Terms of Reference (ToR)

Consultancy for Conducting Baseline Survey for the PROOFS Project

# Background

Gana Unnayan Kendra (GUK), established in 1985, is a non-governmental organization dedicated to improving the quality of life for disadvantaged communities in Bangladesh. GUK operates in multiple districts, leveraging its expertise in disaster risk reduction (DRR), climate change adaptation (CCA), and sustainable development to support marginalized populations.

The PROOFS (*Promoting Food and Nutrition Security for Climate Vulnerable Communities in Gaibandha District, Bangladesh*) project aims to address the impacts of climate change by enhancing food and nutrition security while building community resilience to natural disasters. The project will target 4,777 direct beneficiaries (including persons with disabilities, women, and children) in Uria and Kanchipara Unions of Fulchari Upazila, Gaibandha District, focusing on disaster preparedness, emergency response, and adaptive capacity building.

To support effective implementation, GUK seeks consultancy services to conduct a comprehensive baseline survey for the PROOFS project.

# Objectives of the Assignment

The primary objective of this consultancy is to establish baseline benchmarks for food and nutrition security, disaster risk resilience, and adaptive capacity within the target population. Specific objectives include:

1. Current Situation Analysis
	* Identify the existing situation and context of the proposed project activities and concerning issues in the targeted location.
2. Carbon Emissions Analysis
	* Specifically analyze and outline the carbon emissions in tons, for all mitigation interventions, to be potentially saved through the implementation of the project. This will support applications for climate change mitigation funding from carbon sequestration-related partners, such as AWO International.
3. Stakeholder Understanding and Mapping
	* Assess the local-level government authorities’ and stakeholders’ understanding of the target area, communities, and beneficiaries.
	* Map the benchmarking corresponding to the planned project components.
4. Field Activities and Progress
	* Determine the existing field activities, potentialities, capacities of planned activities, and overall progress by the date of the study.
5. Issue Identification
	* Identify the volume of issues, concerns, and needs in the project implementation areas.
6. Project Design Evaluation
	* Evaluate the performance of the project design and its expected results.
7. Target Area Assessment
	* Assess the project’s targeted areas and priorities.

The outcome of the baseline survey will establish the real situation on the issues related to planned activities. It will also provide a benchmark for indicators to be measured during subsequent evaluations.

# Scope of Work

The consultant (individual or organization) will undertake the following tasks:

1. Develop and finalize baseline survey tools in consultation with GUK.
2. Conduct household surveys, Focus Group Discussions (FGDs), and Key Informant Interviews (KIIs) in the project area.
3. Analyze and report on carbon emissions savings potential for mitigation interventions proposed in this project.
4. To specifically analyse and outline the carbon emissions in tons, for all mitigation interventions, to be potentially saved through the implementation of the project. This is necessary as the project has a climate change mitigation related component and fundings will be applied to carbon sequestration related funding partners by AWO International.
5. To find out the local level government authorities and stakeholders' understanding of the target area, communities, and target beneficiaries and map the benchmarking corresponding to the planned project components.
6. To determine the existing field activities, potentialities & capacities of planned activities and overall progress by the date of the study.
7. To identify the volume of issues, concerns and needs in the project implementation areas.
8. To evaluate the performance of the project designs and its expected results.
9. To assess the project's targeted areas with its priorities.
10. Prepare a comprehensive baseline report with benchmarks, actionable recommendations, and a carbon emissions analysis.

# Deliverables

1. Baseline Survey Tools
	* Finalized questionnaires and checklists for data collection.
2. Baseline Report
	* Cleaned datasets and statistical analyses.
	* Comprehensive report summarizing findings, with benchmarks and recommendations.
	* Analysis of potential carbon emissions savings through mitigation interventions.
3. Presentation
	* PowerPoint presentation summarizing key findings and recommendations for GUK stakeholders.

# Duration of the Assignment

The assignment is expected to be completed within **6** (**Six) months** from the date of signing the contract. A detailed activity plan (Gantt chart) must be submitted within one week of contract initiation.

# Consultant’s (individual or organization) Responsibilities

The consultant (individual or organization) will:

* Design and implement the methodology for the baseline survey.
* Conduct fieldwork, including FGDs, KIIs, and household surveys.
* Submit draft reports and incorporate feedback from GUK.
* Analyze carbon emissions and provide data for climate mitigation funding applications.
* Present findings through PowerPoint presentations and final reports.

# GUK’s Responsibilities

GUK will:

* Provide project background, existing data, and necessary documents.
* Facilitate field access and logistics support.
* Organize stakeholder meetings and workshops as required.
* Review and provide feedback on draft reports.

# Required Qualifications

The consultant (individual or organization) should possess the following:

* Education:
	+ Advanced degree in Statistics, Development Studies, Environmental Science, or related fields.
* Experience:
	+ At least ten (10) years of experience in conducting baseline surveys for development projects.
	+ Proven track record in food security, livelihoods, and disaster resilience assessments.
	+ Expertise in analyzing carbon emissions and climate mitigation interventions.
* Skills:
	+ Strong analytical and report-writing skills.
	+ Proficiency in statistical software and data analysis tools.
	+ Excellent communication skills in English and Bangla.

# Application Process

Interested consultants (individual or organization) should submit the following documents to GUK:

* A technical proposal detailing the approach and methodology (max 5 pages).
* A financial proposal with a breakdown of costs.
* Consultant’s CV or organizational profile.
* Relevant experience.
* Legal and registration documents (for organizations).

**Deadline for Submission:** Applications must be submitted by **24.04.2025 to** procurement@gukbd.net. Late submissions will not be considered.

# Budget

The budget should be comprehensive, covering all aspects of the assignment, including field visits, enumerators, tools, and other associated costs. The consultant will be paid as per the agreed deliverables.

# Evaluation Criteria

Proposals will be evaluated based on:

* Relevance and clarity of the methodology.
* Experience and qualifications of the consultant/team.
* Financial competitiveness and justification of costs.
* Alignment with the objectives of the PROOFS project.

**Gana Unnayan Kendra (GUK)**

**Address:** Nashratpur, Gaibandha-5700, Bangladesh

**Contact:** 01730025270 & info@gukbd.net

Terms of Reference (ToR)

Consultancy for Conducting GIS-Based Community Risk Assessment for Emergency Preparedness

# Background

Gana Unnayan Kendra (GUK), established in 1985, is a non-governmental organization dedicated to improving the quality of life for disadvantaged communities in Bangladesh. GUK operates in multiple districts, leveraging its expertise in disaster risk reduction (DRR), climate change adaptation (CCA), and sustainable development to support marginalized populations.

The PROOFS (Promoting Food and Nutrition Security for Climate Vulnerable Communities in Gaibandha District, Bangladesh) project aims to address the impacts of climate change by enhancing food and nutrition security while building community resilience to natural disasters. A critical component of this project is conducting a GIS-based community risk assessment and digitizing the collected information to enhance emergency preparedness and response capabilities at the ward and union levels.

To achieve these goals, GUK seeks consultancy services to conduct a detailed GIS-based community risk assessment, facilitate stakeholder workshops, and create a digitized database to support effective emergency response strategies.

# ****Objectives of the Assignment****

The primary objective of this consultancy is to enhance the understanding and management of community risks by conducting a GIS-based assessment and improving emergency response strategies. Specific objectives include:

1. **GIS-Based Risk Assessment**
* Identify and map hazards, vulnerabilities, and capacities in the target communities.
* Digitize the collected information to create an accessible database for emergency preparedness.
1. **Stakeholder Engagement and Validation**
* Facilitate workshops for consultation, data validation, and endorsement of findings.
* Promote community and stakeholder ownership of the emergency response strategies.
1. **Strengthen Emergency Preparedness**
* Provide actionable insights and recommendations to inform ward and union-level disaster preparedness plans.

# ****Scope of Work****

The consultant (individual or organization) will undertake the following tasks:

1. **GIS-Based Data Collection and Analysis**
* Mobilize a team of experts to conduct GIS-based community risk assessments, focusing on hazards, vulnerabilities, and capacities.
* Collect and digitize data to create a comprehensive risk profile for the targeted wards and unions.
* Analyze data to identify specific risks and existing capacities within the communities.
1. **Stakeholder Workshops for Validation and Endorsement**
* Organize 40 half-day workshops, including:
* 4 events with 2 Union (Uria, Kanchipara) Disaster Management Committees (DMCs).
* 36 events with 18 Ward DMCs of 2 Selected Unions.
* Each workshop will include 30 participants, such as local government officials, community members, and other stakeholders.
* Facilitate discussions to validate findings, incorporate feedback, and endorse the final risk assessment report.
1. **Development of Risk Information Database**
* Digitize the collected data into an easily accessible format for use by DMCs and other stakeholders.
* Ensure the database is user-friendly and designed to support timely and effective decision-making during emergencies.

# ****Deliverables****

1. **GIS-Based Risk Assessment Report**
* Comprehensive report detailing hazards, vulnerabilities, and capacities at the ward and union levels.
* Maps and visualizations illustrating key findings.
1. **Digitized Risk Information Database**
* A fully functional database with community risk profiles.
* User guide and training materials for database access and usage.
1. **Workshop Proceedings**
* Documentation of workshop discussions, including attendance lists and key feedback.
* Validation and endorsement reports.
1. **Presentation**
* PowerPoint presentation summarizing findings and recommendations for GUK stakeholders.

# ****Duration of the Assignment****

The assignment is expected to be completed within **six months** from the date of signing the contract, with final deliverables. A detailed activity plan (Gantt chart) must be submitted within one week of contract initiation.

# ****Consultant’s**** (individual or organization) ****Responsibilities****

The consultant (individual or organization) will:

* Design and implement methodologies for GIS-based risk assessment and data digitization.
* Organize and facilitate workshops for data validation and report endorsement.
* Submit draft reports and incorporate feedback from GUK.
* Present findings through PowerPoint presentations and final reports.

# ****GUK’s Responsibilities****

GUK will:

* Provide project background, existing data, and necessary documents.
* Facilitate field access and logistics support.
* Support in organizing stakeholder meetings and workshops as required.
* Review and provide feedback on draft reports.

# ****Required Qualifications****

The consultant (individual or organization) should possess the following:

1. **Education:**
* Advanced degree in GIS, Geography, Disaster Management, or related fields.
1. **Experience:**
* At least ten years of experience in GIS-based risk assessments and data analysis.
* Proven expertise in facilitating multi-stakeholder workshops and consultations.
1. **Skills:**
* Strong technical skills in Climate Change, Climate Risk Assessment and GIS software & tools.
* Excellent report-writing and data visualization capabilities.
* Proficiency in English and Bangla.

# ****Application Process****

Interested consultants/consulting firm should submit the following documents to GUK:

* A technical proposal detailing the approach and methodology (max 5 pages).
* A financial proposal with a breakdown of costs.
* Organizational profile
* Relevant Experiences
* Consultant’s CV.
* Legal and registration documents.

**Deadline for Submission:** Applications must be submitted by **24.04.2025 to** procurement@gukbd.net Late submissions will not be considered.

# ****Budget****

The budget should be comprehensive, covering all aspects of the assignment, including field visits, workshops, materials procurement, and other associated costs. The consultant/consulting firm will be paid as per the agreed deliverables.

# ****Evaluation Criteria****

Proposals will be evaluated based on:

* Relevance and clarity of the methodology.
* Experience and qualifications of the consultant/team.
* Financial competitiveness and justification of costs.
* Alignment with the objectives of the PROOFS project.

**Gana Unnayan Kendra (GUK)**

**Address:** Nashratpur, Gaibandha-5700, Bangladesh

**Contact:** 01730025270 & info@gukbd.net

Terms of Reference (ToR)

Consultancy for Conducting Climate Adaptation Assessment and Supporting Disaster Management Committees (DMCs) in Emergency Response Planning

# Background

Gana Unnayan Kendra (GUK), established in 1985, is a non-governmental organization dedicated to improving the quality of life for disadvantaged communities in Bangladesh. GUK operates in multiple districts, leveraging its expertise in disaster risk reduction (DRR), climate change adaptation (CCA), and sustainable development to support marginalized populations.

The PROOFS (*Promoting Food and Nutrition Security for Climate Vulnerable Communities in Gaibandha District, Bangladesh*) project aims to address the impacts of climate change by enhancing food and nutrition security while building community resilience to natural disasters. A critical component of this project is conducting a comprehensive climate adaptation assessment and supporting Disaster Management Committees (DMCs) in developing effective emergency response plans for floods, cold waves, and heat waves.

To achieve these goals, GUK seeks consultancy services to conduct a detailed climate adaptation assessment, organize stakeholder consultations, and provide resources and capacity-building support to Ward and Union-level DMCs.

# Objectives of the Assignment

The primary objective of this consultancy is to enhance the capacity of Ward and Union-level Disaster Management Committees (DMCs) to effectively address climate-induced hazards. Specific objectives include:

1. Climate Adaptation Assessment
	* Conduct an assessment incorporating technical, social, and Indigenous climate adaptation knowledge and practices in the project areas.
	* Develop a climate adaptation plan for two targeted unions.
2. Emergency Response Planning
	* Facilitate the development of tailored emergency response plans for floods, cold waves, and heat waves through consultative workshops with DMCs, local government officials, and community members.
3. Capacity Building and Equipping DMCs
	* Organize workshops for consultation, data validation, and plan endorsement.
	* Provide essential rescue materials and equipment to Ward and Union-level DMCs to enhance their emergency response capabilities.

# Scope of Work

The consultant (individual or organization) will undertake the following tasks:

1. Climate Adaptation Assessment
* Conduct a comprehensive assessment of climate adaptation practices and knowledge, including technical, social, and Indigenous components.
* Organize and facilitate 40 half-day consultation meetings across 18 (eighteen) wards within 2 (two) unions, engaging 30 participants per meeting, including local government officials, community members and other relevant stakeholders.
1. Emergency Response Planning
* Develop actionable emergency response plans addressing floods, cold waves, and heat waves.
1. Providing Emergency Rescue Materials
* Equip Ward and Union-level DMCs with essential materials, including:
	+ Hand mikes/megaphones for communication.
	+ Solar lights for visibility during nighttime operations.
	+ Stretchers for transporting individuals.
	+ Rescue ropes, life jackets, and flags (red, yellow, and green) for coordination.
	+ First aid kits and safety vests for responders.
	+ Stickers for identifying responders.
* Ensure the timely procurement and distribution of materials.

# Deliverables

1. Report on Climate Adaptation Assessment
	* Comprehensive report on climate adaptation knowledge and practices, including technical, social, and Indigenous elements.
2. Emergency Response Plans
	* Tailored plans for floods, cold waves, and heat waves.
	* Workshop proceedings and validation reports.
3. Capacity Building Reports
	* Documentation of consultation and dissemination workshops.
	* List of participants and key outcomes from each session.
4. Emergency Rescue Materials
	* Delivery and handover reports for rescue materials provided to DMCs.
5. Presentation
	* PowerPoint presentation summarizing key findings, recommendations, and plans for GUK stakeholders.

# Duration of the Assignment

The assignment is expected to be completed within **8 (eight) months** from the date of signing the contract, with all the final deliverables. A detailed activity plan (Gantt chart) must be submitted within one week of contract initiation.

# Consultant’s (individual or organization) Responsibilities

The consultant (individual or organization) will:

* Design and implement methodologies for climate adaptation assessment and emergency response planning.
* Organize and facilitate consultation meetings and workshops.
* Procure and distribute emergency rescue materials in consultation with GUK.
* Submit draft reports and incorporate feedback from GUK.
* Present findings through PowerPoint presentations and final reports

# GUK’s Responsibilities

GUK will:

* Provide project background, existing data, and necessary documents.
* Facilitate field access and logistics support.
* Organize stakeholder meetings and workshops as required.
* Review and provide feedback on draft reports

# Required Qualifications

The consultant (individual or organization) should possess the following:

* Education:
	+ Advanced degree in Environmental Science, Disaster Management, Development Studies, or related fields.
* Experience:
	+ At least ten (10) years of experience in climate adaptation, DRR, and community-based planning.
	+ Proven expertise in facilitating multi-stakeholder workshops and consultations.
	+ Demonstrated experience in equipping community-based organizations for emergency response.
* Skills:
	+ Strong analytical and report-writing skills.
	+ Proficiency in planning tools and data analysis.
	+ Excellent communication skills in English and Bangla

# Application Process

Interested consultants (individual or organization) should submit the following documents to GUK:

* A technical proposal detailing the approach and methodology (max 5 pages).
* A financial proposal with a breakdown of costs.
* Consultant’s CV or organizational profile.
* Relevant experience.
* Legal and administrative documents (for organizations).

**Deadline for Submission:** Applications must be submitted by **24.04.2025 to** procurement@gukbd.net. Late submissions will not be considered.

# Budget

The budget should be comprehensive, covering all aspects of the assignment, including field visits, workshops, materials procurement, and other associated costs. The consultant will be paid as per the agreed deliverables.

# Evaluation Criteria

Proposals will be evaluated based on:

* Relevance and clarity of the methodology.
* Experience and qualifications of the consultant/team.
* Financial competitiveness and justification of costs.
* Alignment with the objectives of the PROOFS project.

**Gana Unnayan Kendra (GUK)**

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