kawnia Pargacha	Balapara, Haragach, Shoidbagh, Tapamodhupur, Soula
	SKS	Gaibandha	Fulchari, Shaghata,	Holdia, Fulchari, Gozaria
	Pollisree	Nilphamari	Dimla, Nilphamari	Khogakhoribari, Purbo Chatni
	MMS	Sirajganj	Chowhali, Sirajgonj Sadar	Saydabad, Masra, Ghorjan
	Unnayan Sangha	Jamalpur	Bakshiganj & Dewanganj	Bakshiganj: Merurchar, Sadhurpara, Nelokhiea Dewanganj: Tekajani, Hativanga
Coast	Shushilan	Satkhira	Syamnagar	Atulia, Gabura
	JAGONARI	Barguna	Amtoly Barguna Sadar	Arpangasia and Gulishakhali Union Gourichanna and Fulzuri Union

Agro-ecological zone	Name of the PNGO	District	Working Upazila	Name of the working union
	DDJ	Pirojpur	Nazirpur Indurkani	Shakharikati, Sreeramkati, Shekmatia and Nazirpur Union Pattashi, Balipara and Parerhat Union
	SDI	Chittagong	Sandwip	Sandwip: Mosapur, Rahamatpur, Harishpur, Kalapania
Haor (Wetland area)	POPI	Kishoreganj	Nikli & Mithamoin	Nikli : Gurai & Chatirchar Mithamoin: Mithamoin sadar & Dhaki
	BNPS	Netrokona	Mohonganj Khaliajuri	Maghan-siadhar, Gaglajur
	SWF	Sunamgonj	Taherpur	

4. Study objectives:

The overall purpose of the Environmental Impact Assessment is to identify and evaluate the potential impacts of planned interventions of REECALL 2021 project in terms of physical, biological, cultural and socio-economic components of environment. Make sure the project interventions are viable and environmentally sound in the long run.

- Identifying environmental factors for considering in the decision-making process of project implementations.
- To identify positive environmental impacts associated with planned interventions of the Project.
- Identifying possible adverse environmental impacts of the project planned interventions and find out way forward to avoid or minimise adverse environmental impact of the project interventions.
- To provide effective recommendation on understanding and anticipate environmental impacts and mitigation measures.
- Informing the beneficiaries, partners and project stakeholders about the environmental friendly interventions.

5. Key area/Scope of the study

- Carry out Environmental Screening, identify and assess potential positive and adverse environmental impacts including direct, indirect, and induced impacts for the project interventions.
- Review environmental policy and legislation of Bangladesh and assess the project interventions are obeying Bangladesh environmental law regarding utilization water, soil, air and ecology.
- Examines the possible environmental consequences of the implementation of project interventions.
- Find out alternatives action that can minimize environmental risks and maximize potential benefits.
- Draw up an Environmental Management Plan (EMP) that serves to monitor mitigating actions
- To assess existing planned interventions can be achieved benefits both environmental and socio-economical.

- Assess has the project in placed environmental management plan and provide recommendation for environmental management plan in the project.
- Carry out project site visit to collect primary data and review all available relevant secondary data to establish a comprehensive environmental baseline (including physical, biological, social, cultural and economic environments) for the Project Area of Influence; (analyze and include the issues and recommendation identified from Environmental Screening).
- To develop proposed measures to avoid, reduce, mitigate, manage such impacts, including the institutional arrangements and required capacity for the implementation of all such measures and monitor their effectiveness and suggest changes to the as well as capacity strengthening measures.
- Conduct a public consultation process that ensures Project people and other stakeholders are informed about the possible impacts, as well as offered the opportunity to share their opinions and feedback so as to input into the environmental assessment, planning and design studies and implementation.

6. Methodology of the study:

The study will employ focus on mainly qualitative methods and technics to ensure effective data/information collection and efficient use of resources. Data and information will be collected from both primary and secondary sources. For primary sources, Focus Group Discussion (FGD), KII, meeting, vulnerability analysis, observation, case study and innovative environmental and social impact assessment tools will be applied for collecting qualitative information. And, literature review will be captured as a secondary source. Usually, project has been implementing in three climate vulnerable geographical areas including Costal, Char and Haor, so study data/information will be collected from respective three areas.

7. Expected deliverables and timeframe

A. The required outputs of this consultancy will be as follows:

- I. An inception report (How the consultant will implement the study) including methodology, information collection plan, reporting outline and time table shall be submitted within five (05) days after the signature of the contract for review and approval by Oxfam.
- II. Data/information collection tools shall be submitted within four (04) days after approval inception report for review and approval by Oxfam.
- III. A draft study report and presentation including key findings and recommendations for comments;
- IV. Oxfam will provide written comments and feedback on the draft report within 10 working days after submission of draft report
- V. Final report should be submitted within 5 working days after receiving comments from Oxfam

B. Consultancy duration

The entire period of this consultancy including final reporting will be for six (6) weeks starting in the 1st week of May 2019

C. Indicative time frame

Activity	Time frame
Initial meeting, document review and inception report	05 days
Develop data/information collection tools	4 days
Field visit to project locations	18 days
Drafting reports	10 days

Feedback incorporation and Reports finalization	05 days
Total	42 days

- D. **Confidentiality of information:** All documents and data collected will be treated as confidential and used solely to facilitate analysis. Interviewees will not be quoted in the reports without their permission.

8. Guideline of proposal submission

Technical proposal 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 study- Background, Objectives, scope and key question etc. (Not just copy and paste from the ToR)	02 Pages
Proposed Methodology	02 Pages
Experience in leading similar evaluation work (Provide at least 2 examples of similar work, agency and time of conduction) with 02 references	01 page
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	
<ul style="list-style-type: none"> ▪ Detailed Budget ▪ 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 	

9. Qualifications

The Consultant should have at least the following qualification:

- The applicant must be an individual or an institution holding necessary legal status to work in Bangladesh;
- Master's degree/ Ph.D. in Environmental Sciences/ economics, sociology, anthropology or equivalent fields having at least 10 years' experience in the related field;
- Strong technical background in environmental sciences and management;
- Sufficient knowledge in development partners assisted projects specific policies and procedures on environmental safeguards especially experience on preparation of environmental screening and assessment reports of the different donor funded projects;
- Minimum 4 years working experience, particularly in impact assessments, environmental management, and leading/supervising environmental safeguard management;
- Good communication skills and analytical ability;

10. 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	Weight
Technical	80
1. Expertise of the consultants/ consulting firm/ organization	
Understanding of the TOR	10
Strong skill and expertise on carrying out similar assignment (based on provided evidence)	20
2. Methodology	
Appropriateness of methodology in response of the indicators	10
Quality assurance & Data Management	10
3. Management structure and qualifications of key personnel	
Team composition	30
Financial	20
Total	100

11. How to apply

The individual/ firm must submit the following documents along with Technical & Financial Proposal (including VAT and TAX) separately:

A. For Consultancy Firm

- Maximum 2-page Firm 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
- Firm's Certificate, TIN and VAT registration

B. 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 (if necessary)

12. The General Terms and Conditions:

- All soft and hard copy of the assignment will be treated as the property of Oxfam
- In any circumstances consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- The consultant/consulting organization must maintain the standard quality in data collection, processing and reporting

- The consultant shall have the responsibility to rewrite the report, modification of sections until the satisfaction of quality required by Oxfam.
- In case of any deviation, Oxfam shall have the right to terminate the agreement at any point of the project.
- Consultant/consulting organization shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.
- Oxfam GB will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.