

HI BGD- TERMS of REFERENCE

Ref: PD-DHAK-00555

Consultancy Service for Development of evidence-based gender responsive and inclusive good practices with Gender and Inclusion Action Plan (GIAP) in the Sundarbans Ecologically Critical Area (ECA) for Bangladesh

**HANDICAP INTERNATIONAL- Humanity & Inclusion (HI) BANGLADESH
SOUTH ASIA PROGRAMME**

Proposals Submission Last date: 01 March, 2025 (on or before 11.59 PM)

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TERMS OF REFERENCE

CONTEXT

Introduction and Background

The UK Foreign, Commonwealth and Development Office (FCDO) has selected a CARE Bangladesh led consortium to implement the project titled 'Nature Based Adaptation towards Prosperous and Adept Lives & Livelihoods in Bangladesh (NABAPALLAB/ নবপল্লব)' in two Ecologically Critical Areas (ECA) – Sundarbans and Hakaluki Haor. The other consortium members are CNRS, Cordaid, C3ER-BRAC University, Dushtha Shasthya Kendra (DSK), Friendship, Humanity & Inclusion (HI), iDE, and Practical Action. It is a key component of the Bangladesh-UK Accord on Climate Change and will deliver the adaptation outcome of the FCDO's flagship Bangladesh Climate and Environment Programme (BCEP). The programme will make a significant contribution in Bangladesh to progress against GoB's policies and priorities e.g., National Adaptation Plan (NAP), Nationally Determined Contribution (NDC), commitments to biodiversity conservation etc. And it will also contribute to UK's commitment to International Climate Finance (ICF). Due to environmental sensitivity and high anthropogenic pressures such as overharvesting, overfishing, pollution and illegal logging, the Sundarbans mangrove and the Hakaluki Haor wetland are at a vulnerable stage with climate change.

The NABAPALLAB project aims to engage communities living in Ecologically Critical Areas (ECAs) of Sundarbans and Hakaluki Haor to strengthen their resilience and conserve the rich biodiversity of these areas. The project aims to diversify and improve these communities' livelihoods and reduce over dependence on critical ecosystems through innovative Nature-based Solutions (NbS) and Locally Led Adaptation (LLA).

The NABAPALLAB project seeks to ensure inclusion of “all people” considering age, gender, sexual orientation, ethnicity, caste, belief, and disability. The project aims to ensure that inclusion is ensured throughout the project cycle ensuring gender, age, disability and ethnicity inclusion is incorporated across all the interventions. The consortium members are committed to ensuring that at least 40% of the project beneficiaries will represent women, persons with disability, indigenous people, religious, and ethnic minorities in NABAPALLAB.

Contracting organization

Handicap International - Humanity & Inclusion (HI) Bangladesh Programme is requesting the services described in these Terms of Reference. HI is a 41-year-old independent and impartial aid organization working in situations of poverty and exclusion, conflict and disaster. The organization works alongside persons with disabilities and vulnerable populations, taking action and bearing witness in order to respond to their essential needs, improve their living conditions and promote

respect for their dignity and fundamental rights. HI is presently active in over sixty countries, including Bangladesh.

HI has been operating in Bangladesh since 1997, implementing emergency and development actions aimed at improving the protection, quality of life, and the promotion of rights of vulnerable individuals, including persons with disabilities. HI's current operations are centred in Northern (Kurigram) and Southern parts (Cox's Bazar) and technical support is delivered in southern-west part (Sundarbans ECA) of the country.

Background of the assignment

Individuals facing vulnerabilities in Bangladesh encounter numerous barriers that obstruct their access to essential services. Over the past year, NABAPALLAB has concentrated on reaching these marginalized populations through inclusive interventions, specifically targeting climate-resilient livelihoods, water, sanitation, and hygiene (WaSH), as well as nature-based solutions.

This assignment aims to extract insights from the NABAPALLAB projects to identify and analyze good practices that support marginalized groups, particularly women, individuals with disabilities, the elderly, and ethnic minorities. The focus will be on assessment and evidence collection regarding the selection, participation, and access to services for vulnerable individuals within the Sundarbans ECA zones and documentation of NABAPALLAB's good practices through case stories from Gender responsive and Inclusive perspective, aimed at showcasing the project implementation. The initiative will target the districts of Khulna, Bagerhat, and Satkhira, emphasizing gender-responsive and inclusive project interventions.

The strategy and design of the project, along with the action plan for gender-responsive and inclusive interventions, will be intricately linked to the inclusion of marginalized groups. Additionally, this assignment aims to propose potential activity designs for marginalized communities, particularly in the context of climate-resilient and inclusive project interventions focusing on WASH, livelihoods, and nature-based solutions.

Furthermore, the assignment also includes working with HI to develop a dedicated Gender and Inclusion Action Plan for the NABAPALLAB project. This will involve a review of the Barriers and Facilitators Assessment conducted by NABAPALLAB, identifying data gaps, and formulating a comprehensive Gender Action Plan.

Objective of the assignment

The primary objective of this assignment is to document gender-responsive and inclusive good practices through evidence collection during the second year of implementation. This includes a locally led approach to nature-based solutions (NbS), nature-positive livelihood practices, and infrastructural resilience, specifically in water, sanitation, and hygiene (WaSH) and community infrastructure.

Furthermore, the assignment is fundamentally focused on developing a dedicated Gender and Inclusion Action Plan, which will include suggested activities related to the locally led approach to NbS, nature-positive livelihood practices, infrastructural resilience, renewable energy solutions, and climate-resilient infrastructure. This assignment will be within the framework of the NABAPALLAB initiative in the Sundarbans Ecosystem Climate Adaptation (ECA) and will identify potential bottlenecks where recommendations can be effectively implemented.

Keeping this in mind, here are objective of the evidence documentation:

Objective 1: Assessment and evidence collection concerning the selection, participation, and access to services for individuals facing vulnerabilities to evaluate the current state of inclusive practices to guide the future Gender and Inclusion action

Objective 02: Conduct policy reviews and identify service provision gaps across government entities, development partners of NABAPALLAB, the private sector, and co-management committees in the areas of Livelihood, WASH (Water, Sanitation, and Hygiene), and Nature-Based Solutions.

Objective 3: Documentation of NABAPALLAB's good practices from Gender responsive and Inclusive perspective, aimed at showcasing the project implementation and identifying potential activities for Gender and Inclusion Action Plan.

Objective 4: Develop a dedicated Gender and Inclusion Action Plan (GIAP) for the respective project with suggested potential activities for the marginalized communities focused on climate resilient inclusive WaSH, Livelihood and nature-based solution.

Scope of Work

- To understand how vulnerable populations are targeted and actively participated in the NABAPALLAB interventions through nature-based solutions and locally led adaptation, as well as in the areas of Livelihoods and Water, Sanitation, and Hygiene (WaSH), within the NABAPALLAB project.
- To identify the relevant policy review and service provision gap identification both Govt, and NABAPALLAB partners, Private sector/LSP, Co-management committees of Livelihood, WASH and Nature based solution through desk review of relevant policies and project documents.
- To identify the gender-responsive and inclusive approaches that empower vulnerable individuals to develop climate-resilience adaptation within the NABAPALLAB project.
- To propose potential activities along with the inclusive modifying designs those are cost effective and sustainable. Develop gender and inclusion action plan within the NABAPALLAB Project. Identify opportunities to enhance the project's interventions to be more gender-responsive and inclusive.

Methodology

Based on the expected outcome of the assignment, a mixed methodology will be adopted which will involve robust literature review and multiple data collection. A literature review will be conducted to serve as a secondary source of information. A comprehensive literature review must encompass all existing relevant national policies to review the existing gaps, relevant NABAPALLAB project documents, and available study reports, with particular emphasis on the Barriers and Facilitators reports to identify the data gaps to develop the Gender and Inclusion Action Plan.

For data collection methods, male and female, aged, person with disability and individuals from ethnic and minority community respondents will be included, utilizing purposive sampling for focus group discussions (FGDs), in-depth interviews (IDIs), Key Informant Interviews (KII), and case stories. These methods will allow for a holistic understanding of inclusive good practices and ensure the documentation is accurate, insightful, and valuable for the intended audience. Additionally, the assignment will include household survey for more in-depth understanding of the targeted community.

While the secondary data review will serve to identify data gaps, the primary data will subsequently address those gaps through proposing actions identified from good practices and the target participants for those actions to develop a dedicated gender and inclusion action plan for the project.

Indicative sample size

Objectives of the assignment		Guiding notes and Sample size
<p>Objective 1: Assessment and evidence collection concerning the selection, participation, and access to services for individuals facing vulnerabilities to evaluate the current state of inclusive practices to guide the future Gender and Inclusion actions in project <i>Guiding Note: vulnerable community considering Gender, age, disability, ethnicity and minorities.</i></p>		
Sl. No	Tools/Checklist	
1.1	Sample basis FGD with FFBS groups- livelihood	18 in 03 districts (Khulna, Bagerhat, Satkhira)
1.2	Sample basis FGD with WaSH groups	12 in 03 districts (Khulna, Bagerhat, Satkhira)
1.3	Sample basis FGD with Co-management groups	04 (Co-management committees covering all 4 ranges)
1.4	Sample basis IDI with Groups and individual participants	20 per component/district Total 180 IDI

1.5	KII with service providers for all 03 sector	20 KII in 03 districts with relevant stakeholders from government and NABAPALLAB
Objective 02: Conduct policy reviews and identify service provision gaps across government entities, development partners of NABAPALLAB, the private sector, and co-management committees in the areas of Livelihood, WASH (Water, Sanitation, and Hygiene), and Nature-Based Solutions.		
2.1	Policy reviews and service provision gap identification both Govt, Development partners, Private sector/LSP - Livelihood	Desk Review of the relevant existing policies, project documents, identify existing gaps
2.2	Policy reviews and service provision gap identification both Govt, Development partners, Private sector/LSP - WaSH	
2.3	Policy reviews and service provision gap identification both Govt, Development partners – Co-management groups and access to natural resources	
Objective 3: Documentation of NABAPALLAB's Good practices from Gender responsive and Inclusive perspective, aimed at showcasing the project implementation.		
	<i>Note - What is working well, beneficiary satisfaction level, beneficiary understanding of the proposed solutions and innovations. This can be collected as stories. (06 Case stories in total under 03 components considering gender responsive and inclusive project interventions, meaningful participation in project)</i>	
3.1	Assessment of the NABAPALLAB existing Livelihood activities, its efficiency towards gender transformation perspective, adapted to the need of women, the persons with disabilities, elderly and ethnic community scope for scale up with current design with value proposition	02 stories
3.2	Assessment of the NABAPALLAB WASH- latrine installation activity, its efficiency as gender responsive, accessible and inclusive perspective, adapted to the need of women, persons with disabilities, elderly and ethnic community, scope for scale up with current design with value proposition	02 stories
3.3	Assessment of the NABAPALLAB's engagement with Co-Management Committees considering inclusion, meaningful participation in decision making.	02 Stories
Objective 4: Develop a dedicated Gender and Inclusion Action Plan (GIAP) for the respective project along with suggested potential activities for the marginalized communities focused on climate resilient inclusive WASH, Livelihood and nature-based solutions.		
4.1	WASH and Livelihood - modifying/proposing new designs with cost breakdown that are cost effective and sustainable (Household data collection of potential project participants based on the proposed design)	250 household surveys from each district (250X3=750)

4.2	WASH and Livelihood - modifying/proposing new designs with cost breakdowns that are cost effective and sustainable (potential project participants individual level based on the proposed design)	30 IDI in 03 districts
4.3	Modifying/proposing new designs/activities with cost breakdown to ensure policy implementation and service provision for ECA dependent communities	30 IDI in 03 districts
4.4	Workshop with NABAPALLAB partners to develop the doable Gender and Inclusion Action Plan (02 Days)	Workshop with 08 consortium partners
4.5	Developing an Inclusion and Gender Action Plan dedicated for NABAPALLAB Project	Review Barrier and Facilitator Assessment and develop the Gender and Inclusion Action Plan, if any additional information is required, consultant will collect and complete the gaps and develop the Gender and Inclusion Action plan accordingly FGD: 15 in 03 districts IDI: 30 in 03 districts

Note: based on the indicative sample size (table above), the consultant can propose representative sample size.

Detailed Tasks

- a. Develop a task proposal for creating good practice documentation. This should include a detailed methodology that incorporates various data collection techniques such as focus group discussions (FGD), in-depth interviews (IDI), KII, and case stories.
- b. Develop a complete plan of action, inclusive methodology, tools, timeline, etc. in consultation with HI
- c. Share the plan with HI for feedback.
- d. Develop comprehensive data collection tools (both in Bangla and English) and share it with HI
- e. Finalize the plan, tools, methodology, etc. in consultation with HI.
- f. Conduct the desk review of the relevant existing policies connected to climate change, mentioned components, gender and inclusion, review the NABAPALLAB project documents, identify existing gaps and develop the policy review for policy advocacy
- g. Consult (in-person discussions/interviews) with Key stakeholders in the Sundarbans ECA districts to ensure that the methodology and tools designing process integrates from all relevant sectors.
- h. Onboard on field for data collection in the Sundarbans ECA.

- i. Debrief HI about the status of work and nature of report before submitting the draft.
- j. Prepare and submit the draft report of study with a set of recommendations to HI or feedback
- k. Prepare and conduct a presentation highlighting key findings and recommendations
- l. Submit final report to HI and CARE by incorporating final feedback.

EXPECTED DELIVERABLES

- **Inception report** (a well-written plan of action with detailed methodology, i.e. key questions, data collection and analysis tools and techniques, timeline, etc.) that has to be agreed/endorsed by the HI management. It should not exceed 10 pages.
- **Tools/ instruments** has to be prepared both in standard Bangla and English (must)
- **All database**
- The **final draft report** containing detailed findings, policy review for policy advocacy and recommendations (cross-referenced) to HI management for feedback and comments for further development of the report by following the above mentioned tasks.
- A dedicated **Gender and Inclusion Action Plan** for NABAPALLAB with Progress Evaluation Tool (CARE’s Gender Marker and HI’s inclusion progress measuring tool as sample) not more than 12 pages.
- **06 context based good practice stories** with relevant video/photographs.
- **A detailed presentation** (PPT slides) highlighting key findings, model task design for replicate, and recommendations with HI. If needed by project lead the report will be presented in the consortium. Submit a signed and printed copy of the final comprehensive report (in MS Word version) following a standard reporting format inline with specific objectives) not more than 25 pages.
- **All field notes, data sets (both qualitative and quantitative), and other relevant documents** should be submitted.

Indicative Gender and Inclusion Action Plan (to be finalized in inception phase)

Gender and Inclusion related activity	Indicators	Process (how)	Target	Timeline	Responsibility
Locally led Approach of Nature based Solution					
Climate Resilient and Nature Positive Livelihood Practices					
Renewable Energy Solutions					
Climate Resilient Infrastructure and Technical Know How					

Climate Resilient WaSH Services					

Target audience

- NABAPALLAB consortium partners
- Most Vulnerable Groups (Persons with disabilities, Women, elderly, ethnic minorities) targeted by the NABAPALLAB project activity

Duration and Place of Performance of the service

- The period of performance will start from February 2025.
- It is expected that the total duration of effort will be around 30 working days, with a completion date set on fixed before or on 30/03/2025.
- The place of duty is Sundarbans ECA (Khulna, Bagerhat, Satkhira).

DETAILED WORKPLAN

Sl.	Task	Timeline (Calendar Days)
1.	Submission of the final inception report (a well-written plan of action with methodology, data collection tools etc.)	within 03 calendar days from the date of signing of the contract, endorsed by HI by 1 March, 2025
2.	Data collection, checking/editing, analysis, drafting report, and sending the first draft of the report	2-19 March, 2025
3.	Submission of the second draft of the report	20-25 March, 2025
4.	Submission of the final version	26-30 March, 2025



SL	Tasks	1st Week							2nd Week							3rd Week							4th Week							5th Week							
		Sat	Sun	Mon	Tue	Wed	Thru	Fri	Sat	Sun	Mon	Tue	Wed	Thru	Fri	Sat	Sun	Mon	Tue	Wed	Thru	Fri	Sat	Sun	Mon	Tue	Wed	Thru	Fri	Sa	Sun	Mon					
		1st March	2nd March	3rd March	4th March	5th March	6th March	7th March	8th March	9th March	10th March	11th March	12th March	13th March	14th March	15th March	16th March	17th March	18th March	19th March	20th March	21st March	22nd March	23rd March	24th March	25th March	26th March	27th March	28th March	29th March	30th Mar	31st March					
1	Submission of final inception report (A well written plan of action)	Shaded																																			
2	Data collection, checking/ editing, analysis, drafting report and sending the first draft of report		Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded	Shaded																	
3	Submission of second draft report																				Shaded	Shaded	Shaded	Shaded	Shaded												
4	Submission of final report																											Shaded	Shaded	Shaded	Shaded						

It is noted that, the timeline for the assignment is fixed. The specific timeline will be decided/agreed upon discussion between HI and the consultant which will be strictly needed to be followed.

Coordination Between HI and the Consultant

HI will form a committee for this work who will undertake the following actions:

- select the consultant,
- provide initial orientation,
- facilitate contact and coordination with NABAPALLAB actors as needed,
- provide relevant materials,
- oversee the progress of the work and review the deliverables.

Final Submission and Timeline

The assignment will cover a total of 30 calendar days within 02-months calendar period, will not exceed 25 March 2025. starting from the agreement signing for consultants and it is unchangeable. Follow-up meetings will be held time-to-time between the contracted consultant/consulting firm and HI. It is expected that the final deliverables will not require any linguistic editing and will be presented in a standard study report format, accompanied by the necessary visual elements.

CONSULTANT'S PROFILE

Required Qualifications/experience:

The consultant's team should meet the following requirements along with the company/individual profile with CVs of key required personnel.

Education, Knowledge & Work Experience

- At least a master's degree relating to social sciences/disaster risk management / humanitarian assistance/development or related fields.
- Minimum 8-10 years of demonstrable experience in a similar field of social science/ DRR and CCA research in development sector.
- Expertise on developing gender and inclusion action plan along with progress marker/gender marker is highly preferred.
- Working experience on any Inclusive evidence-based study/ documentation will be given the advantage.
- In the task panel there should be combination of expertise of inclusive livelihood, accessible WASH and environmental expert particularly on nature-based solutions with at least 4-5 years (s) of working experience/ study/research in similar activities.
- Working experience with persons with vulnerabilities and strong knowledge of inclusion, gender, LLB & NBS and development issues in Bangladesh.

Eligibility Requirements

- Interested individuals or firms must submit their profile(s).
- Provide at least two references, including organization names, contact details, and referees from INGOs, NGOs, or reputable corporate groups.
- Firms or organizations must submit documents verifying legal status and registration, such as a trade license, E-TIN, VAT registration, the previous year's tax clearance certificate, and bank account details.
- Bank Solvency Certificate (optional for both individuals and firms).
- Insurance Certificate (optional for both individuals and firms).
- A detailed technical proposal outlining methodologies and a proposed schedule.
- A comprehensive financial proposal inclusive of VAT and AIT as per Bangladesh. Government regulations, with a detail's breakdown of the related cost.
- A summary of the agency's experience in similar recruitment projects, particularly for INGOs or related sectors.
- A detailed approach to sourcing, screening, and headhunting candidates for each position, highlighting a tailored strategy for each role.
- A proposed timeline for recruitment activities, from sourcing to final selection and onboarding.
- An overview of the team members involved in recruitment, including their roles and

relevant experience.

Selection Criteria: The HI purchase committee of Handicap International will evaluate and select the consultant based on criteria such as price, work experience, quality of work, delivery time, payment terms, and modalities, among others. The aim is to identify the most favourable candidate or firm.

Criterion	Evaluation Points
Financial Proposal	20 points
Technical proposal and quality of the work plan	20 points
Experience in a similar field of social science/ DRR and CCA research/ evidence-based study in the development sector	20 points
Expertise on developing gender and inclusion action plan along with progress marker/gender marker is highly preferred.	20 points
Task panel combination of academic and technical expertise of inclusive livelihood, accessible WASH and environmental expert particularly on nature-based solutions with at least 4-5 years (s) of working experience/ study/research in similar activities (accompanied with the detail resume with the technical proposal)	20 points
Total	100 points

Interviews:

HI may conduct interviews with Proposers to clarify aspects set forth in their proposals or to assist in finalizing the ranking of top-ranked proposals. The interview process may require a demonstration. The interviews may be conducted in person or online. If conducted in person, interviews will likely be held at HI Country office. HI will not reimburse Proposers for any costs incurred in traveling to or from the interview location. HI will notify eligible Proposers regarding interview arrangements.

Cancellation of Solicitation:

HI may cancel this solicitation for any or no reason. Bids may be rejected if HI determines that:

- The Bids received do not reflect effective competition.
- The cost is not reasonable.
- The cost exceeds the amount expected; or
- Awarding the contract is not in the best interest of HI.

Terms of Payment:

- HI shall not accept any advance payment against this work.
- Payment will be made through Bank Transfer or AC Payee Cheque in favour of individual/ firm according to the given Bank Details within 15 (fifteen) days after deducting government applicable VAT & TAX, after successfully completion of the deliverables along with the submission of Invoice and all other **relevant documents**.

Submission Method:

Online Bid Submission: Interested and qualified individual trainer or firm are requested to submit Technical and Financial Proposals **by 01 March 2025 (on or before 11.59 PM)** either through e-mail to: logistics@bangladesh.hi.org mentioning subject **“Ref: PD-DHAK-00555, Development of evidence-based gender responsive and inclusive good practices with Gender and Inclusion Action Plan (GIAP) in the Sundarbans Ecologically Critical Area (ECA).”** *If the file is too big to fit into 1 email (limit 15MB per email), bidder should split the submission into multiple emails, mentioning chronological order.

Or,

Physical Bid Submission addresses: Proposals to be submitted to Handicap International Dhaka office: House 3/A, Road 36, Gulshan-2, Dhaka-1212. The envelope should clearly indicate the Invitation to tender reference as per below: **“Ref: PD-DHAK-00555, Development of evidence-based gender responsive and inclusive good practices with Gender and Inclusion Action Plan (GIAP) in the Sundarbans Ecologically Critical Area (ECA).”**

*All documentation submitted should be done in their own clearly labelled envelopes (e.g., technical proposal, financial proposal, Legal Documents etc.), which are submitted in one single envelope as detailed above.