

## **Terms of Reference (ToR)**

**A Study on Age, Gender, and Disability inclusion in Disaster Risk Reduction and Climate Change Adaptation (DRR-CCA) policies and programmes in Bangladesh**



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## 01. Background and rationale

Bangladesh is one of the most disaster-prone countries in the world, regularly facing challenges such as floods, cyclones, and river erosion due to its geographical location and changing climate patterns. In response to these challenges, both the government and various civil society organizations have been implementing Disaster Risk Reduction and Climate Change Adaptation (DRR-CCA) programmes. It is essential to ensure that these programmes are inclusive and address the specific needs and vulnerabilities of different demographic groups, including age, gender, and disability considerations.

Bangladesh has made significant steps in addressing inclusivity concerns within DRR and CCA programs, especially gender inclusion has seen more progress compared to age and disability considerations. However, there are still insufficient initiatives aimed at actively engaging women, especially those with disabilities, in the decision-making processes related to disaster risk management and climate change adaptation. While efforts to incorporate age and disability perspectives into disaster preparedness, response, and recovery programs exist, they remain limited in scope.

Few organizations have been working to integrate disability-related issues into disaster risk management, yet the replication of successful practices within the country has been constrained. Consequently, challenges persist in achieving full inclusivity in disaster management programs in the country. These challenges can be attributed to gaps in understanding the appropriate approaches, a charity-based mindset, and inadequate resource allocations for inclusion of persons with disabilities in disaster risk management.

To have a wide-scale view of the most up-to-date information on how DRR and CCA programmes are addressing age, gender, and disability considerations in Bangladesh, CDD is inviting independent consultant(s)/consulting firms to conduct a study titled, **“Age, Gender, and Disability inclusion in Disaster Risk Reduction and Climate Change Adaptation (DRR-CCA) programs in Bangladesh** under a project being implemented by CDD with the support of Handicap International | Humanity and Inclusion (HI).

## 02. Audience and use of findings

The audience for this study will primarily be:

- Relevant government stakeholders engaged in DRR and CCA policymaking, implementation, and monitoring.
- The humanitarian and development community, especially those organizations active in DRR and CCA programming.
- The donor community and UN agencies supporting DRR and CCA programming, financially and technically, and setting priorities and frameworks.

- Organizations of persons with disabilities actively advocating for disability rights in DRR and CCA.
- Media covering DRR and CCA in Bangladesh for the public.

The findings will be used to further advocate for disability inclusive DRR and CCA in Bangladesh with policymakers and practitioners. It will help provide concrete guidance on how to better engage with persons with disabilities in an inclusive and participatory manner as part of DRR and CCA policy-making and programming, so that no one is left behind.

### **03. Objectives of the Study**

This study aims to primarily provide an overview of the situation of disability inclusion in DRR-CCA initiatives in Bangladesh, as well as the consideration given to gender and age as additional vulnerability factors. New policies and initiatives have been introduced to further address the needs of at-risk groups in Bangladesh in the face of increasing climate-related shocks and stresses. This study proposes to examine the level of uptake of these new policies and commitments in terms of meaningful participation and inclusion of persons with disabilities in DRR and CCA decision-making processes and programs, both government-led and civil society led. The study will aim to highlight success factors and stories, as well as challenges and persisting gaps.

### **04. Research questions:**

The main questions the consultant(s) will have to focus on and answer as part of this work are as follows:

- How are persons with disabilities impacted by climate change in Bangladesh? What kind of risk factors do they specifically encounter in the face of climate change considering that persons with disabilities are a diverse group with different kinds of needs, in terms of their impairments, age, gender, and other types of intersections.
- What is the DRR and CCA policy environment in Bangladesh? And to what extent do available policies, plans and guidelines include provisions to promote accessibility and inclusion of persons with disabilities?
- How do provisions and commitments for disability inclusion of these policy documents translate into practice? What are the potential challenges, gaps, barriers and opportunities in both government-led and civil society-led DRR-CCA initiatives?

- What are the best practices and lessons learned from both government-led and civil society-led initiatives that could be promoted and scaled-up to further address disability needs in DRR-CCA, with a DGA lens?

## 05. Suggested research methods

The exact methodology is to be determined by the research team in their inception report, guided by CDD - HI. However, the study will be centered around the following main activities:

- Literature review: conduct a comprehensive literature review to address policy/program measures have taken to respond to inclusion of persons with disabilities in DRR-CCA initiatives in Bangladesh. Also review available literature about disability and DRR in Bangladesh to help inform how persons with disabilities as well considering their disability/impairment diversity, their age (children, youths, and elder persons with disabilities), gender/sex (men & women with disabilities) and their other intersectionality are impacted by climate change in the country. The process should produce a literature report detailing the different categories of policy and program measures, their observed effects, correlations of their development with the evolving national social and economic context etc. The review process should cover both the government policy documents as well as the academic journals and articles (particularly those peer-reviewed ones), among other sources of info considered relevant.
- Analysis on the key policy and program: conduct in-depth and case analysis on the key policy and program measures identified in the first stage. The analysis should address how the provisions and commitments for disability inclusion in policy documents are translated in practice. Analysis should investigate the correlations between the DRR-CCA policy and program transition process and inclusion of age, gender and disability policies and programs, whether or not they have achieved the expected objectives and the associated contributing and restrictive factors. Key Informant Interviews and In-Depth Interviews with government and a selection of civil society stakeholders at national and local level engaged in flagship DRR-CCA initiatives should be collected through online or physical interview.
- Perspective of persons with disabilities: Perception of targeted groups should be collected through qualitative research. Focus group discussions and interviews with persons with disabilities (and their representative organizations) women, children and elderly groups in targeted locations to capture experience of climate change, the extent to which they are included and participate in DRR-CCA decision-making processes and activities, the barriers they faced to access information and services, etc

### **Geographic locations of the study:**

- Central level activities are expected to be conducted, especially KII with key government and civil society stakeholders.
- Field activities will be implemented in two sub-districts under Khulna and Satkhira districts (one in each district) selected between the research team and CDD-HI.

Government and civil society stakeholders operating at local level are expected to be interviewed, and FGDs and surveys with persons with disabilities are also expected to take place in the same locations in the field at local level. Visits of relevant infrastructures (shelters, mitigation works) should also be carried out to assess accessibility.

## **06. Ethical Considerations**

The study should adhere to CDD and HI's ethical principles and internal policies. All research activities should be developed with all necessary caution, namely by:

- Ensuring that the study or any other outputs from the study contributes to amplify the voices of the most affected population and to challenge injustice and exclusion but does not reinforce negative stereotypes and biases.
- Ensuring that individual consent is properly collected for every picture, testimony or quote, and ensuring the respect of the dignity of participant's portrait in pictures and testimonies.
- Respecting copyright and obtaining permissions to use pictures, and including information related to the photographers.
- Ensuring that the final outputs are never used for commercial purposes.
- Carefully providing complete references to external sources used in the text of the publication.

**Disability, Gender and Age (DGA) approach:** As all CDD and HI activities are underpinned by a commitment to equal access to services for all, with systematic attention given to disability, gender and age in particular, the study should reflect this and adapt its methodologies accordingly; seeking innovative ways to mainstream gender in all data collection activities, and systematically looking into the linkages between disability, gender and age, highlighting the intersecting forms of discriminations, and barriers in the access to services by persons with disabilities.

## 07. Scope of Work

The Research team is expected to work in consultation with the CDD - HI team in designing, developing and implementing this study. The following key components are envisioned:

- **Inception Report, including:**
  - research methodology best suited to meet the study objectives, also outlining ethical considerations to implement the study in an effective, culturally appropriate, gender-sensitive, and ethical manner.
  - initial literature review related to disability and climate change / DRR in Bangladesh (research reports done by government, civil- society, non-government and international organizations; legal and policy documents; available survey data; relevant key global policy documents).
- **Implementation of the study itself:** The consultant(s) are expected to manage and oversee the process of data collection, provide technical oversight of potential other research team members and ensure quality control.
- **Data analysis and Reporting:** production of a first draft report including recommendations, based on the analysis of the data. Production of translated and transcribed notes from the FGDs, KIs and other Survey Instruments to support the first draft and preliminary analysis of data collected.
- **Data validation:** A half-day validation workshop will be organized by CDD and HI to obtain feedback from relevant stakeholders engaged in the study. The consultant(s) will support such workshop through agenda-setting, preparing a presentation, presenting the findings and compiling the feedback that will help guide the final report drafting.
- **Final report:** The consultant(s) is / are responsible for producing the final report, following the report outline suggested in section 8, including recommendations to help inform the work of relevant stakeholders on how to be more responsive to the perspectives and needs of persons with disabilities in their DRR-CCA work.
- **Dissemination:** The consultant(s) is/are responsible for preparing a presentation and a short policy brief, and for presenting the final study findings at a workshop organized by CDD-HI.

## 08. Summary of deliverables and report style

The following deliverables are expected from the study:

- Complete **inception report** including proposed main contents of the consultancy report and the activity implementation plan.
- Complete **literature review report**



- **Draft report**, accompanied by transcription and translation (into English) of FDGs, KIIs and other Survey Instruments
- **Supporting documents for Data validation workshop** (agenda, presentation)
- Short **feedback report from validation workshop** to consider for final report.
- **Final report** incorporating feedback and suggestions from both CDD-HI as well as validation workshop participants. The report style should be factual, accessible for a diverse audience, and all sources used should be documented. The report should incorporate quotes from study participants, photos adequately referenced, and human-interest stories to give a face and a voice to persons interviewed and their experiences.
- The report must highlight the key actionable, context-specific recommendations could be shared with relevant policymakers and practitioners.

The following report outline should be used:

- Executive Summary of the study findings (max 3-4 pages; with reference to: Purpose of the research, methodology used, findings, recommendations). It should be done in a way so that it can be easily recycled as a policy brief.
- Background: key contextual information relevant to the study topic
- Key findings, organized in a structured manner.
- Recommendations
- Annexes (including tools used for KII, FGDs, survey instrument, list of stakeholders consulted/interviewed, sites visited, etc.)
- Bibliography
- **PowerPoint presentation of findings and recommendations**, and short policy brief inspired by the executive summary), to be used at the final dissemination event.

## 09. Timetable

The study is expected to be conducted from March to May 2024, with regular progress updates to the contracting authority.

## 10. Budget

The budget for this assignment should cover all expenses related to study activities, data collection, analysis, and reporting.



## 11. Individual/Team Qualifications

Following are the expected areas of expertise that the potential individual consultant/consulting firm need to possess:

- The individual consultant or research team should have expertise in disaster risk reduction, climate change adaptation, age, gender, and disability issues. They should also have a strong understanding of the Bangladesh context.
- The consultant or firm should have a demonstrated expertise in conducting research related to age, gender, and disability issues. This includes knowledge of relevant theories, concepts, and methodologies in social sciences, gender studies, disability studies, and related fields.
- Adequate understanding of relevant national and global policies and on the current DRR and CCA policies and practices in Bangladesh by government and non-government entities.
- Good contact and access to relevant government directorates, ministries, national and international non-government entities, civil society organizations, and OPDs.
- The consultant or firm should have a track-record of conducting high-quality research studies, preferably in disaster risk management, social inclusion, gender equity, and disability rights.
- Proficiency in data collection methods, including surveys, interviews, focus groups discussions, and data analysis is important. Knowledge of qualitative research techniques is mandatory.
- A strong commitment to ethical research practices, including obtaining informed consent from participants and ensuring privacy and confidentiality, is essential.
- The consultant or firm should have experience working with diverse groups of people, including persons with disabilities, women, adults, and at-risk people as well as should be able to ensure that their voices are heard and respected throughout the study. In this regard, the consultant or firm must include persons with disability in the study team in a dignified role (this is non-negotiable).
- Strong report writing skills and the ability to communicate research findings effectively to different stakeholders, including government agencies, NGOs, and affected communities, are important.
- The consultant or firm should provide a clear budget proposal and timeline for the study, demonstrating an understanding of the scope of work and resource requirements; and

- The consultant or firm should be committed to ensuring that the study process itself is accessible and inclusive for all participants, including those with disabilities.
- Having a team member with a disability and prior experience in this type of consultancy would be advantageous.

## 12. Reporting and Communication

The research team will report to **Mr. Broja Gopal Saha (Deputy Director at CDD), Sibghatullah Ahmed (Operations Manager at HI) and Kumar Shiwendra (Technical Specialist – Inclusive Humanitarian Action at HI)** for the study. There should be regular communication regarding progress, challenges, and findings.

## 13. Evaluation and Selection Process

Proposals will be evaluated based on the qualifications and experience of the research team, the proposed methodology, and the budget.

## 14. Submission of Proposals

Interested parties are invited to submit their proposals, including a detailed methodology, team qualifications, and a budget, by **1<sup>st</sup> March 2024**.

## 15. Contact Information

For inquiries and proposal submissions, please contact **procurement.cddbd@gmail.com**. This Terms of Reference (ToR) serves as a guideline for the study and may be subject to revisions as necessary to ensure the successful completion of the research on age, gender, and disability inclusive strategies in DRR-CCA programmes in Bangladesh.