**Terms of Reference (ToR)**

**Baseline Survey for PRAGATI: Promoting Resilience and Gender-Responsive Adaptation for Transformative Impact in Bangladesh**

**Background:**

ActionAid is a non-profit organization that was established in the early 1970s and has been working in Bangladesh since the 1980s to achieve social justice and eradicate all forms of inequality. In Bangladesh, ActionAid focuses on four strategic priorities: women’s rights and gender equity; resilience and climate justice; youth and just society; and humanitarian program. The PRAGATI project, implemented by ActionAid Australia partnering with ActionAid Bangladesh, aims to empower climate-vulnerable women in Satkhira, Bangladesh, through a gender-responsive, resilience-focused intervention. The project integrates climate justice, gender equality, and women’s rights to promote sustainable livelihoods, protection services, and community resilience. A baseline survey is required to assess the pre-project conditions and provide a benchmark against which project outcomes can be measured.

**Overview of the Project:**

The PRAGATI project, led by ActionAid Australia in collaboration with ActionAid Bangladesh, focuses on promoting resilience and gender-responsive climate adaptation in Bangladesh’s vulnerable coastal regions, specifically in Satkhira District. Targeting 3,000 direct participants (all women) and over 21,000 indirect beneficiaries, the initiative emphasizes empowering smallholder women farmers, including those with disabilities. Core interventions include establishing a climate hub, training in climate-resilient agriculture, and promoting alternative livelihoods like vertical farming and handicrafts.

The project adopts a rights-based approach to address systemic gender inequalities, enhance disaster preparedness, and provide essential services such as midwifery and GBV protection. By engaging local advisory committees and fostering leadership among women, it ensures sustainable, community-driven outcomes. Activities include capacity-building, resource provision, advocacy for gender-responsive policies, and establishing market linkages.

PRAGATI aligns with Bangladesh’s climate adaptation strategies and Australia’s international development policies, ensuring environmental and gender-sensitive practices. It leverages existing community networks and employs a robust monitoring framework to assess its impact on resilience, empowerment, and sustainable livelihoods over three years. Through innovative solutions like a revolving fund and market access initiatives, it strives to mitigate climate risks while fostering inclusivity and long-term community resilience.

**Project Location:** Ramjannagar Union, Shymnagar, Satkhira

**Target Participants:** 3000 (Women and Girls)

**Major Interventions:**

* Climate Hub & Community Engagement
* Form and train and mobilize Local Advisory Committee for Climate Action
* Train Smallholder Women Farmers in Climate-Resilient Sustainable Agriculture
* Non-Farm Income Generation for Persons with Disabilities
* Women-Led Emergency Preparedness and Response
* Establish Revolving Fund for VSL Groups
* Enabling Market Access
* Advocacy for Public Service Delivery and Market Access
* Knowledge Sharing and Leadership Development

**Objectives of the Baseline Survey:**

The primary objectives of the baseline survey are to:

* Assess the current status of key indicators related to climate resilience, gender equality, and livelihoods.
* Identify existing challenges, vulnerabilities, and capacities in the target communities, especially among women, persons with disabilities (PwD), and other marginalized groups.
* Provide actionable insights and recommendations to inform project implementation and Monitoring, Evaluation, Accountability, and Learning (MEAL) processes.

**Scope of Work:**

The consultant will:

1. **Review project documents** to understand its objectives, outcomes, and indicators.
2. **Develop a detailed methodology** for data collection and analysis, incorporating quantitative and qualitative approaches.
3. **Conduct fieldwork** in the Ramjan Nagar Union, Shyamnagar, Satkhira, engaging with key stakeholders, including:
   * Smallholder women farmers.
   * Women with disabilities.
   * Community members and leaders.
   * Local Advisory Committee for Climate Action (LACCA).
4. **Analyze baseline data** to establish benchmarks for project indicators, such as:
   * Adoption of climate-resilient practices.
   * Economic activity and decision-making participation of women.
   * Access to protection services and climate information.
   * Community knowledge of climate change and gender issues.
5. **Prepare a comprehensive report** summarizing findings, methodology, and recommendations.

**Methodology:**

Consultant will propose the standard methodology including sample size of the baseline survey. Tentatively the baseline survey will employ a mixed-methods approach, including:

* **Surveys**: Quantitative data collection from target beneficiaries.
* **Focus Group Discussions (FGDs)**: Qualitative insights from community members and stakeholders.
* **Key Informant Interviews (KIIs)**: In-depth interviews with project staff, local leaders, and other relevant actors.
* **Secondary Data Review**: Analysis of relevant studies and reports.

**Key Questions to be Answer:**

**Outcome 1: Reduced exposure and increased adaptive capacity of coastal communities of Satkhira to climate change impact and hazards**

*1.1 Number of households covered by actionable climate information, advisory and early warning system (Women and Persons with Disabilities).*

* + How many households currently receive and understand actionable climate information and early warning systems and how it works for their prevention? What is the source of information?
  + How many households have access to advisory services on climate-resilient practices? What is the level of access to advisory services on climate-resilient practices?

*1.2 Number of people involved in developing participatory livelihoods and climate-related risk reduction planning.*

* + How many women and persons with disabilities (PwD) participate in developing community-based climate risk reduction plans? How do they contribute to this plan?

*1.3 80% of targeted population (women including PwD) applying appropriate adaptation measures and sustainable climate-resilient alternative livelihoods.*

* + What percentage of households are currently practicing sustainable climate-resilient agriculture or alternative livelihoods? How are they practicing? What types of sustainable climate-resilient agriculture or alternative livelihoods are practiced there?
  + What types of alternative livelihoods are most commonly adopted by women farmers?

*1.4 Number of natural resource assets maintained or improved under climate change and variability-induced stress.*

* + How many natural resource assets (e.g., ponds, arable land) are currently utilized for sustainable practices? How are they utilizing these assets?

**Outcome 2: Strengthened protection and wellbeing services for women and girls and other especially vulnerable groups**

*2.1 % change in economic activity of women and girls (e.g. number of women reporting a significant reduction in the time spent for collecting water or fuel or number of women spending more time on IGA).*

* + How much time (in hours per day or week) women and girls typically spend on the following activities?
  + Collecting water
  + Collecting firewood/fuel
  + Household chores (e.g., cooking, cleaning, childcare)
  + Income-generating activities (IGA)
  + Other (please specify)
  + Currently, what percentage had access to any services, programs, or interventions that support women and girls in improving economic wellbeing (e.g., training, financial support, or access to resources for IGA)?

*2.2 % of women and persons with specific needs participating in community decision-making processes through advocacy and campaigning.*

* + What percentage of women and Persons with Disabilities are actively involved in community-level decision-making or advocacy initiatives? How do they play their role currently?

*2.3 % of women and girls reporting improved access to critical protection services.*

* + Currently what percentage of women and girls have access to critical protection services (e.g., shelters, legal aid, counseling, etc.)?
  + What percentage of women and girls report facing barriers (e.g., financial, cultural, lack of information) to accessing critical protection services?

*2.4 % of community members with increased knowledge about climate change impacts, gender issues and public services.*

* + What is the knowledge level of community members of the impacts of climate change on their environment and daily lives?
  + To what extent do community members understand the specific challenges faced by women, girls, and other vulnerable groups in the context of climate change and other social issues?
  + What percentage of community members are aware of the available public services aimed at supporting the wellbeing and protection of women, girls, and vulnerable groups (e.g., health services, legal support, education)?

**Deliverables:**

The consultant is expected to provide:

1. **Inception Report**: Detailing methodology, tools, and a work plan.
2. **In Person Presentation**: Draft Key findings sharing to the project team.
3. **Draft Baseline Report**: Including initial findings and preliminary analysis.
4. **Final Baseline Report**: Comprehensive document with all findings, data tables, and recommendations.

• Executive summary

• Introduction

• Methodology and limitations

• Rationale of the review

• Findings and

• Project implications

• Conclusion: learning, recommendations

• Annexes (if any)

1. **In Person Presentation**: Final Key findings sharing to the project team and stakeholders.
2. **Data Pack**: All clean data and data analysis file will share with the project team.

**Timeline:**

The baseline survey is expected to commence on **January** and be completed by **mid-February 2025**. A detailed schedule will be finalized during the inception phase.

**Education & Training:**

A postgraduate degree in a relevant field such as Environmental Science/Studies, Gender Studies, Climate Science, Agriculture, Social Sciences, Development Studies, or related disciplines.

**Additional Training:**

Training or certification in climate adaptation, gender and inclusion, or monitoring and evaluation (M&E) would be preferred.

Familiarity with ActionAid’s Human Rights-Based Approach (HRBA) and sustainability frameworks.

**Experience:**

**Relevant Work Experience:**

* At least 5-7 years of experience in managing or consulting on projects related to climate resilience, gender equality, or sustainable agriculture.
* Proven track record of conducting baseline and endline studies or assessments for international development projects.

**Specific Experience:**

* Experience working in coastal or vulnerable regions, particularly in areas impacted by climate change.
* Hands-on experience in working with marginalized groups, including women and persons with disabilities.
* Experience in stakeholder consultations, community engagement, and capacity-building initiatives.
* Project Familiarity:
* Prior work with NGOs or international agencies on climate-resilient livelihoods, disaster risk reduction, or women’s empowerment.

**Professional Competencies**

**Technical Skills:**

* Strong expertise in qualitative and quantitative data collection and analysis.
* Proficiency in designing and implementing M&E frameworks, including using tools like Indicator Progress Tracking Tables (IPTT) and Management Information Systems (MIS).
* Knowledge of climate-resilient agricultural practices (e.g., Sorjan methods, vertical agriculture).

**Soft Skills:**

* Strong communication and interpersonal skills for working with diverse stakeholders, including community members, government officials, and international partners.
* Advocacy and policy engagement experience, particularly in public service delivery or market access.
* Ability to produce high-quality, detailed reports and evaluations.

**Key Contacts and Report:**

* Respective project focal and MEAL unit of AAB will be the contact person on behalf of AAB. The Consultant/team should also report to Project focal of AAB.

**Budget:**

* BDT 500,000 (Including VAT & Tax)

**Mode of Payment**

The payment will be done according to the following time frame/arrangement:

|  |  |  |
| --- | --- | --- |
| Instalments | Amount | Timeline |
| 1st instalment | 30% of the total amount | After Inception meeting and sharing Inception Report with detailed methodology, tools, and work plan |
| 2nd instalment | 40% of the total amount | After submission of Draft Baseline Survey Report and Presentation |
| 3rd instalment | 30% of the total amount | Satisfactory completion and submission of the final baseline Report to AAB along with Evidence Brief and other relevant docs. |

**Submission of the Proposal**

Interested Consultant(S)/Consultancy Agencies are requested to submit their Technical and Financial Proposals through **e-mail**. [**aab.jobs@actionaid.org**](mailto:aab.jobs@actionaid.org)

* Interested Consultant(S)/Consultancy Agencies should include the name and detail contact address of the consultant/team. Detailed CVs of the team members should be included in the annexure of the technical proposal.

The **deadline** for submission of the **Proposa**l is **Thursday, 26 December 2024**

**Ethical Considerations:**

The consultant must adhere to ActionAid's ethical guidelines, ensuring respect, confidentiality, and informed consent during data collection.