

Terms of Reference

Feasibility Study for the Project: “Strengthening the resilience and enhancing the wellbeing of vulnerable communities in Kurigram and Satkhira Bangladesh”

Background:

Malteser International is the relief agency of the Sovereign Order of Malta for humanitarian aid. With over 150 projects annually in some 36 countries throughout Africa, Asia, Middle East and North Africa, Europe and the Americas, we provide emergency relief after disasters and support recovery efforts with a focus on sustainable development. Together with our partner organisations AFAD and Mukti Foundation, MI is currently developing a project proposal aimed at strengthening the resilience of vulnerable populations of Satkhira and Kurigram District of Bangladesh. The project will focus on livelihood, food security, WASH, climate change adaptation and disaster risk reduction. Therefore, we are looking for a qualified consultant to assess the feasibility of the project and providing a solid basis for enhancing the project concept by clarifying requirements, opportunities and risks, and offering guidance on optimizing the concept, where necessary.

1. Objectives of the Feasibility Study

The overall objective of this feasibility study is to provide a comprehensive and robust basis for finalizing the concept of project on “Strengthening the resilience and enhancing the wellbeing of vulnerable communities in Kurigram and Satkhira Bangladesh”. Specifically, the study shall:

- present the context of the planned project at all relevant levels (micro-, meso-, macro-) and incorporate essential, project-relevant data on the initial situation.
- analyze the extent to which the proposed project can contribute to solving the problems of the beneficiaries and other stakeholders. Furthermore, a critical examination of the project should be provided, with respect to the OECD DAC criteria.
- give specific recommendations for adjustments of the project concept

2. Consultancy Tasks

After consultations with Malteser International team, the consultant shall:

- Review the draft project proposal, log frame and budget.
- Perform secondary information analysis, including a desk review of relevant literature, policy papers, and existing data from governmental bodies research institutions, NGOs, and relevant documents from the ongoing project.
- Collect data from the project teams of the implementing organizations (AFAD and Mukti Foundation), and other stakeholders such as local government officials, community leaders, agricultural extension officers, etc. and different beneficiary groups in the planned project locations.

The following questions shall guide the feasibility study:

2.1. Initial Situation and Problem Analysis (Macro, Meso, and Micro Level):

- What current problems of the beneficiaries have been identified relevant to the proposed project? Which of the causes of these problems will be prioritized and addressed in the project?
- What existing local potential, structures (institutions, networks, umbrella organizations etc.) and social mechanisms can be built on? What gaps have been identified in the system?

- Are there any approaches or results from previous development measures? If yes, how can they be extended?
- What other circumstances, for example conflict dynamics, must be taken into account? How conducive is the context (sector, components, project regions) for achieving the projects' objective?

2.2. Local Partner in the Partner Country

- Do the selected partners possess sufficient capacities/ competencies to properly plan and implement the project?
- What relevant professional, methodological and political competencies of the partners, both at an individual and an organizational level, should be further developed during the project term?
- Who suggested the idea for the project? Was it developed together with the project beneficiaries and stakeholders?

2.3. Beneficiaries and Other Stakeholders (Micro, Meso, and Macro Level):

- How are the direct beneficiaries selected, and by whom? What criteria exist for selecting these beneficiaries?
- How homogeneous or heterogeneous is the beneficiaries in terms of gender, ethnic origin, age, sexual orientation, language, and capacity, and to what extent must the project take this into account?
- What potential do beneficiaries have for self-help? How well are the beneficiaries equipped for self-help? How can local problem-solving capabilities be improved?
- Which, and how many stakeholders exist? What are their backgrounds and interests? How strong is the various stakeholders' support for the project? In what ways might they influence the project?

2.4. Evaluation of Planned Project Based on OECD-DAC Criteria

The consultant will evaluate the planned project against the following OECD-DAC criteria:

- **Relevance: Is the proposed project planning to do the right things?** Will the planned project approach address key development problems in the project area? Are the focus, priorities and objectives of the planned project clearly defined and aligned with the beneficiaries? To what extent do the intervention objectives and design adequately take into account the specific needs of the beneficiaries and any structural obstacles in the project region, partner organizations, or policy programs? Are the norms and standards of the approach compatible with those of the beneficiaries? Is the project designed to be conflict sensitive (Do No Harm Principle)?
- **Coherence: How suitable is the planned intervention?** How consistent are the planned activities with human rights principles (inclusion, participation), and any conventions or relevant standards/guidelines? To what extent do synergies and connections exist between the planned project and other interventions by the same partner organizations and other actors? What similarities or overlaps exist between the beneficiaries and projects implemented by other actors in the same context? To what extent does the intervention add value and avoid duplication?
- **Effectiveness: Is the proposed project approach the best for achieving the objectives?** Are the cause-effect relationships (including assumptions) plausible? What negative effects might arise? Is the chosen methodological approach suitable and sufficient for achieving the project objective? Are there additional measures to increase effectiveness? Are the proposed indicators for measuring the planned changes suitable?
- **Efficiency: Is the proposed project's planned use of funds cost-effective to achieve its objectives?** Can the planned measures be implemented with the envisaged funds and personnel in the proposed time period? Are the investment, operating and personnel expenses proportionate to the intended goals?

- **Impact: What difference does the planned intervention make?** What particular contribution does the project objective (outcome) make to the overall objective (impact)? To what extent does the planned project build structures and have a broad impact, and at which level?
- **Sustainability: To what extent will the positive impact remain once the project has ended (without additional external funding)?** Can the planned project ensure the sustainability of the results and impact (structurally, economically, socially and ecologically)? Will the project sufficiently strengthen the capacities of the beneficiaries to continue the implemented measures independently? What personal risks for those implementing the project, or institutional or contextual risks, may influence the sustainability of the project? How can these be minimized?

2.5. Recommendations

The feasibility study shall provide concrete and specific suggestions to improve the project concept, budget and log frame based on the key findings. Leading questions shall be:

- What components, if any, are missing from the project concept to make the cause-effect relationships more coherent and to sustainably achieve the planned objectives? What planned components are not suitable or may have a negative impact, and for what reasons?
- What findings and project-relevant data from the study are suitable for inclusion in the project logic (impact matrix of the project proposal)? What are the recommendations for possible impact monitoring and data collection indicators?

3. Deliverables

The consultant (team) will produce the following deliverables in English:

One comprehensive Feasibility Study Report: Not more than 30 pages (excluding annexes and pictures). The report should include:

- Executive Summary
- Purpose, objectives, and utilization of the feasibility study
- Methodology
- Initial situation and problem analysis (at macro, meso, and micro levels)
- Local partners
- Target groups and stakeholder analysis
- Evaluation of the planned project based on OECD-DAC criteria
- Concrete recommendations for project refinement

Annexes:

- List of abbreviations
- List of institutions visited, and persons interviewed
- Consultant's schedule during the field phase
- List of used documents, data, and literature
- Brief professional profile(s) of the consultant(s)
- Interview guidelines and questionnaires used
- all data sets collected/developed for this assignment (The report and all background documentation will remain the property of Malteser International and will be promulgated as appropriate by Malteser International.)

4. Timeframe

The feasibility study is expected to be completed within a total of **30 working days** including desk review, field visits, data analysis, and report writing. The proposed timeline should be clearly outlined in the proposal. Below, the preliminary timeframe shows the key work activities and estimated working days needed:

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|--|------------------------|
| Preparation, incl. briefing (via TEAMS) and travel days | 3-4 days |
| Desk study; secondary data review, etc. | 2 days |
| Interviews with project partners, stakeholders, community members, focus group discussions, etc. | 12-15 days |
| Report Writing | 5 days |
| Debriefing with MI and Partners | 1 day |
| Review and Consultation between Consultant and MI | 3 days |
| Total | 30 working days |

The consultant (team) is expected to be largely independent and open to using public transport means. Malteser International will facilitate contacts to its project partners and relevant stakeholders who will provide again contacts to stakeholders and target groups in the project locations and who can recommend local accommodation if necessary. Interviews and group discussions need to be organised by the consultant (team).

5. Professional Qualifications of the Consultant (Team)

The consultant (team) has to possess the required technical, organizational, methodological, cultural and regional expertise to conduct a high-quality feasibility study. The selection of the consultant (team) will be based on the following qualifications:

- Demonstrated capacity and extensive experience in conducting feasibility studies with prior experience specifically in applying the OECD-DAC criteria. Experience with of BMZ/BENGO funding requirements would be an additional asset.
- In-depth knowledge and practical experience in development projects, particularly in sectors such as livelihood development, self-help approaches, poverty reduction, women empowerment and gender mainstreaming, climate change adaptation, and disaster risk reduction.

Fluency in English and Bangla (written and spoken) and the independence from MI, AFAD and Mukti Foundation is mandatory for the assignment.

6. Proposal Submission and Bidding Process

Interested consultants (teams) are requested to submit a financial and technical proposal. The **financial proposal** shall include all costs, including but not limited to:

- Consultant Fees: Daily rates for each team member (if a team is proposed) for the proposed number of working days, including both home-based work and field days.
- Travel Costs: Estimated costs for travel (flights, local transportation).
- Accommodation and Per Diem: Estimated costs for accommodation and daily subsistence allowance for the duration of the field visits.
- Logistics Costs: Estimated costs for local transport, interpreters (if needed) not covered by partner organization), printing, communication, and other logistical support during the field study.

The **technical proposal** shall describe the methodology and workplan/ timeframe in maximum 3 pages. In addition, it should include the CVs of team members who will work on the assignment, the organizational profile (if applicable) and 3 references from NGOs/ INGOs.

Bids must be submitted latest by **24 August 2025** by email to mb.procurement-bangladesch@malteser-international.org. Please mention the subject line as "Submission of proposal for Feasibility Study of BMZ-PT Project". Applications will be reviewed, and only shortlisted candidates will be contacted. Interested Consultants may submit questions for clarification to keerti.keerti@malteser-international.org