

Terms of Reference

For a Baseline and Climate Vulnerability and Capacity Analysis (CVCA) study of the programme “Combating the impacts of Climate Change in Severely Affected Areas of Ganges-Brahmaputra Basin in South Asia”

1. Background

NETZ Partnership for Development and Justice (NETZ), a non-profit organization registered in Germany and Bangladesh, has been working in Bangladesh since 1989 to establish human dignity and to fight against poverty with a bottom-up, self-help approach. In 2011, NETZ expanded its working area to neighbouring regions in India and recently initiated a partnership in Nepal. Across its programmes, NETZ works together with local partner NGOs and focuses its support on income and food security for extremely poor people, primary education for children of extreme poor families and promotion of human rights.

Under its Livelihood programme, NETZ, together with its partners, currently continues its effort to fight extreme poverty, hunger, climate induced vulnerabilities through a number of programmes. NETZ aims at contributing to overcome extreme poverty (SDG 1), promote Zero Hunger (SDG 2) and to reduce the vulnerability to the adverse consequence of climate change (SDG 13) in the poverty stricken and climate risk areas in the region. On the basis of the experiences of NETZ and its partner organizations in the Livelihood Program, the programme “Combating the impacts of climate change in severely affected areas of the Ganges-Brahmaputra basin in South Asia (TECSAI)” will directly support 4,300 marginalized households (HHs) in the districts of Chapainawabganj and Kurigram in Bangladesh and Birbhum in India. Besides, the programme contributes to the promotion of human rights of climate vulnerable marginalised people in Bangladesh, India and Nepal. The programme started in October 2020 and is scheduled until December 2023.

The targeted working regions of the programme in Bangladesh, India and Nepal are particularly climate vulnerable and disaster-prone areas. Several studies, including one commissioned by NETZ, show that in the working area of the proposed program natural disasters, climate-related hazards and extreme weather events have increased sharply in recent decades - both in their severity as well as in their frequency. Extreme weather events, climate related hazards and climate-related loss and damages have particularly affect the extreme poor and marginalized population, especially those who are directly involved in the agricultural sector. Climate change increases instability and social tensions based on existing problems like exclusion, discrimination, inequality and poverty. On the other hand, civil society organizations (CBO) in the targeted countries face the challenge to protect the rights of the marginalised communities and support them to address the structural causes of their vulnerability due to climate change.

The overall objective of the programme is ‘the economic and social resilience of the poorest population affected by the consequence of climate change in the Ganges-Brahmaputra Basin in India, Bangladesh and Nepal increases significantly and civil society is strengthened to protect and promote the rights of marginalised groups affected by climate change’. The specific objective is that over 4,300 women and their families, who live in poverty, have significantly improved their livelihoods and together with a further 1,770 civil society actors have been strengthened to participate in climate policy discourse with government agencies from the local to the transnational level. In this programme, there are four expected results: 1. 4,300 marginalised families have increased their ability to profitably implement climate resilient and diversified income generating activities (IGAs) and to better cope with climate related shocks, burdens and uncertainties, 2. Civil society actors, organised in 246 CSOs and 26 students forums, have improved their capacities to hold government institutions from local to national level accountable in a conflict-sensitive democratic dialogue aiming at the delivery of services relevant to addressing the impacts of climate change, 3. The partner NGOs and grassroots CSOs have improved their advocacy and networking skills; an advocacy network on the consequences of climate change in institutionalised and operational from local to transnational level, and 4. The experiences and

perspectives of affected communities at grassroots level with regard to climate change and climate justice are researched, documented and shared with relevant policy makers and the public at local, national and transnational level.

In the light of the programme objectives, NETZ plans to conduct a baseline survey combined with a Climate Vulnerability and Capacity Analysis (CVCA) in order to understand the initial situation of the programme participants and develop a framework to improve its approach to tackle the different region-specific climate-related challenges that exist in the programme areas. The baseline study will analyse the initial situation of the programme's participants, the benchmark against which future progress can be assessed or comparisons made. Integrated into the baseline study, the CVCA provides a framework to analyse the vulnerability of the direct target group with regard to climate change and their adaptive capacity before the programme starts. This participatory research approach combines local knowledge with further scientific data to gain a clear understanding of the impacts of climate change at the local level and possible adaptation strategies.

2. Objectives and tasks

The objective of the combined study (Baseline Survey + CVCA) is to understand the socio-economic situation of the programme participants as well as their specific climate vulnerabilities, their abilities to meaningfully participate in the local decision-making, policy-making and policy application processes, their adaptation capacities, and their resilience to the adverse consequences of climate change in the region. Specifically, the study findings will be used as baseline for the programme indicators and will help to understand the coping and adaptation strategy of the programme participants as well as the support required from different stakeholders to overcome the situation. Data to be collected under the framework of the baseline study must relate to the indicators set in the logical framework (impact matrix) of the programme. This data will be complemented by the CVCA. The findings of the study will be compared with that of an end line survey to be undertaken applying the same questionnaire in the last year of the intervention.

The results of the CVCA and baseline study will furthermore be used to adjust the planned and implemented strategies, adaptation measures and activities of the programme to the context-specific vulnerabilities to climate change and the adaptive capacities of the different programme regions and to carry out the corresponding fine-tuning of the programme activities on this basis. In this context, already existing local adaptation strategies can be assessed more closely. Hence, the specific objectives of the CVCA and baseline study are to:

- Collect data on the initial situation of the programme participants based on the indicators of the programme, which can be used as benchmark against which future progress can be assessed.
- Analyse the climate-related vulnerability and adaptive capacity in the programme working area at community, household and individual level by combining different kinds of knowledge and thus, applying different kinds of data collection tools¹. The CVCA also takes into account the role of local and national institutions and policies in facilitating adaptation.
- Identify climate related advocacy issues voiced directly or indirectly by the programme's participants and the scope for research endeavours within the programme to assess these issues in more depth. At least 4 specific issues will be identified through this process.
- Provide a clear methodological framework to 1) utilize the results of the CVCA in order to adjust the programme and its activities (incl. adaptation measures) to the region-specific needs of the surveyed communities and local institutions 2) establish a system to update the CVCA results on a regular basis and incorporate those results into the P,M&E system of the programme.

¹ E.g., see Climate Vulnerability and Capacity Analysis (CVCA) Handbook: <https://careclimatechange.org/wp-content/uploads/2016/06/CARE-CVCA-Handbook-EN-v0.8-web.pdf>

More specifically, the CVCA will focus on the below-mentioned project areas and how they can be further developed:

- (1) Strategies for building climate resilient livelihoods
- (2) Capacity development for an improved implementation of adaptation measures
- (3) Disaster risk reduction strategies with a special focus on vulnerable households
- (4) Strategies for addressing the root causes of climate vulnerability

In that sense, the CVCA will provide an overarching data base with region-specific information on climate vulnerability that allows the region-specific adjustment of programme activities that are tailored to the needs of the respective local communities. Activities, which will need to be adjusted in a region-specific manner will include, but are not be limited to, the following activities described in the project proposal:

- Activity 1.1.2: Training of trainers on the impact of climate change (A) CVCA, B) Climate resilient agriculture C) Disaster prevention
- Activity 1.2.1 Training on climate resilient agriculture systems
- Activity 1.2.2 Vocational training
- Activity 1.2.3 Training on hygiene and basic health in the context of climate change
- Activity 1.2.4 Training on Disaster management and climate risk preparedness
- Activity 1.2.5 Training of volunteers as disaster relief workers
- Activity 1.3.1 Creation of family development plans and business development plans
- Activity 1.3.2 Transfer of productive assets and income generation
- Activity 2.2.3 Learning circles and building libraries at secondary school
- Activity 2.3.2. Dialogue between civil society and public authorities at local and regional level
- Activity 2.3.3 Policy dialogue with political decision makers at national level
- Activity 3.1.2 Revision of the strategic planning of partner NGOs and needs-oriented training
- Activity 3.2. Establishing network structure and integration existing network
- Activity 4.1 Improving the evidence base on the effects of climate change in the working area

3. Scope of work

3.1 Study location

The combined study (Baseline Survey + CVCA) will be conducted in a number of Unions in Chapainawabganj and Kurigram of Bangladesh, Birbhum district in West Bengal of India and Province 2 and 5 in Nepal. A training on the CVCA for programme staff in two programme areas (see point Methodology) shall be conducted at district level in Bangladesh with the physical presence of the consultants and virtually in India and in Nepal the checklist and format will be shared to them for collecting and compiling the information.

3.2 Outputs and deliverables

The consultant will prepare a report in English, which lays out the findings of her/his assignment and covers the points mentioned in chapter 2 (“Objectives and tasks”). The report will have a maximum length of 40 pages; additional documents shall be included in the Annex. The report should, at a minimum, cover the following points:

- 1) Data analysis and report of the study findings
2. Development of data collection tools that can be used by targeted participants and communities for regular updates of the CVCA data during the course of the project including guideline with adequate

description. (Concrete collection instruments like data collection methods, update and analysis process that can be used at field level)

3) Description of a methodology for the utilization of data within the programme in order to adjust the a) programme activities in a region-specific manner and b) P,M&E system of the programme based on region-specific data

3.3 Methodology

The methodological approach of the module, training and tools will be developed by the selected lead consultant and finalised in consultation with NETZ. It will include quantitative as well as qualitative data collection. Next to programme participants at micro level, respondents should include political decision makers and members of relevant governmental bodies (e.g. Disaster Management Committees). Additional secondary sources may be scientific studies, (inter-national) policy papers and strategies that relate to climate change and disaster management or policy analyses.

In a preparatory phase, the consultant will review relevant literature and documents of the programme (see below). A CVCA monitoring tool will be developed based on the programme's logical framework and other data points considered to be relevant in analysing the target group's socio-economic conditions, vulnerabilities and ability to participate in decision-making processes. As a part of methodological work, the consultant is expected to undertake the following tasks:

- Literature and document review (e.g. NETZ programme indicators, NETZ CVCA Module, CVCA manual of CARE, recent national policy papers and strategies on climate change and disaster management, programme proposal)
- Develop questionnaire and checklist for baseline survey (based on programme's indicators) and CVCA training module and field facilitation guideline for data collection
- Facilitate a 4 days training on the CVCA for programme staff in two programme areas in Bangladesh and one programme areas (virtually) in India
- Share separate checklist, data collection methods and reporting format in Nepal and discuss with the project coordinator for data collection on the issue of CVCA
- Develop (participatory) data collection tools for targeted participants, communities and other relevant stakeholders and share tools with NETZ
- Support for data collectors/enumerators during data collection
- Develop data entry format (for quantitative data) and analyse the data
- Develop CVCA data compilation format and analyse the data
- Develop a concept on how data and tools of the CVCA can be applied during the course of the programme (including monitoring tools)
- Analysis of qualitative and quantitative data
- Prepare a first draft of the report and presentation of the draft for feedback from NETZ
- Finalise the report

3.4 Reporting

The consultant shall:

- Present a detailed operational plan along with the methodology to NETZ and the Partners within three days after signing the ToR
- Finalise the guideline and other data compilation tools which is expected to be used by the programme staff (in coordination with NETZ).
- Present the training module including monitoring tools and the draft report on the baseline and CVCA study at NETZ.
- Submit the final report within 5 days after getting feedback from NETZ on first draft

3.5 Timeframe and tentative time table

The timeframe for the combined study (Baseline Survey + CVCA) comprises of a total of 25 working days from 1st week of October **until 15th November 2021**. The study shall be conducted within the course of one and half month and is scheduled to start in the 4th week of September 2021. The consultants will submit the final report latest by 3rd week of November 2021. The below timeframe will be adjusted together with the consultant

SI	Tasks	Date	No. of Days/consultant	Responsible
1	Review of key documents, development of the facilitation guideline and data compilation tools	1 st week of October 2021	1	Consultant, NETZ
2	Finalising of detailed timetable and required adjustments during process (if any)	1 st week of October 2021	0.5	Consultant, NETZ
3	Review the existing CVCA module English, literature, and develop CVCA module and survey questionnaire and reporting format in English and Bangla	1 st week of October 2021	3	Consultant, NETZ
4	Travelling to working districts, workshop with PNGOs and data collection	2 nd and 3 rd week of October.2021	10	Consultant, supported by PNGOs
5	(Virtual /physical presence) workshop with Indian staffs on CVCA and baseline survey questionnaire and Discuss with Project Coordinator of SAMATA Foundation in Nepal about the checklist and reporting format of CVCA	4 th week of October. 2021	4.5	Consultant, supported by PNGOs
6	Preparing and submission of draft report to NETZ, including results and recommendations	1 st week of November 2021	4	Consultant
7	Workshop on reflection and discussion on draft report with NETZ Livelihood team	1 st week of November 2021	1	Consultant, NETZ
8	Finalising and submitting final report to NETZ	By November 15, 2021	1	Consultant
Total			25	

** The process might be changed in consultation with NETZ if the COVID situation further deteriorate.

4. Management of the evaluation

The following persons will be involved in the overall management of the feasibility study.

Name (Position, NGO)	Responsibilities
Technical Coordinator and Programme Manager, NETZ	Overall coordination with the consultant and partner organisations; organisational support for consultants to plan working area visits with partner organisations; providing organisational feedback on draft report; all contract-related issues. He will keep close contact with Senior Programme Manager of NETZ.
Project Director of partner organisation	Coordination and planning of interviews, dialogue meetings, debriefing etc.; providing required programme documents to consultants; providing organisational feedback on draft report.

5. General terms

- The Consultant will provide a financial proposal along with the technical proposal for this study and will receive 30% of the amount as mentioned in the contract after signing the financial agreement for this assignment. Remaining 70% will be paid after the acceptance of the final report by NETZ
- VAT and Taxes will be applicable as per government rules. NETZ will bear the food, accommodation and travel costs to be incurred in economical manner during field visits and meetings under the proposal
- The NETZ management reserves the right to amend the terms of reference at any time as required upon mutual discussion with the lead researcher
- NETZ reserves the right to terminate the contract at its sole discretion in case of non-compliance with the terms and conditions as agreed upon.
- NETZ has the sole copyright of all results and documents elaborated under this assignment. Any publication also in extracts needs prior approval of NETZ.
- Strictly follow the health and hygiene protocol considering the COVID 19 situation

6. Qualification of the baseline and CVCA study team

The team will consist of one lead consultant who will team up with field staff/ enumerators/data collectors hired by NETZ. The lead consultant should have the following key qualifications:

- Proven experience in conducting CVCA's (or related assessments, e.g. climate risk assessment) with local communities
- Profound knowledge on climate change and disaster management, particularly also on the gender dimension of climate change; knowledge on the dynamics and structural causes of poverty is a plus
- Profound skills in English and analytical skills
- Profound theoretical and practical knowledge on qualitative methods of empirical research, particularly participatory data collection tools;
- Proven experiences in quantitative empirical research.
- Proficiency in the software-based analysis of quantitative and qualitative data.
- Empathy and very good communication skills

7. Fees

For the remuneration, a distinct agreement will be signed with the selected consultant. In addition, the NETZ Bangladesh Office will pay the entire logistics (such as travel, accommodation, food, stationeries and/or any other necessary expenditure on fixed term basis; based on a detailed calculation) for the study. The NETZ Partner-NGOs will ensure that all necessary arrangements are in place to provide the consultant with support needed to conduct his/her fieldwork.

8. Date of Proposal Submission

The technical proposal should be made in consideration of the ToR. Interested candidate are requested to submit a technical proposal (2 pages max.), CV (4 pages max) and financial proposal (1 page max.) by September 20, 2021 to the following email address:

manjusree@netz-bangladesh.de zakir@netz-bangladesh.de