# Terms of Reference

## Flood Resilience Project

## Gaibandha and Lalmonirhat districts, Bangladesh

## Baseline Study Consultancy 2020

## Project Background:

Concern Worldwide has been implementing a pre-event flood resilience project called *“Flood Resilience Project”* funded by the Zurich Foundation. This project is part of the Zurich Flood Resilience Programme which is being implemented by the Zurich Flood Resilience Alliance (ZFRA) partners in different flood vulnerable countries across the world. Concern Worldwide is implementing this project in partnership with ASOD in Gaibandha and Lalmonirhat districts in Bangladesh. The objectives of the project are to contribute to increased spending, improved policies, and improved practices for flood resilience so that flooding does not have a significant negative effect on lives and livelihoods. The project intends to provide a resilience measurement system that can be applied to influence policy decisions and improve funding allocations in support of pre-event flood resilience work.

## Organizational Background:

Concern Worldwide- as an international humanitarian organisation began its work in Bangladesh since 1972. It has responded to all major emergencies and implemented numerous programs for the socio-economic empowerment of extremely poor people across the country. Under the Country Strategic Plan (CSP 2017–2021), Concern Bangladesh had prioritized four programming contexts (Char, Urban, Haor, and Coastal areas), for addressing the underlying causes of extreme poverty through implementation of different programs in Livelihoods, Health, Nutrition, WASH, Education, Climate Change and Adaptation, and Disaster Risk Reduction and other interventions. Concern Worldwide use a results based management (RBM) approach in delivering on its strategic objective to improve programme quality and impact.

## Project Objectives:

The goal of the project is to ensure that floods have no impact on people’s ability to thrive. To achieve the goal, the project adopted four specific objective:

Improved practice supports flood resilience in vulnerable areas

National and local governments have effective resilience policies

Innovative forms of finance created

National and local governments increase investment in flood resilience

A detailed log frame, including the agreed outputs and related indicators can be found in Annexe 1.

## Purpose of the Consultancy:

The purpose of the consultancy is to conduct a baseline study for Concern’s Flood Resilience Project. The objective of the baseline study is to capture baseline information against each outcome and indicator from different sources as outlined in the agreed log frame (Annexe 1). This will help understand the starting point of the key elements of the project against which progress will be measured. The indicators range from micro, to meso, to macro level (e.g. community/ household flood resilience, access to services, disaster fund, decision making, increased budget and implementation government policy at national and local level). Many will be captured through a quantitative household survey; however, others will require to collect the more complex and tailored data collection tools and analysis for this study. Under this objective there are three specific baseline study objectives:

1. To provide a brief overview of the current context which the Flood Resilience Project will be implemented in with particular attention given to the external environment risks (e.g. COVID19, climate change, and natural disasters).
2. To provide essential information on the key Flood Resilience Project logframe indicators for the population in the target area, results to be disaggregated by gender, age and location as needed.
3. To examine the current district level allocation of government resources and capacity for disaster risk reduction, specifically flood management, emergency services social safety nets.

## Methodology

The consultant is fully responsible to propose and design a suitable methodology and develop tools required for data collection, analysing the data, interpreting and presenting the results in a clear and consistent way. To avoid duplication, development of all data collection tools and sampling will require alignment with the project logframe indicators (see Annexe 1).

Using the ToR, the consultant will prepare an inception report outlining the mixed methodology and triangulation that will be carried out using both quantitative and qualitative tools. The methodology should include, but not limited to a desk review of the existing literature, a comprehensive quantitative survey and different types of qualitative tools as appropriate (FGD, KII, observation, etc.). It is also expected that the respondents for the qualitative assessment will include project participants, women, people with disability, elderly, adolescent, Upazila & Union disaster management committee, Community Resilience Action Group, and Self-help group.

## Specific Tasks of Consultancy:

The consultant(s) will be fully responsible for the following tasks.

### Planning and Preparation:

* **Desk Review:** To read the current CSP 2017-2021 of Concern Worldwide, Char Contextual Analysis and project proposal, results framework and other key project documents for understanding to deal with this task. The consultant is also expected to undertake secondary data analysis to inform the protocol design and to understand the context.
* **Inception report:** Elaborate and finalise the baseline study protocol especially sampling method, survey methodology and tools, quality control mechanisms, timeline of activities in consultation with Concern team. The structure of the inception report is outlined in Annex 3.
* **Defining the Baseline Study Sample:** After approval of the inception report Concern will share the full list of project participants to be considered in the baseline household survey sample by the consultant. For the qualitative data collection (e.g. FGDs, KIIS), the consultant should identify participants from local government personnel district, sub-district level, UP/UzDMC Chairman, religious leaders, and local community leaders, influential persons in the community, local NGOs, INGOs and relevant UN agencies. The consultant must ensure that participants are representative all groups considering gender, vulnerability and age and people with disability etc.
* **Development of Qualitative Data Collection Tools (e.g. FGDs and KIIs):** Data collection tools for qualitative data should be developed in consultation with Concern program staff and field tested.
* **Testing Concern’s Digital Survey Tools:** Concern will have two baseline survey tools pre-built on the organisations central Digital Data Gathering (DDG) system. The first will be for the household survey and the second for the UDMC/CRAG Capacity Assessment Survey. Concern will ensure that the consultant is fully trained as a DDG administrator and the digital survey tool. The consultant will need to ensure that the household survey is fully tested, with the support of Concern’s M&E team, and ready for training and pre-testing.

### Training and Pre-Testing:

* The consultant is responsible for the recruitment of the enumerators covering all details in the data collection tools.
* The consultant is responsible for the supervision of the enumerators during data collection.
* The consultant will be required to organise a field test to validate the two survey tools, the workflow, recording and data entry.
* The consultant will manage the logistical planning with their team, which will include; team make-ups, transport plans with daily schedules and daily feedback with team leaders/supervisors.

### Implementation of Baseline Study:

* Ensure adequate supervision of each survey team during the entire data collection period. Concern Worldwide and ASOD will also be engaged in supporting supervision to survey team.
* Make regular supervision visits to the survey teams in the field to provide technical assistance and ensure high data quality at the point of collection.
* Document limitations, difficulties and potential biases identified during the survey process.

### Data Analysis and Reporting:

* Conduct regular plausibility checks (daily basis) during the data collection period and feedback to teams.
* Conduct data analysis, calculating key indicators (list of indicators is provided in the annexe) and interpret the results of the survey with Concern team.
* Ensure that baseline data is captured disaggregated to the necessary levels as outlined in the FRP logframe (e.g. by gender, age, disability, location, socio-economic categories, gender of the head of household). Additional disaggregation of the results should be provide in tables in the Annexes of the reports to ensure the report is kept within the page limit of 20 pages.
* Share the key findings of the draft baseline report with the FRP PM who will then circulate within Concern for review and feedback in accordance with the agreed timeline.
* Review and incorporate, where feasible, feedback given by Concern in accordance with the agreed timeline.
* Finalise the reports and submit to Concern in accordance with the agreed timeline.

## Deliverables:

* **Inception Report:** The consultant is expected to submit an inception report (max 15 pages) one week after signing the contract. This will provide detailed plan of how the assignment will be carried out. The required structure of the inception report is outlined in Annexe 3.
* **Household survey, KII and FGD guides:** Concern will share the already developed data collection tools (i.e. household survey and UDMC/CRAG survey). The consultant will review these, and supplement them to ensure all data needs are meet. All draft tools will be shared with Concern Worldwide for technical review, inputs, and comments. The consultant will incorporate Concern comments into the final version and field test tools before carrying out the assessment. Note the FRMC data collection is already competed, this dataset will be share with the consultant, and there will not be any need to repeat the FRMC data collection.
* **Training:** The consultant will facilitate the training of the assessment team on the assessment tools and guides.
* **Feedback session:** At the end of the fieldwork, initial feedback and debrief sessions with the project team and Concern management team.
* **Baseline Report:** A high quality, analytical baseline report of maximum 20 pages (excluding annexes and datasets), showing disaggregated findings against each of the indicators of the project result framework both in tabular and descriptive formats. (Please refer to the tentative report template attached in Annexe 2).
* Soft copies of final reports (in Word and PDF formats) with complete data set (in Excel format, raw and cleaned) used for the analysis.

## Experience & Qualifications:

### Essential Experience & Qualifications (The consulting firm/lead consultant(s) should have the following):

* The lead consultant should have a Masters in Natural Resources Management/Development Studies/Disaster management or higher degree in the relevant field
* The consultant(s) should have in-depth understanding and hands-on experience in Disaster Risk Reduction, Climate Change Adaptation and Natural Resource Management
* Experience with flood resilience interventions and the measurement of resilience in similar context to this project.
* At least 5 years’ of proven experience in conducting surveys, including baseline, mid-term and final assessments of similar complex projects.
* Proven ability to apply a gender sensitive lens to all work
* Excellent analytical, communication and facilitation skills (Bangla and English)
* Excellent English Report writing skills
* Consultant(s) have the capacity to engage enumerators with at least three years relevant hands-on experience.
* Experience on digital data gathering management system on tablet /digital device
* Willingness to travel and work in tough field environments.

### Desirable Experience & Qualifications (In addition to the above it would be beneficial if the consultant(s) had the following):

* Successfully completed similar work during the COVID-19 pandemic
* Experience of conducting a similar piece of work that requires a combined approach to meet numerous objectives
* The lead consultant has a PhD in Natural Resources Management/Development Studies/Disaster management or higher degree in the relevant field
* At least 10 years’ of proven experience in conducting surveys, including baseline, mid-term and final assessments of complex programs.
* Knowledge of the project area and knowledge of the local language(s)

## Documents to be submitted:

### For Individual Consultant:

* Max 10 page technical proposal and financial proposal outlining how the consultant will meet the requirements outlined in this Terms of Reference.
* The above should include a short profile of the consultant, highlighting experiences on related assignment with details of client.
* Short CV (max. 2 pages) highlighting experiences (work as lead investigator) on related assignment completed with detail client name, address, contact persons & communication detail.
* TIN certificate (soft version).
* Evidence of recently completed reports of similar work.
* List of references for recent work of a similar nature.

### For Consultancy Firm/Team:

* Max 10 page technical proposal and financial proposal outlining how the firm/team will meet the requirements outlined in this Terms of Reference.
* The above should include a short profile of the firm/team, highlighting experiences on related assignment with details of client.
* Lead Consultant’s (team leader) CV (max 2 pages) highlighting related work experiences and assignment completed.
* Other Team members’ (Engage in this assignment) CV (max 1 page each) highlighting related task and assignment completed.
* Consultancy Firm legal documents (Certificate, TIN and VAT registration).
* Evidence of recently completed reports of similar work.
* List of references for recent work of a similar nature.

### Lines of Communication:

The Consultant directly communicate with the Head of Programme, Coastal and Char Context when carrying out this task and will report to the Programme Director on progress and any foreseeable issues on a bi-weekly basis. For logistical support and day to day communication Consultant may communicate with the Concern Flood Resilience Project Manager and the M&E team for technical support.

Duration:

The consultancy should not be more than eight (08) weeks in duration. The table below outlines a tentative schedule.

|  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| **Tasks** | **Who** | **W1** | **W2** | **W3** | **W4** | **W5** | **W6** | **W7** | **W8** |
| 1. Review relevant programme documents & submission of inception report
 | Consultant | X |  |  |  |  |  |  |  |
| 1. Review and approval of the inception report
 | Concern |  | X |  |  |  |  |  |  |
| 1. Concern DDG training and testing of household survey
 | Concern & Consultant |  | X |  |  |  |  |  |  |
| 1. Review of existing & development of new data collection tools, field testing and finalization of tools
 | Consultant |  | X |  |  |  |  |  |  |
| 1. Data collection and cleaning
 | Consultant |  |  | X | X |  |  |  |  |
| 1. Feedback session after completion of fieldwork
 | Concern & Consultant |  |  |  |  | x |  |  |  |
| 1. Data analysis and preparation of draft report
 | Consultant |  |  |  |  | X | X |  |  |
| 1. Sharing & review of the key findings and initial datasets from the draft report
 | Concern & Consultant |  |  |  |  |  | X |  |  |
| 1. Finalize the report incorporating the feedback from the management of Concern Worldwide
 | Consultant |  |  |  |  |  |  | X |  |
| 1. Submission of the final report and accompanying materials
 | Consultant |  |  |  |  |  |  |  | X |

## Standard Terms

### Duration and Location:

This consultancy is required for a period of **maximum eight (08) weeks** with Concern Worldwide, Bangladesh, starting from October to December, 2020 in Gaibandha and Lalmonirhat districts.

### Remuneration/Fee:

Interested bidders are requested to submit their financial proposal along with the technical proposal including cost of the survey; field travel, Data Quality Assurance Protocol and other relevant cost for the assignment for a period of maximum **08 (eight)** weeks’ consultancy. Inclusive all VAT and Taxes as per policy of the government of Bangladesh, which shall be deducted at source prior to the payment.

### Payment:

The consultant will be paid an agreed amount including tax & vat for the total assigned service. Full payment will be made upon completion of the assignment. The payment mode would be in **three (03)** instalments for the entire assignment against invoices issued by the Consultant:

1. First instalment for 20% after signing of the agreement;
2. Second instalment for 30% of the payment will be made after submission of a draft report.
3. Remaining 50% will be paid upon satisfactory submission and acceptance of the final baseline report along with all raw data of the baseline survey as specified in the agreement.

Concern will not be liable for any bank charges arising from incorrect bank details being provided to Concern.

### Accommodation & Food Allowance:

No accommodation, logistical or per diem costs will be paid in addition to consultancy fees as outlined in the agreed budget.

### Copyright and Confidentiality:

Concern Worldwide will have the copyright for all the documents prepared by the consultant(s) including questionnaires, survey formats, case studies if any, and the final reports with due acknowledgement. No part of the document should be reproduced or published any manner without prior written approval of Concern Worldwide. The consultant will maintain the confidentiality of the stated assignment.

### Concern Worldwide’s Policies and Guidelines:

Concern has an organisational Code of Conduct (CCoC) with three Associated Policies (Programme Participant Protection Policy (P4), the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy). These have been developed to ensure the maximum protection of programme participants from exploitation, and to clarify the responsibilities of Concern staff, consultants (individual/agency) to the programme and partner organisation, and the standards of behaviour expected of them. In this context, consultant (individual/agency) has a responsibility to the organisation to strive for, and maintain, the highest standards in the day-to-day conduct in their workplace in accordance with Concern’s core values and mission. Any consultants (individual/agency) offered a task with Concern Worldwide, and those recruited by the consultant, will be expected to sign the Concern Staff Code of Conduct and Associated Policies as an appendix to their contract of employment. By signing the Concern Code of Conduct, consultants (individual/agency) acknowledge that they have understood the content of both the Concern Code of Conduct and the Associated Policies and agree to conduct themselves in accordance with the provisions of these policies.

### Responsibility:

The consultant will be reporting to Head of Program-Coastal and Char Programme of Concern Worldwide and will maintain liaise with Research and M&E Coordinator and Programme Manager to receive technical guidance, feedback and support to organizing field visit, ensuring data quality, validation, cross checking and analysis. M&E coordinator will organize field data collection by the help of project team and will provide analysed data to the consultant. The consultant will conduct field visit, qualitative data collections and stakeholder’s consultation during the data collection period. The Director Programme will provide the strategic guidance to the consultant to accomplish the assignment with utmost standard while the Respective Technical Advisors at Concern’s Head Quarter will provide necessary technical guidance to accomplish the task.

### Safety & Security:

It is a requirement that the Consultant will comply with Bangladesh security policy and in-country security procedures. Failing to comply will result in immediate termination of contract. Considering COVID -19 risks, where feasible remote trainings and meetings will be the first priority. However, in instances where community visits or face-to-face meetings are required, must ensure that all necessary COVID-19 safety measures are undertaken, including adequate social distancing, the wearing of face masks and material to ensure high levels of hand hygiene. Considering COVID-19, the work plan will need to be flexible and have built in contingency plans that can be activated through mutual discussion with Concern and the FRP partners on the ground. This will be especially important for activities that require fieldwork and face-to-face interactions. It should also be noted that the consultant(s) or any staff they recruit for this work are not covered by any of Concern’s insurance policies, the onus of insurance will fall on the consultant.

## Annexe 1: Flood Resilience Project Summary Log frame

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Sl #** | **Output** | **Sl #** | **Indicators** | **Means of Verification** |
| 1.1.1 | Improved household income and asset protection | 1.1.1.1 | Average Score on Household Asset Index | Household survey |
| 1.1.1.2 | Average number of sources of individual income | Household survey |
| 1.1.2 | Health facilities are accessible and functional during floods | 1.1.2.1 | % of health care facilities that can provide services to all or most people during a flood | FRMC tool (data already collected) |
| 1.1.3   | Safe access and communication systems effectively function during flooding events   | 1.1.3.1 | ​​% of identified communities with essential and flood-affected transportation means improved pre-during-post flood | FRMC tool (data already collected) |
| 1.1.3.2 | Percentage of households that received adequate and timely early warning message for most recent flood | Household survey |
| 1.1.3.3 | % of flood-affected mobile communication means improved | FRMC tool (data already collected) |
| 1.1.3.4 | % of people who know where to evacuate to during a flood | FRMC tool (data already collected) |
| 1.1.4 | WASH systems effectively function safely during flooding | 1.1.4.1 | % of households have access to safe water during the last flood | Household survey  |
| 1.1.4.2 | # of people receiving information about clean drinking water and how to protect sickness in the event of a flood  | FRMC tool (data already collected) |
| 1.1.5 | Households adopted risk aware livelihoods | 1.1.5.1 | % HH with a flood appropriate livelihood strategy/plan | Household survey |
| 1.1.6 | Flood Resilient Agriculture Promoted | 1.1.6.1 | % of targeted households who have adopted at least one acceptable measure to reduce the flood impact  | Household survey |
| 1.1.7 | Continued provision of education and access to education during flood events | 1.1.7.1 | [Attendance Rates of children (disaggregated by​​ sex)​​​​​- percentage of days that students actually attend school over a given period (during flood)](https://concern2com.sharepoint.com/sites/PQ_Guide/Pages/Indicator%20Defintiion%20-%20Education%20-%20Attendance%20Rates.aspx)  | Household survey |
| 1.1.7.2 | # of school floor raised to continue education during flood  | Custom - TRACKING |
| 1.1.7.3 | Average school day during flood. | Post event study  |
| 1.2.1 | Improved flood disaster preparedness at household and community level | 1.2.1.1 | % of households have flood resilience action plan | Household survey |
| 1.2.1.2 | # of communities with a disaster risk management plan | CRAG and UDMCs survey  |
| 1.2.1.3 | Average level of personal ability of CRAG and UDMC member to response of upcoming flood  | CRAG and UDMCs survey |
| 1.2.2 | Improved inclusive Flood management decision making, where community participation and needs are prioritized | 1.2.2.1 | Average level of -coordination mechanism between UDMC and CRAG and Government local administration to identify the priority issues and decision making | CRAG and UDMCs survey |
| 1.3.1 | Improved knowledge and awareness of flood risk and flood resilience strategies at household and wider community levels | 1.3.1.1 | % of people who can name 2 or more realistic actions to protect their home and assets from flood? | Household survey |
| 1.3.1.2 | % of people who can name two of more community-level actions to take to reduce impact of flood | Household survey |
| 1.3.1.3 | Average level of households perception on CRAG and UDMC member to response upcoming flood | Household survey |
| 2.1.1 | Targeted local, sub-national and national governments or stakeholders adopted natural resource based flood Management in their plans and initiated policy review  | 2.1.1.1 | Number of natural resource based flood Management in their plans and initiated policy of subnational government or stakeholders adopted and review  | Government policy document & KIIs  |
| 2.1.2 | Natural resource based flood management strategy has been developed | 2.1.2.1 | # of integrated natural resources management strategy developed by project to effectively mitigate flood risk  | Programme report  |
| 3.1.1 | Innovative private sector or public-private finance opportunity is piloted | 3.1.1.1 | # of Innovative private sector or public-private finance opportunities piloted. | Programme report  |
| 4.1.1 | Increased access to and availability of community disaster funds (this is more about improving accessibility of communities in the UDMC/UC's disaster management fund rather community has their own fund, but, community will also developed savings through self-help groups aiming at contributing to HH resilient action plan) |  4.1.1.1 | % of communities that have accessed a dedicated UDMC/UC disaster management fund | Programme report |
| 4.1.1.2 | % of self-help group members with savings to address flood risk  | Household survey |
| 4.2.1 | Increased public spending on risk aware investments | 4.2.1.1 | Percentage of budget allocation for flood resilience by Government at district and sub-district and union level. | Government Local annual budget report  |

## Annexe 2: Structure of Baseline Report

* Executive summary (max 3 pages)
* Introduction
	+ Background
	+ FRP project overview
	+ Study objectives and indicators
* Methodology
	+ Survey design and sampling procedure
	+ Study populations
	+ Sample size determination
	+ Training of survey teams
	+ Field work
	+ Data management and analysis
	+ Limitations
* Results (by Outcome, Output)
* Discussion
* Key findings and Recommendations
* References
* Annexes
	+ Agreed ToR
	+ Agreed Inception Report
	+ Final Qualitative Data Collection Tools
	+ Final Quantitative Data Collection Tools
	+ Detailed Breakdown of Sample Size & Population by Community Level
	+ List of KIIs and FGDs conducted
	+ Results tables with detailed disaggregation (as required)

## Annexe 3: Structure of Inception Report

* Introduction
* Understanding of Concern and programme
	+ Activities, log frame, intended beneficiaries, partners, monitoring plan, etc.
	+ Note: this should not be a direct replication of documents provided by Concern. A brief description of the consultants understanding of the programme is expected. Any areas of Concern or confusion should be highlighted.
* Study Design and Methodology
* The objective of the study
* Methods (mixed qualitative and quantitative method)
* Sampling methodology and sampling frame
* Data collection plan
* Analysis Plan
* Limitations
* Detailed Work Plan (including any support needs from Concern for each activity)
* Staffing Plan
* Risk Assessment (including how COVID-19 risks will be managed)
* Budget