



Terms of Reference (ToR)

Hiring of

CONSULTING FIRM

To conduct

**Baseline for The Building Resilience Communities (BRC)
Project**

ADRA Bangladesh

149 Shah Ali Bagh, Mirpur-01, Dhaka-1216

T: +88-02-9034096,

www.adrabangladesh.org

1. Baseline Summary

Item	Description
Project Name	Building Resilient Communities (BRC – 25009)
Target Locations	Dacope (Khulna), Daulatpur (Manikganj), Gouripur (Mymensingh)
Project Goal	Community-Based Organizations (CBOs) are strengthened as resilient, self-sustaining institutions that lead inclusive, gender-responsive and climate-resilient community development.
Implementing Organization	ADRA Bangladesh
Donor	ADRA Sweden
Baseline Purpose	To establish benchmark values for Outcome Mapping and Outcome Harvesting Progress Markers for all outcomes related to institutional capacity, economic resilience, gender equality, disaster preparedness and social cohesion.
Primary Methods	Quantitative household & CBO survey; Qualitative FGDs, KIIs; Secondary data review.
Baseline Timeline	February 2026.
Anticipated Report Release	April 2026.

2. Background

The Building Resilient Communities (BRC) Project (Oct 2025 to Dec 2028) is a continuation and expansion of ADRA Bangladesh’s long-standing Community Empowerment Project (CEP Phases I & II) funded by ADRA Sweden and SIDA. Drawing on more than two decades of experience in community development, gender equality, disaster risk reduction (DRR) and livelihood resilience, ADRA Bangladesh seeks to strengthen Community-Based Organizations (CBOs) as drivers of inclusive and sustainable development.

The project responds to persistent challenges faced by rural communities in Bangladesh, including poverty, weak institutional capacity of CBOs, gender inequality, limited access to markets and services, and increasing climate-related disasters. Target areas—Dacope, Daulatpur, and Gouripur—represent coastal, riverine and inland contexts with diverse vulnerabilities and resilience needs.

The BRC Project adopts a Human Rights-Based Approach (HRBA), ensuring participation, non-discrimination, accountability, and transparency across all interventions, with a strong focus on women, youth and marginalized groups.

To establish benchmark values for project indicators and to inform evidence-based planning, ADRA Bangladesh intends to conduct a **Baseline** through an independent and competent **Consulting Firm**.

3. Description of the Project

The BRC Project focuses on strengthening the institutional, economic and social resilience of CBOs and their member communities through:

- Capacity building on governance, leadership, financial management, and accountability
- Economic empowerment through climate-smart agriculture, Farmers Market School (FMS), vocational skills and market linkages
- Disaster resilience through preparedness planning, early warning awareness and adaptive livelihood practices
- Promotion of gender equality, social cohesion, and inclusive decision-making

Project Outcomes

1. Enhanced CBO management and operational effectiveness
2. Resilient communities with improved capacity to mitigate climate and disaster risks
3. Strengthened social trust, cohesion and inclusive governance
4. Improved economic resilience and diversified livelihoods among CBO members

4. Purpose of the Baseline Survey

The overall purpose of the baseline survey is to generate reliable quantitative and qualitative baseline data for Outcome Mapping and Outcome Harvesting that will:

- Establish baseline values for all relevant BRC project indicators (Output, Outcome, and selected impact level);
- Assess the socio-economic, environmental and resilience status of target households and communities;
- Identify vulnerabilities, capacities and coping mechanisms related to climate change, disasters and livelihoods;
- Provide a robust evidence base for monitoring, evaluation, accountability and learning (MEAL);
- Support refinement of project strategies, targeting and implementation approaches.

Specific Objectives

The specific objectives of the baseline survey are to:

1. Profile demographic and socio-economic characteristics of target households;
2. Assess livelihood patterns, income status;
3. Measure community and household-level resilience, including preparedness, adaptive capacity, and social cohesion;
4. Assess access to basic services, WASH, health, and social protection;
5. Capture gender, age, and disability-disaggregated data (GAD);
6. Establish baseline values for BRC Outcome Progress Markers;

7. Identify key risks, assumptions and contextual factors influencing project outcomes.

Target Beneficiary

Sl. No	Location	Beneficiary		Total
		Direct	Indirect	
01	Gouripur (Mymensingh)	2500	10000	12500
02	Daulatpur (Manikganj)	1000	4000	5000
03	Dacope (Khulna)	1000	4000	5000
Total		4500	18000	22500

5. Scope of Work

The consulting firm will be responsible for delivering a **methodologically rigorous, donor-compliant and ethically sound baseline survey** aligned with **ADRA Global standards**, ensuring data credibility, usability and accountability.

5.1 Methodological Framework

The baseline survey shall apply a **mixed-methods approach** combining quantitative and qualitative techniques to capture changes across **resilience, livelihoods, institutional capacity of CBOs, gender equality and climate adaptation**. The methodology must align with the **BRC Project Progress Marker and MEAL Plan**.

The approach must :

- Establish baseline behavior, practice and relationship markers for selected boundary partners
- Define progress markers (expect to see, like to see, love to see) that will serve as qualitative benchmarks for outcome level change during midline and endline evaluations.
- Systematically document and validate emergent outcomes that may not be fully captured by predefined indicators
- Establish a baseline narrative of existing outcomes from the previous phase.

5.2 Sampling Design

The consultant will propose and justify a statistically valid sampling framework. At minimum, the survey shall include:

Household (HH) Survey

- Target population: Project participant households and comparable non-participant households (if applicable);
- Sampling method: Multi-stage stratified random sampling by location;
- Margin of error: $\pm 5\%$, confidence level: 95%.

Focus Group Discussions (FGDs)

- Separate FGDs for women, men, youth, and CBO leaders;

Key Informant Interviews (KIIs)

- Local government representatives, CBO executives, religious/community leaders, service providers;

5.3 Tool Development and Indicator Alignment

- **Develop Outcome Mapping tools**, that includes progress marker descriptions aligned with the BRC Project Theory of Change

- **Design Outcome Harvesting guides** for KIIs and FGDs to
 - Identify pre-existing or early outcomes
 - Document outcome descriptions, change significance, contributing actors and contextual factors
- Ensure tools comply with **ADRA Global MEAL standards Data Quality Assessment (DQA) dimensions**;
- Translate tools into Bangla and conduct pilot testing.

5.4 Data Collection and Quality Assurance

- Recruit trained enumerators with prior experience in donor-funded surveys;
- Conduct enumerator training emphasizing ethics, safeguarding, and informed consent;
- Use **digital data collection platforms (Kobo/ODK)** with built-in validation checks;
- Implement daily data quality reviews, spot checks and back-checks;
- Ensure safeguarding and confidentiality protocols are strictly followed.

5.5 Data Analysis

- Quantitative analysis using appropriate statistical software;
- Qualitative thematic analysis with triangulation;
- Disaggregation by sex, age, disability, and location;
- Benchmarking against national and regional statistics where relevant.

In addition to quantitative and thematic qualitative analysis, the consultant will analyze Outcome Mapping and Outcome Harvesting data by

- Establishing baseline behavior patterns of boundary partners
- Validating harvested outcomes through triangulation with multiple sources
- Categorizing outcomes by domain (institutional, gender, resilience, livelihoods)
- *Assessing contribution pathways rather than attribution*

5.6 Reporting and Learning

- Prepare a **donor-compliant baseline report** structured to support monitoring, adaptive management and learning;
- A dedicated Outcome Mapping and Outcome Harvesting section in the report summarizing
 - Boundary partners and baseline progress markers
 - Harvested outcomes and their significance
 - Implications for adaptive project design, monitoring and learning
- Integrate executive summary, methodology, findings, indicator tables and recommendations;
- Facilitate a validation and learning workshop with ADRA Bangladesh.

6. Deliverables and Timeframe

The baseline survey **must be completed by March 2026**. The expected deliverables and timeline are as follows:

Deliverable	Description	Timeline
Inception Report	Methodology, sampling, tools, work plan	Within 2 weeks of contract signing
Data Collection Tools	Finalized questionnaires and guides	With inception report

Deliverable	Description	Timeline
Enumerator Training	Training completion report	March 2026
Raw Dataset	Cleaned quantitative dataset	March 2026
Draft Baseline Report	Draft report submission	11 April 2026
OM & OH Baseline Annex	With Draft report	April 2026
Validation Workshop	Presentation of findings	22 April 2026
Final Baseline Report	Incorporating feedback	25 April 2026

7. Team Composition and Qualification Requirements

The consulting firm should propose a competent team including:

- **Team Leader / Senior Researcher**
 - ✓ Postgraduate degree in Social Science, Development Studies, Economics, or related field;
 - ✓ Minimum 8–10 years of experience in baseline/evaluation studies;
 - ✓ Experience in OM&OH evaluations are expected
 - ✓ Strong experience in resilience, DRR, or climate-related projects.
- **Statistician / Data Analyst**
 - ✓ Proven experience in sampling and quantitative analysis;
- **Field Coordinators / Supervisors**
 - ✓ Experience in large-scale field surveys;
- **Enumerators**
 - ✓ Trained in digital data collection and ethical research.

8. Management and Coordination

The consulting firm will work under the overall guidance of **ADRA Bangladesh**, particularly with MEAL Coordinator and Project Managers. All key deliverables will require written approval from ADRA Bangladesh.

9. Payment Schedule

Payments will be made upon satisfactory completion of deliverables:

Milestone	Deliverable	% Payment
Contract Signing	Approved inception report & tools	30%
Data Collection Completion	Verified datasets & field completion report	30%
Final Report Approval	Final report + cleaned dataset	40%

10. Confidentiality and Data Ownership

All data, reports and materials produced under this assignment will remain the property of ADRA Bangladesh. The consulting firm shall not use or share any data without prior written consent.

11. Application Procedure

Interested consulting firms are invited to submit:

- Technical proposal;
- Financial proposal;

- Company profile and relevant experience;
- CVs of proposed team members;
- At least three similar assignment references.
- Application Submission Address: adra@adrabd.org

ADRA Bangladesh reserves the right to accept or reject any proposal without assigning any reason.

12. Evaluation Criteria and Scoring Matrix (Tender Evaluation)

The consultant firm will be selected using a **Quality and Cost Based Selection (QCBS)** method in line with **ADRA Global procurement standards**.

12.1 Technical Proposal – 70 Points

Criteria	Description	Score
Firm Experience	Minimum 5 years of experience in baseline / outcome surveys for donor-funded resilience or livelihoods projects	20
Methodology & Sampling	Understanding of BRC outcomes, logframe alignment, mixed-method design, sample justification	25
Team Composition	Qualifications and relevant experience of Team Leader, Statistician, Qualitative Expert, Enumerators	15
Quality Assurance & Ethics	Data quality, safeguarding, DQA compliance, digital data collection	10
Total Technical Score		70

*Only firms scoring **minimum 50/70** will be considered for financial evaluation.*

12.2 Financial Proposal – 30 Points

Lowest priced, technically qualified proposal will receive **30 points**. Other proposals will be scored proportionately. VAT and TAX should be included within the proposal.

Disclaimer: ADRA Bangladesh reserves the right to accept or reject any proposal without assigning any reason.