**ToR**

**Feasibility study on Risk Sensitive and Climate-Smart Alternative Livelihood**

# Summary of the document

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| **Program/Project,** **Project Number** | **Strengthening Resilience in South and South-East Asia by Integrating Risk Management, Social Inclusion and Socio-Economic Development Project** **IDN2005-CDD** |
| **Partner Organisation** | Centre for Disability in Development (CDD) |
| **Project start and end dates** | **October 2020- September 2023** |
| **Purpose** | The purpose of the study is **To identify the skills training and assets for Self Help Groups and Women Groups and agriculture-based climate-resilient livelihoods, and promote market linkages for these livelihoods options;**This study will also **Identify the gaps of inclusion of persons with disabilities in adaptation measures to climate-smart alternative livelihood options.**From this study **Scope and opportunities for strengthening institutional capacity, knowledge and learning on the climate-risk informed management of livelihoods will be identified.** Based on this, **study will provide** **A evidence-based climate risk, Impact and Adaption assessment (traditional non-adaptive and maladaptive livelihood), including updated / localized scenarios on proposed livelihoods of the project areas and suggested a guide of Disability inclusive Climate Change Adaptation livelihood modality.** This study will be the basis to conduct implementation activities on pilot/test basis under SRIRMSI & SED Project at Rayenda Union under Sharankhola Sub-district of Bagerhat District. |
| **Type of work** | Study |
| **Commissioning organisation/contact person** | Ch. Md. Khalid Hussain Ershad, Project Manager, Centre for Disability in Development (CDD) |
| **Study Team members**  | Study team including the team leader/principal Consultant and a person with disability as a disability expert, one personal assistant of person with disability (if required). |
| **Primary Methodology** | Desk review the available literature and studies related to climate change vulnerability and adaptation for coastal area of Bangladesh such as National Communications, Technology Needs Assessment and other relevant literature, with particular focus on long- and short-term impacts of SLR (Sea Level Rise),Cyclone ,salinity raise related hazards induced by climate change on the proposed coastal livelihoods.  Also, the following documents will be reviewed by the consultant i.e detail project proposal of SRIRMSI & SED Project, base line report of the project and similar projects along with plans and programs of Bangladesh Government and development partners, interactive dialogue, one to one discussion, community consultation, physical/online meeting with the focus group, data collection from primary and secondary sources, qualitative and quantitative data analysis. |
| **Proposed Study Start and End Dates** | **10th November,2021 – 20th December, 2021** |
| **Anticipated Report Release Date** | 20th December, 2021 |
| **Recipient of Final Report** | **Centre for Disability in Development (CDD)** |

# Background of Project

Centre for Disability in Development (CDD) in partnership with ASB is implementing three (3) years project titled Strengthening Resilience in South and South-East Asia by Integrating Risk Management, Social Inclusion and Socio-Economic Development Project is implementing from November,2020 and will continue until December, 2021. This project will reach directly 4275 people including persons with disabilities and indirectly reach more than 20,885 individuals.

The project supports the establishment and strengthening of community-based DRR/CCA structures and self-help groups or Women Groups. These structures will be provided resilient livelihood training including assistance for business continuity management throughout the project; will help communities to continue livelihood activities and inspire other community members beyond the project duration. The project is implementing by CDD in Rayenda Union under Sharankhola Sub-district of Bagerhat District in the coastal zone of Bangladesh.

**Overall Objective of the Project**

Overall objective of the project is to capacitated and ready to understand climate and disaster risks and consider them appropriately with regards to creating sustainable livelihoods.in CDD in Rayenda Union under Sharankhola Sub-district of Bagerhat District. The overall change that the project will strengthen the linkages and it will enable collective mobilisation of resources and capacities for an integrated approach to DRR/CCA in broader development. The collective approach will ensure effectiveness and efficiency of resources allocation to DRR/CCA and socio economic development.

**Specific Objectives of the Project**

The specific objective is that community members directly benefiting from the project (especially at-risk population groups) have demonstrated improved knowledge and skills in disaster risk reduction (DRR) and climate change adaptation (CCA) including in appropriate strategy in changing climate context .After completion of the project, there will be some measurable changes or improvements in DiDRM as well as inclusion of disability issues in climate change adaptation in coastal areas of Bangladesh reflected in the policies and practices.

The project focuses on both disability specific initiatives and disability mainstreaming in a twin-track approach in order to expand and consolidate disability inclusive development at the grassroots, on the one hand, and ensure its sustainability through institutionalization at all levels in local and national contexts, on the other hand.

The project is expected to produce following results:

1. Result 1: By the end of the project, 09 disaster-prone communities (incl. at-risk groups) have conducted inclusive risk assessments and utilised the results to inform community outreach and mitigation practises (e.g. awareness raising, evacuation exercises, more efficient use of scarce resources [e.g. water / fossil energy], waste management, tree planting).
2. Result 2: Women and persons with disabilities are actively involved in local planning and decision-making processes in all 09 project communities at project end and assume leadership responsibility in these processes.
3. Result 3: 300 at risk households in 09 communities dispose of sustainable and risk-sensitive livelihoods by the end of the project (e.g. cultivation of resource-saving "cash crops" which better withstand potential climate-related risks such as droughts or floods).
4. Result 4: By the end of the project, 265 stakeholders (government and civil society organizations) at local, national and regional level dispose of improved capacities and replicable good practices in the planning and implementation of integrated and inclusive approaches towards resilience building.
5. **Result 5:** CDD has strengthened their capacities in evidence-based advocacy work by the end of the project and actively influence relevant actors and processes at local, national and regional level, particularly in the areas of social inclusion, strengthening particularly vulnerable population groups and risk-sensitive and climate-smart livelihoods.

**This study will directly contribute to achieve the result 3 of SRIRMSI & SED Project.**

**Location:**

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| **District** | **Upazila** | **Union** | **Ward** |
| Bagerhat | Sharankhola Upazilla | Rayenda | All 9 wards |

**Key Stakeholders:**

* Relevant ministry(s), department and local government institutes
* DRR & climate-smart livelihoods practicing organizations
* Self Help Groups & OPD (Organization of Persons with Disabilities)
* UzDMC, UDMC, Ward Disaster Management Committee
* Union Parishad
* DAE, DLS
* Community people from different occupations
* Students and teachers of selected schools

**Key Stakeholders from State**

* Ministry of Agriculture, Live Stock, Forest & Climate Change (MoEFCC)

**Study Objective, Scope and Intended Use**

The consultancy will be for conducting study in **10th November,2021 – 20th December, 2021**. In this consultancy the study will be to identify the skills training and assets for Self Help Groups and Women Groups and agriculture-based climate-resilient livelihoods, and promote market linkages for these livelihoods options for further design, advocacy and field implementation plan of Disability inclusive Climate Change Adaptation (DiCCA) activities under SRIRMSI & SED project and also capacity enhancement of CDD and other key stakeholders on DiCCA.

**Scope of the Study**

This study will be done in the Bagerhat district in line with parameters of expected **result 3**. Study will be provided clear understanding on a climate risks and impacts and adaption livelihood scenarios of coastal livelihoods. The study will be used to implement the project activities in order to mitigate potential risks and adverse impacts on women and person with disabilities in the Project area. It will also intend to build the adaptive capacities of women and person with disabilities in coastal communities of southwest Bangladesh and enable them to take up resilient, adaptive livelihoods in the face of climate-induced environment. Besides this, study will suggestion areas of capacity development of CDD and other key stakeholders of CCA.

**Selected Firm/ individual person will be carried out following activities in the study:**

* Review of secondary sources of information and relevant documents
* Submit detail work plan with timeframe and responsible individual experts
* Study methodology with appropriate data collection methods and data analysis tools and techniques
* Prepare data collect tools like questionnaire, checklist for the field data collection. Firm/individual person will conduct field test and finalize tools and techniques of data collection. Data collection tools should be in both Bengali and English language
* Hire and train experienced field enumerators for qualitative and quantitative data collection and ensure the quality of data
* Proper data management, coding, entry, cleaning and analysis in terms of purpose of the study
* Preserve and provide soft copy of data (Excel or SPSS) both clean and unclean file
* Prepare and submit draft report
* Share study findings with CDD and ASB
* Finalize the report addressing feedback both from CDD and ASB
* Submit final study report

**Target Audience and Intended Use**

The target audience of the study report is CDD and ASB. The study team is expected to provide de-briefing on the study to facilitate learning for stakeholders. The report will be used for taking further steps of finalizing interventions of SRIRMSI & SED Project for future.

Intended use:

* The findings and recommendation from the study will be important for CDD and ASB in designing interventions for implementing at Bagerhat District and at national level under SRIRMSI & SED project

The study process will take a participatory approach by involvement of project stakeholders, especially the targeted persons with disabilities & Organization of Persons with Disabilities ensuring COVID-19 safety protocols. This will include physical distancing, mandatory to use mask, hand sanitizer and personal protective equipment.

**Gender**

The study will consider gender aspects of the community and report on this. Data collected will be disaggregated according to gender. The methodology will ensure that the voices of both men and women are heard equally and considered. For each of the enquiry areas above, it would be useful to consider the participation of women and men and how factors will be influenced these changes.

**Child and Vulnerable Adult Safeguarding**

The study must consider child and vulnerable adult safeguarding aspects and report on this. Like the present status of child and vulnerable adult safeguarding in the project location. Existing mechanisms which are practicing to ensure a child safe working environment.

**Methodology**

The firm/individual person is responsible to develop appropriate methodology in repose to the purpose of the study. The methodology should be mixed with both qualitative and quantitative data collection and analysis. Firm/individual person will be responsible to conduct field test before starting the study.

Sample size should be define considering 99% confidence level. Firm/individual person is expected to determine sample size based on targeted working area (Wards). Sample size selection should be detailed in the methodology portion. Firm/individual person will also provide the data collection like including when, how and where from data will be collected with detail time framework. Firm/individual person will provide detail work schedule including when and how data will be collected with appropriate data collection method in the working methodology. Data analysis tools, framework, strategy development plan & framework and reporting outline should be mentioned in the methodology section of technical proposal.

In the analysis section of report should highlighted by disaggregated data by sex, socio-economic condition, disability, types of disability. Also, there should be separate section for strategy, coursed of action, recommendation and implementation guideline.

**Limitations**

Considering the pandemic situation of COVID-19 any reasonable change may take place in consultation of both parties during the period of study work.

**Team Qualification and Management Responsibilities**

The required qualifications and experience for firm/individual person and study team are given below:

**Minimum Eligibility and Qualifications of the Firm/ Individual Person**

* At least seven 7 years’ experience conducting and leading research, baseline, end line study preferably in the area of climate resilient livelihoods and integrated natural resources planning at national and sub-national levels; experience in coastal areas of Bangladesh be an advantage. both in quantitative and qualitative, should be with reputed organizations (INGOs, NGOs, UN, and other humanitarian agencies)
* At least 3 study/research done by lead consultant on Climate-Smart Alternative Livelihood and have comprehensiveness knowledge climate change, adaptive livelihoods, coastal communities of Bangladesh.
* Firm/Individual person should have all legal papers e.g., valid trade license, latest audit report, TIN etc.
* Experienced in questionnaire development, testing and training and managing field enumerators
* Experienced with study in Agriculture & CCA or related sectors
* Experienced with strategy development in Disability inclusive livelihood & CCA or related sectors
* Excellent knowledge, skills and experience in research methodology and statistical analysis
* Proven advanced computer skills (SPSS and Excel or any other statistical software), strong written, analytical skill.
* Excellent communication skills for facilitations and organized training and workshop

**Minimum Eligibility and Qualifications of the Key Personnel:**

Team Leader

* At least postgraduate degree in Climate change and development, Agriculture, Development Economics, Environmental Economics, marine or water resources management, Environmental Law, Planning or a closely related field.
* At least 10 years of professional experience in research and evaluation in the fields of climate change, adaptive livelihoods at coastal communities with a specific experience of leading national level study.

Data Scientist

* At least graduation in Statistics or IT.
* At least 5 years’ experience of quantitative & qualitative research, data collection, working in disability inclusion, disaster management and climate change program.
* Proven advanced computer skills (SPSS and Excel or any other statistical software), analytical skill.
* Disability Expert
* Postgraduate degree in Disaster Management, Climate Change, Development studies, Economics or related fields
* At least 7 years of professional experience in the fields of disability

Climate Change Expert

* Postgraduate degree in Disaster Management, Climate Change, Development studies, Economics or related fields
* At least 7 years of professional experience in the fields of climate change and disaster risk reduction

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# Deliverables

Firm/selected individual will provide following deliverables:

* Inception report including detail methodology, data collection plan and time framework
* Data collection tools both in Bangla and English
* Soft version (Excel or SPSS) of data base
* Draft report in both hard (3 copies) and soft copies in MS Word and PDF format
* Organize sharing meeting of study findings with CDD and ASB
* Final study report in both hard (3 copies) and soft copies in MS Word and PDF format

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# Duration and Phasing

Duration of the study will be within 40 working days after MoU signing.

# Costs and Payments

The cost for study should take into account all HR costs and professional fees, travel costs, daily allowances and other expenses. CDD will make payments by bank transfer to the firm’s/individual’s bank account according to the ToR. Payment will be made based on deliverables upon submission of invoice and complete of work

* 1st Payment: 20% of contract value will be paid based on submission and acceptance of inception report
* 2nd Payment: 50% of contract value will be paid based on submission and acceptance of final data base
* 3rd Payment: 30% of contract value will be paid based on submission and acceptance of final study report

**Dates mentioned in the Inception report need to be followed strictly without fail. Failure of the agreed timeline must be compensated financially by the consultant/consulting firm. For each day delay of submission of deliverables 0.5% amount would be deducted from the total contract amount.**

**VAT and tax will be deducted as per government’s NBR policies.**

# Evaluation Process of ToR

For evaluating the firm/individual person, cumulative analysis weighted scoring method will be applied

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| **Criteria** | **Weightage Value** |
| **Technical Proposal** | **70%** |
| Experiences of the Firm/ individual person | 15% |
| Methodology and work plan | 25% |
| Expertise of the Study Team | 30% |
| **Financial Proposal** | **30%** |
| **Total** | **100%** |

**Application Procedure:**

Interested firms/individual person should submit their expression of interest to info@cdd.org.bd by **31st October, 2021**. In the subject line please mention **“Feasibility Study -Risk Sensitive and Climate-Smart Alternative Livelihood of SRIRMSI & SED Project”**. Application should include

1. Technical Proposal which contains cover letter, firms/individuals’ profile, previous experience, detail methodology, work plan, team profile including Curricula Vitae etc.
2. Financial Proposal which contains breakdown of all costs