

**Terms of Reference for the Consultants  
for conducting Baseline Survey of Resilience Building through Comprehensive Poverty Reduction  
Program (RB-CPRP), Satkhira**

**1.Introduction: Brief profile of the organization**

The Christian Commission for Development in Bangladesh (CCDB) is a prominent national NGO that was established in 1973. Its roots can be traced back to the Bangladesh Ecumenical Relief and Rehabilitation Services (BERRS), which was initiated in 1972 after the War of Independence in 1971. Since its inception, CCDB has been dedicated to relieving suffering and undertaking rehabilitation efforts for those in need.

Over the years, CCDB has embarked on various development initiatives with the aim of creating positive changes in the lives of the impoverished and marginalized people of Bangladesh. The organization envisions a just and caring society where the poor can live in peace and harmony, with dignity and respect for all of God's creation. Guided by this vision and ecumenical principles, CCDB's mission is to create a society where the poor, marginalized, and vulnerable people can claim and enjoy human rights and justice, leading to sustainable livelihoods with dignity.

To accomplish its mission, CCDB employs several strategic approaches. One of these is empowering the extreme poor, with a special focus on women, through community-based people's organizations. The organization also introduces People's Managed Savings and Credit Programs (PMSC) to foster financial inclusion and self-sufficiency. Capacity building of these people's organizations in areas such as management, leadership, and finance is also a priority.

CCDB employs a holistic approach to development, combining rights-based and service delivery initiatives. Advocacy and lobbying efforts are undertaken to bring about policy changes and promote the welfare of disadvantaged communities. Additionally, the organization emphasizes environment-friendly agriculture and promotes sustainable practices to protect the ecosystem.

CCDB's work encompasses a wide range of development areas, including the formation and strengthening of people's institutions, poverty reduction, food security, livelihood improvement, health, water, sanitation, societal peace, gender equity, and justice. It also actively promotes and preserves the culture of indigenous communities and supports pro-poor market development. Initiatives related to seed production, organic agriculture, disaster risk reduction, climate change adaptation, mitigation, and resettlement are also integral parts of CCDB's development efforts.

CCDB's unwavering commitment to creating positive changes in the lives of the impoverished and marginalized in Bangladesh is evident through its comprehensive and multi-faceted approach to development. Through strategic initiatives and partnerships, the organization strives to uplift communities, enhance livelihoods, and foster a more just and sustainable society.

**1. a. Background and Salient Information of RB-CPRP**

CCDB is currently implementing Comprehensive Poverty Reduction Program (CPRP), an overarching development program since 2007 in different parts of Bangladesh. CCDB extended this program naming RB-CPRP in Satkhira since July 2024.

**Brief rationale of undertaking the program:** CCDB has launched this program in Shyamnagar and Satkhira Sadar Upazilla of Satkhira District, to combat poverty with a special focus on reducing climate

vulnerability. This initiative targets some of the most poverty-stricken areas, where widespread poverty serves as a key driving force behind its implementation. The program aims to tackle the critical challenges faced by these communities, fostering resilience and sustainable development. In addition, one of the primary reasons for undertaking this program is the lack of community-based organization among women in the working areas. This has resulted in their voices not being heard, leading to a lack of control over resources and livelihood skills. Empowering women and ensuring their active participation in decision-making processes are essential objectives of the program.

Furthermore, Satkhira Sadar & Shyamnagar, where the program is being implemented, faces severe vulnerability to climate change and natural disasters, including rising sea levels, cyclones, and salinity intrusion. Recognizing these challenges, the program integrates targeted resilience-building measures to help communities mitigate risks and adapt to shifting environmental conditions. This includes providing access to climate-smart agricultural techniques, promoting alternative livelihoods, strengthening disaster preparedness, and raising awareness about sustainable resource management. By equipping local populations with the necessary tools, skills, and knowledge, the program aims to enhance their long-term adaptability and safeguard their livelihoods against future climate-induced challenges.

## **2. Development goal, Project objective and outcome indicators**

The overall development goal of this program is " **Poor and marginalized people are leading a dignified life both in the family and society**".

whereas the project objectives and associated outcome indicators are as follows

**Objective 1.** Local institutions have been recognized as socially sustainable entities for building resilient communities.

**Indicator 1:** Seven (7) CCT groups have been organized and have played a crucial role in building a resilient community.

**Indicator 2:** Ten People's Organizations (POs) have been organized and act as a sustainable social force for building resilient communities.

**Indicator 3:** Three (3) youth clubs have been formed and have played an essential role in community transformation.

**Indicator 4:** Network leaders have organized at least 20 advocacy meetings on various issues with duty bearers.

**Objective 2:** Women members played a significant role in building harmonious and gender-just societies.

**Indicator 1:** A total of thirty GBV cases have been settled by the end of the 3 years.

**Indicator 2:** Seventy percent (70%) of women members play an important role in the family decision-making process.

**Indicator 3:** Early marriage decreased by 30% compared to the baseline data.

**Objective 3:** Resilient livelihoods among reference populations have reduced climate-induced vulnerability and disaster risk.

**Indicator 1:** A total of 100 farmers have been involved in climate-smart agriculture practices by the end of these 3 years.

**Indicator 2 :** The vulnerability index of reference people in the Satkhira coastal district project area has been reduced by 20%.

#### **4. Target Beneficiaries:**

**Phase in Forums:** CCDB has enrolled 516 individuals in the current phase of the program, prioritizing the poor and extremely poor as new reference participants from both sub districts. These individuals were selected through a well-being ranking analysis, ensuring that at least 80% belong to the extremely poor category, while the remaining participants come from poor and lower middle-income groups, all of whom are climate-vulnerable.

To enhance collective engagement, the new reference participants have been organized into five forums, titled **Phase in Forum** each comprising approximately 100 members. Notably, women make up nearly 85% of the total enrollees, with a particular focus on younger women. The participants, aged between 18 and 55, previously lacked organizational affiliation and had minimal or no participation in social and political activities. Their income levels were insufficient to meet basic household needs, and they faced significant challenges in coping with the effects of climate change and disasters. Additionally, they possessed limited skills and knowledge related to sustainable livelihoods and social issues, had restricted access to healthcare services, and were often marginalized in securing their rights and entitlements.

**Major Intervention:** RB-CPRP has the following major interventions to achieve the project objectives.

#### **Community Engagement and Empowerment**

- Wellbeing ranking, forum formation, baseline survey
- Regular meetings of CCT, POs, and Youth Club on various issues
- Meeting with Union and Upazila Disaster Management Committee
- Forum center development, support for forum workers, and logistics support for forums
- Sharing meetings with staff and forum workers
- Group meeting with both men and women, rally, advocacy campaign, discussion regarding inequalities, early marriage, dowry, discrimination, and GBV against women and girls
- Human chain/rally/advocacy campaign/discussion for prevention of GBV, child marriage, or any relevant issues
- Day Observance (national & international days)

#### **Capacity Building and Training**

- Training on POs management, bookkeeping, advocacy, and leadership
- Training on staff capacity like Psychosocial, rights, and advocacy, and advanced training
- Workshop on the development of Implementation guidelines and training materials
- Capacity building of CCT
- Capacity building of staff members
- Training on political empowerment, legal rights, and advocacy for network leaders
- Training on Livelihood asset management and vocational training for youth
- TOT Workshop on vulnerability assessment
- Training on sanitary napkins for forum members and school-going children

### Advocacy and Awareness Campaigns

- Workshop on issue-based advocacy plan, human rights, CEDAW, and imbalance power structure in society
- Workshop on issue-based advocacy plan
- Awareness raising on sanitary napkins for forum members and school-going children

### Livelihoods and Economic Development

- Strengthening IGAs from agricultural farming, creating entrepreneurship, and homestead-based fruit tree gardening
- Organizing of forum-based agriculture fair
- Workshop on building relationships among market stakeholders

### Water, Sanitation, and Hygiene (WASH)

- Installation of reverse Osmosis plant for safe drinking water
- Installation of sanitary latrines
- Orientation on vermin-compost
- Protection gear
- Yard meeting on Climate change & DRR and personal hygiene / Communicable diseases

### Climate Change, Disaster Risk Reduction (DRR), and Resilience

- Demonstration on ICS (New Area), vermin-compost, Organic farming/Floating bed gardening/dry seed bed/bio fertilizers/cropping pattern/drought/salt-resistant varieties, and Nutritious food for Child & Mother
- Introducing New technologies as adaptive/mitigation measures

### Cultural and Social Activities

- Cultural program and sports among forum children

### Monitoring, Coordination, and Partnerships

- Coordination and partners meeting
- Monitoring visit from the central office

### Emergency Support and Protection

- Emergency supports

### Target population by CPRP Area office

Area	Phase In Forums						
	No. of Forums	Female	Male	Total	Bengali	Indigenous	Total
Satkhira	2	150	0	150	150	0	150
Satkhira Sadar	3	366	0	366	366	0	366
<b>Total</b>	<b>5</b>			<b>516</b>	<b>516</b>	<b>0</b>	<b>516</b>

### 5. Objective of Baseline survey

Major objective of the baseline survey is to collect benchmark data of existing situation of selected forums as institution, and Forum member's household on different indicators mentioned in program overview. However, there are some specific objectives as follow.

- a. To collect relevant, accurate, and concrete baseline data on the **Reference Group** at the outset of the program's implementation. This data will serve as a **benchmark**, enabling project management to systematically track progress, evaluate the effectiveness of interventions, and assess the achievement of project objectives and key performance indicators (KPIs). By comparing periodic assessments with the initial baseline situation, the project team can make data-driven decisions, adapt strategies as needed, and ensure that the intended impact is being realized efficiently and effectively.

- b. To equip project management and staff with accurate and comprehensive baseline data on the initial situational context. This information will serve as a critical tool for effective monitoring and evaluation (M&E), enabling the team to track progress, measure impact, and ensure that project activities are aligned with the desired objectives and outcomes. By leveraging this data, the project team can make informed decisions, refine strategies, and enhance overall effectiveness in achieving sustainable results.

## **6. Scope of Work**

The selected consultancy firm will be responsible for collecting baseline data by selecting a representative sample from the total membership of the forums. This approach ensures that the data accurately reflects the overall characteristics, needs, and conditions of the target population.

In addition to gathering individual-level data, the consultancy firm will also collect institutional-level baseline information from a representative sample of forums. This will provide insights into the organizational structure, operational capacity, existing resources, and key challenges faced by these forums. By integrating both individual and institutional perspectives, the baseline survey will offer a comprehensive understanding of the current situation, enabling effective project planning, monitoring, and evaluation.

Details are as follows: (The scope of work for the consultant will include, but not limited to, the following.)

- I. Design and develop a well-structured questionnaire and checklist incorporating both quantitative and qualitative elements to effectively collect baseline situational data. The tool will focus on capturing relevant issues and sub-issues concerning the Reference Group/Direct Target Beneficiaries, ensuring alignment with the overall development goal, project objectives, and key performance indicators (KPIs). Special attention will be given to the clarity, relevance, and comprehensiveness of the questions to ensure meaningful data collection that supports accurate monitoring, evaluation, and informed decision-making.
- II. Conduct a thorough and critical review of all relevant project documents, including the project proposal, log frame, work plan, and other key materials. This process will ensure a clear understanding of the project's objectives, expected outcomes, key performance indicators (KPIs), and implementation strategy. The review will also help identify gaps, inconsistencies, and areas requiring further clarification, ensuring that the baseline assessment is well-aligned with the project's overall framework and intended impact.
- III. Facilitate detailed discussions to identify the key issues and sub-issues affecting the lives of the Reference Group, ensuring alignment with the project's scope and commitments. These discussions will involve stakeholders, project staff, and subject matter experts to gain comprehensive insights into the challenges, needs, and priorities of the target beneficiaries. The findings will serve as a foundation for designing a robust survey framework, ensuring that all critical aspects of the Reference Group's situation are effectively captured and addressed in the project's baseline assessment.
- IV. Checking, editing, refining of filled in questionnaires received from the project areas before their processing in SPSS.
- V. Develop and customize an SPSS program tailored for the efficient processing and analysis of collected data related to the project's Reference Groups/Beneficiaries. This will ensure accurate data entry, cleaning, and statistical analysis, facilitating meaningful insights and trend identification to support informed decision-making and project evaluation.

VI. Prepare a detailed baseline report summarizing the key findings from the survey. The report will include an analysis of the current situation, identified challenges, and relevant indicators, providing a benchmark for measuring project progress. It will also offer insights and recommendations to guide project implementation, monitoring, and future interventions.

**7. Types of data to be collected (gender segregated data/information need to be provided wherever applicable (indicative but not limited to))**

<b>Respondent Level</b>	<b>Types of data to be collected</b>	
A. Household Level	General Information for Identification (name of the Forum Members, name of HH head, age, sex, education, member of which forum,etc.	
	Hosehold Demographic Information	
	<b>Livelihood/Income /Expenditure/Assets</b>	
	Poverty head count ration (how many forum members are living below the poverty line)	
	Number of Earning Members in the HH	
	Do they get fair price of their product (whereever applicable), if not why? Involved in any producer group/value chain mechanism?	
	Whether they receive govts' services/ agriextension services/necessary inputs without any difficultis ?(wherever application) what are those?	
	Primary and secondary sources of income of the HH	
	How many days the HH head work in a year on an average	
	Income and expenditures of the HH. Expenditure pattern by food items, eduction, treatment, etc	
	Is the female Forum member independently involved in income earning? Source of income, amount of income in a month	
	Status of loan and Savings ( in BDT), source and purpose of taking loan. Where the saved amount is deposited?	
	Whether the forum member involved with any MFI	
	Major assets including cultivable land and their values.	
	<b>Skill develeopent</b>	
	Types of training received by any of HH member, who provies these training	
	<b>Housing condition</b>	
	Ownership status house and homestead land	
	Material used in roof, floor and wall	
	<b>Education</b>	
	How many children are going to school/madrasha/college/University (need sex disaggregated data separately for each type of institution)	
	Any case of drop out and reasons behind	
	<b>Food Security</b>	
	Have three meals in a day? How many meals they (family members) eat together Preference to son/daughter while distributing food if any	
	How many months when food is insecurd in each year? What they do to cope?	
	Types of Food intake (rice, wheat, meat fish, fruits etc)	
	Awareness/knowledge/practice on preparing balanced low cost nutritious food	
	Production of food for subsistence (homestead Gardening, fish culture, etc)	
		<b>Health and nutrition</b>

Respondent Level	Types of data to be collected
	Source of drinking water? Own or shared ? Is it safe?
	Where they go for treatment for any illness?
	Type of latrines they use, current condition, whether they use it properly.
	Any case U5 child death in theHH in last one year
	Any case of stunting and under weight baby
	Where the birth delivery takes place? By whom?
	Any case of death of pregnant during delivery
	Awareres on HIV/AIDS
	Status of using sanitary napkin/Awareness on personal hyiegene
	Knowledge of basic healthcare services (maternal care, vaccinations, first aid, treatment for common illnesses).
	Awareness of child and maternal health care (antenatal care, safe childbirth, postnatal care).
	Accessibility of emergency medical services in the area.
	Knowledge and usage of family planning and reproductive health services.
	Availability and affordability of essential medicines.
	<b>Other Social Issues</b>
	Any case of child marriage? Reasons behind
	Child labour for income (other than helping in HH chores)
	Any case of drug addiction (other than traditional Adibashi liquors)
	Dowry
	Eve teasing/wife beating/othr domestic violence if any
	Awareness of GBV reporting mechanisms among community members.
	Women leaders' confidence and ability to mediate GBV cases.
	Availability and effectiveness of support systems for GBV survivors.
	<b>Social Safety net coverage</b>
	Is any of the household members under coverage of any social safety net prgram? If yes what are those? How many?
	<b>Household decision making process</b>
	Who takes the decision in any household matter like spending money for different purposes, marriage of children, education going outside for any purpose,etc.
	Attitude of male members towards female.
	Extent of Women's Access to and Control Over Household Income and Savings.
	The decision about whether children go to school and which school they attend
	The decision on healthcare for children and other family members.
	The responsibility for deciding daily household expenses (e.g., food, clothing, basic necessities).
	The Decision of Major household purchases (e.g., land, home improvements, large appliances).
	The decision of number of children to have.
	Decision of using family planning methods.
	Can the woman leave the house without permission? (e.g., for work, shopping, health services, social gatherings)
	Who decides if the woman can visit relatives or participate in community events?
	<b>Level of Awareness on Gender equity and justice</b>
	Definition of gender and differences between sex and gender.
	Awareness of gender roles in family, work, and community settings.

<b>Respondent Level</b>	<b>Types of data to be collected</b>
	<p>Knowledge of legal rights related to gender equality (e.g., property rights, inheritance, marriage laws).</p> <p>Perceptions of women’s and men’s roles in society (e.g., leadership, economic participation, caregiving).</p> <p>Perceptions of women’s rights in education, employment, and leadership</p>
	<p><b>Climate change and disaster risk reduction</b></p>
	<p>Level of knowledge on Climate-Smart agriculture (CSA) practices among reference populations.</p> <p>Need for additional training or support in CSA.</p> <p>Awareness of Climate Change, adaptation and mitigation and disaster preparedness</p>
	<p>Number of farmers currently practicing climate-smart agriculture (CSA).</p> <p>Level of awareness and understanding of CSA practices.</p> <p>Types of climate-smart techniques used (e.g., saline resistant crops, water conservation).</p> <p>Household and community-level exposure to climate risks.</p> <p>Availability and accessibility of climate adaptation resources (e.g., irrigation systems, alternative crops).</p>
B. Institutional level	Status of the beneficiaries’ social & political exclusion and inclusion, social harmony , membership of local association or committee

## 8. Development of data collection tools

The consultant will undertake a participatory approach in carrying out the baseline survey of the project. The methodology to be followed will include the following.

- (a) **Development of Activity Timeframe**  
After signing the consultancy contract, the consultant will collaborate with CCDB, RB-CPRP, and project officials to develop a comprehensive Activity Timeframe outlining key milestones and deadlines for the successful execution of the assignment.
- (b) **Design and Finalization of Information Collection Tools (ICTs)**  
The consultant will design and finalize information collection tools (ICTs) for the baseline survey. This includes developing the necessary questionnaires and other survey instruments in consultation with CCDB to ensure relevance and accuracy.
- (c) **Field Visits for Data Collection and Verification**  
To ensure the reliability and authenticity of baseline data, the consultant will conduct field visits for data collection and cross-checking information with the target groups and stakeholders.
- (d) **Data Validation and Refinement**  
The consultant will oversee the checking, editing, and refining of completed questionnaires to ensure completeness, consistency, and accuracy before data processing.
- (e) **Data Analysis and Visualization**  
The consultant will generate tables, graphs, and other visual representations of survey findings, facilitating clear interpretation and analysis of key insights.



- (f) Customization of SPSS for Data Processing  
The consultant will customize the SPSS program to process and analyze the collected data efficiently, ensuring accurate statistical procedure.
- (g) Finalization of Tools in Consultation with CCDB  
All survey tools, including questionnaires and data collection instruments, will be finalized in close collaboration with CCDB to ensure alignment with project objectives and data requirements.

### 9. Time Frame

The assignment will be completed within 40 working days from the date the contract is signed. The consultants will accomplish the entire assignment within this time frame.

Serial	Major activity	No. of working days
1	Review of relevant documents made available to consultant.	
2	Development of data/ information collection tools including household survey questionnaire, checklists for FGD, etc.	
3	Training of the enumerators	
4	Field testing of data collection tools and revising accordingly	
5	Field work: questionnaire survey, FGDs, case stories preparation, meeting with key informants, etc, including checking and editing of collected data/ information and ensuring total quality control at every stage of performance of the assignment.	
6	Processing/ tabulation of collected data/ information.	
7	Draft report preparation.	
8	Preparation of final Report based on comments/suggestions of CCDB and donor partners	
	<b>Total</b>	<b>days</b>

### 5. Expected deliverables/products from the Consultant(s)

The consultant firm is expected to prepare an analytical report in English that does not exceed 40 pages, including an executive summary. Others as follows

- **Submission of Inception Report**

The consultant will submit a brief inception report outlining the assignment concept, including the methodology, approach, timeframe, and potential constraints. This report will provide a clear roadmap for conducting the baseline survey.

- **Submission of Draft Report and Presentation**

By the end of the agreed period, the consultant will submit a draft baseline survey report in both hard and soft copies to CCDB. Additionally, the consultant will deliver a PowerPoint presentation summarizing key findings, ensuring clarity and facilitating discussion.

- **Submission of Final Baseline Survey Report**

The final Baseline Survey Report will be submitted in both hard and soft copies after incorporating comments, observations, and suggestions from CCDB and Tearfund. This submission will be in accordance with the Activity Timeframe established at the beginning of the assignment.

- **Submission of Baseline Database**

The consultant will provide the baseline database in SPSS format, ensuring that value labels and relevant documentation are properly structured for future reference and analysis.

- **Provision of Necessary Documents and Data by CCDB:**

CCDB will supply the consultant with all necessary documents, data, and information required for successfully executing the assignment. Any additional information requested by the consultant to facilitate the work will be provided as needed.

- **Support and Cooperation from CCDB**

CCDB will extend full cooperation and support to the consultant and their team, ensuring smooth execution of the assignment and addressing any logistical or operational needs that may arise.

## 6. Survey Team:

CCDB anticipates that the assignment will be carried out by a team comprising a Lead Consultant, a Gender Specialist, and a Climate & Disaster Specialist.

- The Lead Consultant, in collaboration with the two subject-matter experts, will be responsible for designing the tools and methodologies necessary for conducting the baseline survey.
- The Gender Specialist will focus on gender-related issues, ensuring that gender dynamics, challenges, and opportunities are effectively captured in the study.
- The Climate & Disaster Specialist will assess climate vulnerabilities and disaster risks, ensuring that environmental and disaster-related aspects are properly integrated into the baseline analysis.

### Requirements

- **The lead consultant** is expected to have Master's degree in Social science with at least ten years of working experience in development field and possess extensive experience in conducting quantitative and qualitative social research and analysis, be knowledgeable about poverty alleviation, human rights, women's rights, justice issues, Peoples Organizations and People Centred Development in Bangladesh and programme management aspects. S/he should possess excellent proficiency in written and spoken English.
- **Gender expert** must have university degree with relevant working experience specific in gender participation, equality, empowerment and resource management. She must have skills in focus group discussion, field data analysis and report writing.
- **The Climate & Disaster Specialist** should have a master's degree in Climate Change, Environmental Science, Disaster Risk Management, or a related field, with 5–7 years of experience in climate adaptation, disaster risk reduction (DRR), and resilience-building projects. They must have expertise in climate impact assessments, climate vulnerability assessment, disaster risk analysis, and community-based disaster risk management (CBDRM),

## 7. Contents of the offer for this assignment

7.1 CVs of all consultants except enumerators involved

7.2 Technical Proposal

a) Technical Approach, Methodology, and Organization of the Consultant's team: *Please* explain your understanding of the objectives of the assignment as outlined in the Terms of Reference (TOR), the technical approach, and the methodology you would adopt for implementing the tasks to deliver the expected output(s); the degree of detail of such output; and describe the structure and composition of your team. Please do not repeat/copy the TORs in here.

b) Work Plan and Staffing: Please outline the plan for the implementation of the main activities/tasks of the assignment, their content and duration, phasing and interrelations, milestones (including interim approvals by the Client), and tentative delivery dates of the reports. The proposed work plan should be consistent with the technical approach and methodology, showing understanding of the TOR and ability to translate them into a feasible working plan and work schedule showing the assigned tasks for each expert. A list of the final documents (including reports) to be delivered as final output(s) should be included here.

- c) Comments (on the TOR and on staff and facilities: *Your suggestions should be concise and to the point, and incorporated in your Proposal.*

7.3 Financial Proposal. (Please break down of each cost Item)

8.3.1 Remuneration of each consultant and enumerators (per person/day)

8.3.2 Training of the enumerator

8.3.3 Travel cost

8.3.4 Food and accommodation

8.3.5 Stationeries and printing

(Add more if you feel necessary including VAT and Tax which will be deducted at Source)

7.4 Samples of previous work similar to this assignment.

***Please note that CCDB reserves the rights to accept or reject any proposal without assigning any reasons.***