

## **Terms of Reference for Base Line Survey including stakeholder mapping and Capacity assessment in Southkhali Union, Sarankhola, Bagerhat.**

---

### **TABLE OF CONTENTS**

Summary of the document .....	2
1. Background of Project .....	4
2. Survey Objective, Scope and Intended Use .....	6
2.1. Scope of the survey .....	7
2.2. Target audience and intended use.....	8
3. Survey Questions (these are guiding questions which will be finalised by the consulting firm/individual in consultation with CDD) .....	8
4. Methodology .....	11
5. Limitations.....	12
6. Team qualification and Management Responsibilities .....	12
7. Deliverables .....	14
8. Duration and Phasing .....	14
9. Costs and payments.....	15
10. Evaluation process of ToR .....	15
11. Application procedure: .....	16
12. Documents for review .....	16
Appendix: List of abbreviations of acronyms.....	16

## SUMMARY OF THE DOCUMENT

<b>Program/Project, Project Number</b>	'Strengthening local climate-sensitive and universal WASH capacities using and disseminating the Green Humanitarian Aid approach' project
<b>Name of donor</b>	Arbeiter-Samariter-Bund (ASB)& German Federal Foreign Office (GFFO)
<b>Implementing Organisation</b>	Centre for Disability in Development (CDD)
<b>Project start and end dates</b>	November 2023 to October 2026.
<b>Purpose</b>	<p>The purpose of conducting the baseline survey is to establish a comprehensive understanding of the current state of affairs regarding inclusive and climate-sensitive approaches to WASH, DRR, and environmental mainstreaming within the targeted communities and stakeholders. This survey seeks to:</p> <ol style="list-style-type: none"> <li>1. Assess the existing knowledge, attitudes, and practices concerning inclusive and climate-sensitive WASH, DRR, climate change adaptation, and environmental mainstreaming among community members, with a particular focus on most at risk groups such as persons with disabilities and women.</li> <li>2. Identify the prevailing challenges and barriers hindering the inclusivity and climate-sensitivity in WASH, and DRR initiatives within the community.</li> <li>3. Assess the current level of awareness and practices of environmental issues among communities and relevant stakeholders.</li> <li>4. Evaluate the capacity and resources available at the local level, including those of the local government and non-governmental organizations, in addressing inclusive and climate-sensitive WASH, DRR, climate change adaptation, and environmental mainstreaming.</li> <li>5. Identify key stakeholders, both direct and indirect, involved in promoting inclusive WASH, DRR, climate change, and environmental</li> </ol>

	<p>mainstreaming initiatives, and understand their interests, capacities, and potential contributions.</p> <p>6. Analyze the current status and progress of WASH related policies and plans in the project area.</p> <p>By conducting this baseline survey, the project aims to measure significant changes and progress over a specified timeframe, thereby enabling measurement of project impact and effectiveness.</p>
<b>A Type of Survey</b>	Baseline
<b>Contact person</b>	Mr. Syed Sabbir Hasan, Project Coordinator, Centre for Disability in Development (CDD)
<b>Survey team members</b>	Survey team including a team leader/principal consultant, data specialist, WASH Specialist, Environment & DRR Specialist, enumerators, a person with disability as inclusion expert and a personal assistant/care giver (if required) during data collection.
<b>Proposed survey Start and End Dates</b>	Start: May 15, 2024, End: June 30, 2024
<b>Anticipated Report Release Date</b>	June 30, 2024
<b>Recipient of Final Report</b>	Mr. Nazmul Bari, Director, Centre for Disability in Development (CDD)

## 1. BACKGROUND OF PROJECT

Centre for Disability in Development (CDD), in partnership with Arbeiter-Samariter-Bund (ASB) is implementing a three (3) years project titled “Strengthening local climate-sensitive and universal WASH capacities using and disseminating the Green Humanitarian Aid approach” in Southkhali Union, Sarankhola Upazila of Bagerhat district. This project is being implemented from November 2023 to October 2026. This project will reach 8,000 community people (with direct impact to 8000 community members including persons with disabilities and disadvantaged women).

The southwest coastal region of Bangladesh has a long history of being affected by multiple natural hazards in the last few decades, including Bagerhat. Southkhali Union in Sarankhola Sub district at Bagerhat district is severely multiple tropical hazards and climate change impacts and considered as one of the most vulnerable coastal regions adjacent to mangrove forest Sundarbans. During the super cyclone SiDR, Aila and Amphan, the Southkhali Union was seriously affected and until now the affected community is struggling for survival. The effects of climate change add a new dimension to the risks and vulnerabilities of the community such as including the loss of livelihoods, socio-economic decline, and possible mental health issues resulting from encountering natural disasters unexpectedly. The women, children, persons with disabilities and the elderly people are the ones primarily at risk.

In recent years, people in Southkhali Union are facing some common climate change-induced problems such as increased salinity in the drinking water, draughts, uneven rainfall, changes in cropping season and so on. These sufferings became more bitter for the households of persons with disabilities and destitute women.

Most of the people at-risk locations in this Union are used to collect drinking water from unsafe sources e.g. ponds, canals and too old PSFs (Pond Sand Filters), which are also far away from their households. In the dry season, the outbreak of various water borne diseases e.g. Diarrhea, Dysentery, Cholera, Typhoid, and Skin Diseases bring sufferings for maximum number of households. Besides, persons with disabilities are often unable to collect safe drinking water from safe sources and inaccessible WASH structures is one of the key reasons for that.

Due to the high levels of poverty in the local community, a majority of households are unable to afford improved sanitation facilities. The most vulnerable households, including those of persons with disabilities, destitute women, fishermen, and minority communities, are particularly at risk during disasters and lack basic sanitation arrangements. Furthermore, both household and institutional sanitation facilities are largely inaccessible. Additionally, adolescent girls in the community are hesitant to manage menstrual hygiene, which further increases their health risks. Many evacuation centers in this union lack accessible features in their WASH (Water, Sanitation, and Hygiene) systems. During times of disaster, persons with disabilities, elderly people, and women suffer the most due to these limitations when seeking shelter at such evacuation centers.

### ***Objective of the project (outcome)***

Vulnerable communities have inclusive WASH capacities that take into account the impacts of climate and environmental risks, and are able to prepare for, anticipate and provide proactive humanitarian assistance in response to extreme weather events.

### ***Expected Impact of the Project:***

The project contributes to the practical implementation of WASH related global commitments and strategies by fostering universal access to clean water and sanitation, promoting inclusive, climate-sensitive and environmentally conscious WASH approaches, and strengthening humanitarian preparedness, early warning and anticipatory action in areas most affected by disasters and climate change

### ***The project is expected to produce following results (outputs):***

**Output 1:** Ensure safe and universal access to climate-sensitive humanitarian WASH services that are adapted to the local context.

**Output 2:** Strengthened local disaster preparedness and response capacities, including preparedness, early warning systems and anticipatory actions, especially in the WASH sector, with the active involvement of vulnerable groups.

**Output 3:** Implementing partners and other humanitarian actors in the project countries are familiar with the Climate Charter and the Green Humanitarian Aid (GHuHi) approach and take them into account when planning and implementing aid measures.

**Output 4:** Representatives of governmental and civil society disaster management institutions in the project countries, as well as at the regional and global levels, have the technical knowledge and good practice examples in the field of climate-sensitive, inclusive and green humanitarian aid and disaster risk reduction.

**Location:**

District	Upazila/ Municipality/ City Corporation	Union	Ward
Bagerhat	Sharankhola Upazilla	Southkhali	All 9 wards

**Key Stakeholders:**

To be identified both at local and national level using appropriate and clarified methodologies based on the following aspects:

- **Sector Engagements:** Applicable for govt. and non-govt. organizations/departments/institutions and their representatives engaged in the sectors as; WASH, Disability, Social Inclusion, DRM, DRR, Environment, Climate Change, Humanitarian Action including Anticipatory Humanitarian Action, Green Humanitarian Funding Approach etc.
- **Community Representation:** Representatives from target communities and vulnerable groups such as; Persons with Disabilities, Marginalized Women, Ultra Poor, Minority Communities as well as their groups and organizations (if available).
- **Civil Society:** Potential actors or platforms who have the relevant linkages and coordination with the above mentioned sectors.
- **Relationship with the Project:** Having strong relationship based on their capacities and roles which will enable the project to achieve the expected goals.
- **Power and Influence factors:** Demonstrated power and influence aspects of the potential stakeholders through which they can contribute to achieve the expected outputs of the project through different collaborations.

**2. SURVEY OBJECTIVE, SCOPE AND INTENDED USE**

The consultancy will be for Baseline Study in 15<sup>th</sup> May – 30<sup>th</sup> June, 2024. In this consultancy the project baseline study will be undertaken to guide as reference for measuring progress, achievements, failure and success of the project.

### **2.1. SCOPE OF THE SURVEY**

Base line study will be done in Southkhali union of Sarankhola Sub-district at Bagerhat district in line with parameters of the outputs of the project. Study will provide benchmarks of the present attitude, knowledge level, perception, and behavior towards disability, inclusion, WASH Status, disaster and climate risks, and disability inclusive disaster risk management of community people especially targeted communities and current practice of local government, NGOs practicing WASH, DRR and CCA.

Selected Firm/ individual person will be carrying out following activities in the baseline study:

1. Submit the Inception report along with the detail work plan mentioning the inclusion strategies to ensure the effective participation of persons with disabilities in the relevant stages of this survey with timeframe and responsible individual experts
2. Review of secondary sources of information and relevant project documents
3. Determine and propose the survey methodology with appropriate data collection methods and data analysis tools and techniques
4. 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 in both Bengali and English language
5. Hire and train experienced field enumerators for qualitative and quantitative data collection and ensure the quality of data
6. Proper data management, coding, entry, cleaning and analysis in terms of purpose of the study
7. Preserve and provide soft copy of data (SPSS or Excel) both clean and unclean file
8. Prepare and submit draft report.
9. Prepare and submit PowerPoint presentation on the study findings to share among the stakeholders at local and national level.

After submitting draft report and presentation, the project team will review and provide necessary feedback. Firm/individual person should submit the final report addressing the feedback received from project team.

## **2.2. TARGET AUDIENCE AND INTENDED USE**

The target audience of the base line survey report is CDD, ASB and other partner organizations of the global programme. The survey team is expected to provide de-briefing on the survey/study to facilitate learning for stakeholders. The report will be used for measuring changes of stakeholders of the project.

Intended use:

- The findings from the study/survey will be important for CDD and ASB in identifying the gaps and keeping as baseline to check/monitor current status/progress against the milestones of the project.
- Learning's from this study will enable ASB, CDD and other programme partners to further strengthen and refine the indicators of the project.
- Any logical changes of project implementation strategy may take place based on critical findings.

The survey/study process will take a participatory approach by involvement of project stakeholders, especially the targeted persons with disabilities & Organization of persons with disabilities.

## **3. SURVEY QUESTIONS (THESE ARE GUIDING QUESTIONS WHICH WILL BE FINALISED BY THE CONSULTING FIRM/INDIVIDUAL IN CONSULTATION WITH CDD)**

- Who are the potential stakeholders for the designed project?
- What are the major vulnerabilities for the target communities (persons with disabilities, marginalized women, ultra poor, minority and other similar groups) related to natural hazards and critical WASH conditions in the project location?
- What are the related components of vulnerabilities? (i.e. geographical situation, status of households, disabilities, gender aspects etc.)
- What is the number of household with access to SAFE water sources (available and declared by the local government and community) and SAFE



travel with maximum 30 mins walking distance travel, including queuing (return) and/or less than 500 meter?

- What is the number of household with access to SAFE water sources (available and declared by the local government and community), but households need extra time to collect it (more than 30 minutes of walking distance travel (return) and/more than 500 meter)?
- What is the number of households with access to UNSAFE water sources (based on common understandings) with maximum 30 mins walking distance travel, including queueing (return) and/or less than 500 meter?
- What is the number of household with access to UNSAFE water sources (based on common understandings), and to collect it need more than 30 minutes including queueing and/or more than 500 meter?
- What are the current community practices of water purification at household level for drinking purpose?
- What is the current situation of WaSH settlements in institutional level including evacuation centers and educational institutions?
- What is the current status of community awareness on personal and menstrual health?
- What are existing understanding among the community representatives and the stakeholders on universal accessibility in the WASH system?
- Accessibility status in the Water and Sanitation facilities both at households and institutional level, considering the standard for basic sanitation facilities and menstrual health.
- What is the status of current WASH plan of Southkhali Union Parishad and functionality of WASH related committees in the project location?
- What is the understanding and awareness of the community including other targeted stakeholders in the project location on Disability Inclusive DRR?
- How far the existing Early Warning mechanism is inclusive and accessible for all considering diversified disabilities and most at risk locations?
- What is the common understanding of stakeholders in the target location on Environmental Mainstreaming?
- What are the current practices of climate change adaptation at community?
- What is the knowledge level on Disability Inclusive DRR and CCA and leadership capacity of persons with disabilities and Organization of Persons with Disabilities (OPDs) in the project location?

- What is the capacity level of stakeholders on inclusion of persons with disabilities in DRR and WASH in the project location?
- What is the present scenario of functionality and inclusion of different disaster management and WATSAN committees in the project location?
- How effectively women including persons with disabilities are contributing in different disaster management and WATSAN committees and decision making process?
- What is the current status of child and adult safeguarding issues in the WASH/DRM/AHA initiatives of project stakeholders?
- What are the local level practices on implementation of existing policies and plans on WASH and DRR including AHA?
- What are the understandings of OPDs to involve themselves for issue-based advocacy to the policy makers at the local & national level?
- Are persons with disabilities organized in the project location?
- In what level persons with disabilities/OPDs are motivated and interested to contribute on inclusive WASH and DRR/AHA?
- In which degree different disaster management committees are organized to manage crisis in an inclusive manner considering WASH during disaster?
- Current status of Union Parishad regarding disability and gender inclusion in DRM and WASH initiatives?
- How far the Green Humanitarian Aid Approach is familiar to different govt. and non-govt. actors in the project location?
- What is the current practice of environmental assessment for other development organizations in the project location?
- Number of development organizations familiar to or signatory of the Climate and Environment Charter.

The consultant needs to consider assessment during baseline study (qualitatively) such as;

- Relevance → is the project approach and design respond to the needs to local communities in terms of WASH and climate change resilience?
- Coherence → is there any policies or other programmes or previous programme similar to ECT WASH? To what extent other intervention of policies support or undermine the project implementation?

- Is sustainability plan available at CDD? How they communicate the plan to local stakeholders?

## **Gender**

The base line survey will consider gender aspects of the project and report on this. Data collected will be disaggregated according to Sex, Age and Disability. The methodology will ensure that the voices of both men and women are heard and considered. For each of the enquiry areas above, it would be useful to consider any changes in the participation of women and men and how factors will be influenced these changes.

Particularly areas of baseline survey which will know specifically at gender including:

- CDD's key approaches to ensure Gender mainstreaming and also the effectiveness of those both at organizational and programme level.
- Gender responsive WASH facilities.
- Access to health and rehabilitation services for men, women and children
- Participation of both men and women in SHGs, WATSAN, Disaster Management committees and other community based groups at Ward, Union and Upazila level.
- Needs for women and for men, for girls and for boys and how they will be identified and addressed by the project. What is the mechanism that will be developed and put in place for the benefit of both men and women/girls and boys on an equal basis?

## **Safeguarding**

The baseline survey must consider safeguarding aspects of children and adult at risk and report on this. Besides, it also needs to collect information on any potential concern on safeguarding issues among the target community as well as the service providers including stakeholders and project staff. In addition, the consulting firm/person must to maintain necessary safeguarding aspects during the data collection and other process during this assignment.

## **4. METHODOLOGY**

- The firm/individual person is responsible to develop appropriate methodology 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 the starting the study.
- Sample size should be defined considering 99% confidence level. Firm/individual person is expected to determine sample size based on targeted working area (wards) and population size. Sample size selection should be detailed in the methodology portion.
- 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 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, disability, types of disability, age, disaster risk management and WASH.

## **5. LIMITATIONS**

Considering the typical disaster periods in Bangladesh (May - June) or any other emergency situation based on the real context, reasonable changes may take place in consultation of both parties during the period of survey/ study work.

## **6. 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**

1. At least seven 7 years' experience conducting and leading baseline, end line study both in quantitative and qualitative, should be with reputed organizations (INGOs, NGOs, UN, and other humanitarian agencies)
2. Firm/Individual person should have all legal papers e.g. valid trade license, latest audit report, TIN etc.
3. Experienced in questionnaire development, testing and training and managing field enumerators
4. Experienced with study in Disability, Gender, Disability inclusive and Gender Responsive WASH, DRM, CCA and Environmental mainstreaming.

5. Firm/Individual should have sound knowledge in Green Humanitarian Aid Approach, Environmental Assessment and Climate and Environment Charter.
6. Experience of similar study/survey with ECHO funded Environment and Climate based projects will be preferred.
7. Excellent knowledge, skills and experience in research methodology and statistical analysis
8. Proven advanced computer skills (SPSS and Excel), strong written, analytical skill
9. Excellent communication skills for facilitations and organized training and workshop.
10. Excellent writing skill of report writing in English.

**Minimum Eligibility and Qualifications of the key personnel:**

1. Team Leader

- Postgraduate degree in Public Health, Environmental Engineering, Disaster Management, Climate Change, Development studies, Geography, Environmental Management/Science, Economics or related fields.
- Should have sound knowledge is Green Humanitarian Aid Approach, Environmental Assessment and Climate and Environment Charter.
- At least 5 years of professional experience in research and evaluation in the fields of disability, disaster management and climate change adaptation with a specific experience of leading national level study.

2. Data Analyst

- 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

3. Gender and Disability Expert

- A person with disability having at least 5years of professional experience in the field of disability inclusion.
- Should have relevant knowledge on universal accessibility in WASH system.

4. WASH Expert

- Postgraduate degree in Public Health Engineering or related fields.
- At least 5 years of professional experience in the field of WASH.
- Having sound knowledge on Inclusive WASH is preferable.

## 5. DRR and Environment Expert

- Postgraduate degree in Environmental Science, Disaster Management, Climate Change, Development studies, or related fields.
- At least 5 years of professional experience in the fields of DRR, Environment, climate change, or any related field.
- Should have sound knowledge in Inclusive DRM, DRR and AHA.
- Knowledge in Environmental Assessment, Green Humanitarian Aid Approach, Climate and Environment Charter will carry extra value.

## 7. DELIVERABLES

Firm/selected consultant will provide following deliverables considering digital accessibility:

1. Inception report including detail methodology, data collection plan and time framework
2. Data collection tools both in Bangla and English
3. Soft version (SPSS or Excel) of data base
4. Draft report and PowerPoint presentation on survey findings in soft and hard copies.
5. Final report soft copies in MS Word and PDF format.

## 8. DURATION AND PHASING

Output	Deliverables	No. of days required
Planning and developing study (indicators, work plan and timeframe)	Inception Report	3
Develop and finalize methodology, sample size and data collection tools & techniques		5
Train field enumerators and field test		4
Data collection and data entry	Baseline Data Base	14
Data error checking and data cleaning		7

Data Analysis, Presentation and Validation	Draft Baseline Report	5
Draft Report		3
Final Report	Final Baseline Report	4
<b>Total Days</b>		<b>45</b>

Duration of the study will be maximum 45 days within 15<sup>th</sup> May to 30<sup>th</sup> June, 2024.

### 9. COSTS AND PAYMENTS

The cost for baseline 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.

- 1<sup>st</sup> Payment: 20% of contract value will be paid based on submission and acceptance of inception report.
- 2<sup>nd</sup> Payment: 50% of contract value will be paid based on submission and acceptance of draft baseline survey report along with final data set.
- 3<sup>rd</sup> Payment: 30% of contract value will be paid based on submission and acceptance of final baseline report including other deliverables.

**VAT and tax will be deducted as per government's NBR policies during every installment of payments.**

**Dates mentioned in the Inception report needs 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.**

### 10. EVALUATION PROCESS OF TOR

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

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

### **11. APPLICATION PROCEDURE:**

Interested firms/individual person should submit their expression of interest to **cddjobsac@gmail.com** by **May 10, 2024**. In the subject line please mention "Baseline Study of ECT WASH Project". Application should include:

1. Technical Proposal which contains cover letter, firms/individual's profile with TIN, BIN, Trade License (if), previous experience, detail methodology, work plan, team profile including Curricula Vitae etc.
2. Financial Proposal which contains breakdown of all costs.

### **12. DOCUMENTS FOR REVIEW**

After final selection, Project Proposal and MEAL Plan will be shared with the firm/individual.

### **APPENDIX: LIST OF ABBREVIATIONS OF ACRONYMS**

ASB	Arbeiter-Samariter-Bund
CDD	Centre for Disability in Development
CCA	Climate Changes Adaptation
WASH	Water Sanitation and Hygiene
WATSAN	Water and Sanitation
DRR	Disaster Risk Reduction
AHA	Anticipatory Humanitarian Action
DRM	Disaster Risk Management



DDM	Department of Disaster Management
DiDRM	Disability Inclusive Disaster Risk Management
DiDRR	Disability Inclusive Disaster Risk Reduction
OPD	Organization of Persons with Disabilities
SHG	Self Help Group
WDMC	Ward Disaster management Committee