



TERMS OF REFERENCE (TOR)

Title	: Consultancy for Conducting Training on Geographic Information Systems and Drone for Forest Monitoring
Covered Thematic Area	: Climate Justice and Natural Resource Rights
Project/ Programme	: Blue Economy and Inclusive Development for Climate Justice (BID4CJ) Project
Location	: Satkhira District (Shyamnagar and Assasuni Upazila), Khulna District (Koyra Upazila), Cox's Bazar District (Chakaria and Moheshkhali Upazila)
Duration	: 25 April 2025 – 30 May 2025
Contract Authority	: Oxfam in Bangladesh

Oxfam is a global movement of people who are fighting inequality to end poverty and injustice. Across regions, from the local to the global, we work with people to bring change that lasts.

Oxfam in Bangladesh (OiBD) has been actively engaged in various humanitarian and development initiatives for more than 50 years, striving to improve the lives and livelihoods of vulnerable communities nationwide.

1. Background

Effective forest monitoring is essential for sustainable environmental management, biodiversity conservation, and climate resilience. Geospatial technologies have emerged as powerful tools for mapping forest cover, detecting changes, and supporting conservation efforts¹. These technologies enable precise data collection, analysis, and visualization, facilitating informed decision-making.

Deforestation and land degradation pose significant challenges to ecosystems and communities that rely on forest resources. Halting deforestation and restoring degraded lands are critical to addressing climate change and biodiversity loss. In various regions, geospatial technologies have been successfully used to monitor forest cover changes, detect illegal logging, and support conservation initiatives. Compared to traditional surveying methods, drone-based monitoring offers a cost-effective solution by providing high-resolution data for forest management. Oxfam is committed to promoting community-based forest restoration and conservation under its Blue Economy and Inclusive Development for Climate Justice (BID4CJ) Project.

2. Context and the Need For The Assessment/ Assignment

The Blue Economy and Inclusive Development for Climate Justice (BID4CJ) project, implemented by Oxfam in Bangladesh (OiBD) and its partners with support from ANCP, aims to empower coastal communities by promoting a resilient and healthy ecosystem. The project focuses on creating community-led ecosystem restoration actions through forest regeneration, home-stead agriculture action in coastal regions especially focusing on Moheshkhali, Chakaria, Shyamnagar, and Koyra.

As part of these efforts, the BID4Cj project partner staff require comprehensive training in GIS applications and drone operations for forest monitoring. This training will enhance their capacity in spatial data collection, and forest analysis, enabling them to effectively monitor deforestation, land-use changes, and biodiversity loss. By integrating geospatial technologies into local conservation initiatives, Oxfam aims to strengthen long-term environmental sustainability and resilience.

¹ Oluwajuwon, T. V., Alo, A. A., Ogana, F. N., & Adekugbe, O. A. (2021). Forest Cover Dynamics of a Lowland Rainforest in Southwestern Nigeria Using GIS and Remote Sensing Techniques. *Journal of Geographic Information System*, 13(2), 83–97. <https://doi.org/10.4236/jgis.2021.132006>

3. Objectives of the Assignment

The key objectives of this training program are:

- To enhance the technical capacity of partner staff in GIS and its applications.
- To enable participants on basic operation drones safely and effectively for forest monitoring.
- To improve the ability of staff to assess and report on forest health using GIS and drone imagery.
- To ensure that participants can integrate GIS and drone data into forest monitoring frameworks for better decision-making.

4. Scope of Work

The training program will be a three-day intensive workshop designed to equip approximately 10 participants with theoretical knowledge and practical skills in GIS and drone operations. The consultant or firm selected for this assignment will be responsible for all aspects of the training, including content development, logistics, and facilitation. The training should be structured to ensure hands-on experience, allowing participants to apply skills in real-world forest monitoring scenarios.

The training will cover:

- **Fundamentals of GIS and its Applications in Forest Monitoring**
Participants will learn the basics of Geographic Information Systems (GIS), including spatial data structures, coordinate systems, and mapping techniques. The session will focus on how GIS is used to assess forest cover, detect deforestation, and support conservation planning.
- **Spatial Data Collection and Management**
This module will cover various data sources, such as GPS-based field data, open source data and drone-captured images. Participants will learn how to collect, store, and organize spatial data for effective analysis and decision-making in forest monitoring.
- **Drone Operation**
Participants will receive hands-on training on drone components, flight planning, and operational protocols. They will learn about regulatory guidelines, safety measures, and best practices for using drones in environmental monitoring and data collection.
- **Data Acquisition Using Drones for Forest Monitoring**
This session will focus on the practical aspects of using drones to capture high-resolution imagery for forest assessment. It will include techniques for planning flight paths, capturing georeferenced images, and optimizing data collection for forest analysis.
- **Reporting and Visualization of Findings for Decision-Making**
The final module will cover how to interpret analyzed data and create maps, reports, and visual presentations.

5. Deliverables

The consultant or firm will be responsible for planning, organizing, and delivering the three-day training. The specific tasks and expected deliverables are outlined below:

Task	Deliverables	Timeline
Develop a detailed training curriculum covering GIS and drone applications for forest monitoring	Finalized training curriculum and agenda	7 Days
Prepare training materials, including presentations and manuals	Manuals and presentations	10-14 Days
Organize necessary software, hardware, and drone equipment for practical sessions	List of required equipment and software	
Facilitate and organize the three-day training program approximately for 10 participants (including food,		3 Days

logistical arrangement, venue), ensuring an interactive and participatory approach	Training Program, Attendance records and participant feedback with a brief report and recommendation	
Conduct hands-on GIS exercises and drone operation demonstrations; provide technical support and address participant queries during the training		
A brief report with participant feedback and recommendations, including all supporting documents such as attendance records.		7 Days

6. Duration and Location:

The training program will be conducted over three consecutive days at a location mutually agreed upon by the consultant and project team. The consultant or firm will be responsible for managing all logistical aspects of the training, including venue booking, equipment setup, and participant coordination. The venue should be equipped with the necessary training facilities, including computer labs, GIS software, and an outdoor area suitable for drone operation.

7. Qualifications and Experience (Applicable for the external parties)

The selected consultant or firm should meet the following criteria:

- Demonstrated expertise in GIS, remote sensing, and drone technology.
- Proven experience in conducting similar GIS and drone training programs.
- Familiarity with forest monitoring applications and environmental conservation projects.
- Strong facilitation skills and ability to provide hands-on practical training.
- Availability of necessary equipment, including GIS software and drones.

8. Budget and Payment Schedule

- The total cost for the assignment is capped at BDT 3,00,000.00 (Three Lacs BDT) (including VAT and all other Government of Bangladesh charges as per the Rules).
- Payments will be made upon successful completion and approval of each deliverable, ensuring quality and compliance with project requirements.

Payment Schedule :

- 40% upon finalized Training curriculum and agenda, Manuals and presentations, List of required equipment and software.
- 60% upon submission of final deliverables (successful implementation of training program and brief report).

9. Reporting and Supervision

The consultant or the internal lead of the assignment will report to Programme Coordinator. Regular progress updates will be provided to Programme Assistant.

10. Risk Mitigation

Risk : Delays in data collection.
 Mitigation : Develop a detailed data collection plan and ensure timely coordination with stakeholders.
 Risk : Incomplete data.
 Mitigation : Use multiple data collection methods to ensure comprehensive coverage.

11. Compliance

Ensure compliance with OiBD's internal regulations and the regulations of donor organizations.

12. Application Process:

The technical proposal should consist of the following sections and the given page limit, along with sample writing of up to 2 pages and a copy of similar work.

Topic	Page Limit (max.)
Technical Proposal	
Cover Page	1 Page(s)
Table of Content	1 Page(s)
Understanding of the study- Background, Objectives, scope, and key question etc. (Not just copy and paste from the ToR)	2 Page(s)
Proposed Methodology (methodological approach, proposed study area, sampling strategy, data quality assurance, data processing and analysis, ethics, limitation of the study etc.)	3-5 Page(s)
Study plan/work schedule (Gantt chart)	3-5 Page(s)
Experience in leading similar study work (Provide at least 2 examples of similar work, agency, and time of conduction) with 02 references	2 Page(s)
Team composition along with its rationale (CV in annexes)	2 Page(s)
Any other relevant information (if required only)	1 Page(s)
Financial Proposal	
<ul style="list-style-type: none"> ▪ Detailed budget ▪ Consultancy days and fees (days should be mentioned for key member(s) of the team) ▪ Travel and accommodation cost ▪ Any other expenditure (please mention nature of expenditure) ▪ Total base amount (inclusive of Tax) ▪ 15% VAT on the total base amount ▪ Grand total amount (Base amount + VAT) 	

Along with the technical and financial proposals, the following documents need to be submitted:

For Individual Consultant:

- A profile/CV of a maximum of 2 pages, highlighting related completed assignments with client names, contact persons, and contact numbers.
- One-paragraph short CVs for other team members involved in the assignment, highlighting related completed assignments and roles (if applicable).
- Proof of last two payments/ rates.
- Copies of NID, TIN, BIN, VAT Registration, Trade License, Work Permit, as applicable.

For Consultancy Firm:

- A firm profile of a maximum of 2 pages, highlighting completed related assignments with client names, contact persons, and contact numbers.
- The lead consultant's (who will lead the assignment) maximum 2-page CV, showcasing related assignments completed and specifying the role in each completed assignment.
- One-paragraph short CVs for other team members involved in the assignment, highlighting related completed assignments and roles.
- Proof of last two payments/ rates.
- Copies of the firm's certificate, TIN, BIN, VAT registration, and trade license and any other relevant documents.

The proposals must be sent in English and the submissions must reach Oxfam via email at Ban_Consultancy@oxfam.org.uk with the subject line "GIS Training and Forest Monitoring" by **9 April 2025**.

13. Evaluation Criteria:

Evaluation Criteria		Weight %
Technical Proposal: This evaluation will focus on the consultant's experience, qualifications/portfolio		80%
Expertise of the consultant		
1. Understanding of the TOR: This evaluation will focus on the consultant's experience and qualifications.	30%	
2. Strong skill and expertise in carrying out a relevant assignment (based on provided evidence) and team composition including management structure and qualifications of key personnel	30%	
Work plan		
3. Clarity of the plan: Consultants should clearly articulate the implementation plan with the training schedule, ensuring they are easily understood and logically structured.	20%	
Financial Proposal (Detailed budget): This criterion will involve comparing the financial proposal against other submissions to assess value for money. Proposals will be evaluated based on cost-effectiveness, ensuring that the financial aspects align with the technical value offered.		20%
Total		100%

Oxfam withholds the right to conduct interviews/presentation with one or more potential consultants before an award decision is made. The purpose of the interview/presentation is to seek further clarification on the submitted quotations and learn more about the background and previous experiences of the potential consultants and their teams.

14. General Terms and Conditions

- All payment will be made through A/C payee cheque or bank transfer.
- The consultant shall be responsible for their statutory income tax obligations and/or insurance during the assignment.
- The payment will be made only after formal acceptance of deliverables by Oxfam in Bangladesh and OGB Global Team
- Inability to comply with the works as per agreed timeline and quality will cause penalty from the payment. The penalty will be proportionate to the level of undelivered work.
- The consultant will ensure that data collection, processing and reporting meets Oxfam's high-quality standards and legal requirements (e.g., GDPR). The consultant shall have the responsibility to modify the report until the quality required by Oxfam has been reached.
- Confidentiality of information
 - The consultant will ensure appropriate ethical authorizations are in place, as required.
 - Informed consent processes must be followed prior to data collection including for interview recordings and photographs.
 - Interviewees will not be quoted in reports without their permission.
 - All documents and data collected will be treated as confidential and used solely for the purposes of carrying out this consultancy contract.
- All soft and hard copies of the assignment will be treated as the property of Oxfam.
- The consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- In case of any deviation from the contract, Oxfam shall have the right to terminate the agreement at any point.
- The consultant shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation from the contract.
- Oxfam will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.
- Oxfam work is based on deeply held values and principles. The consultant will be bound by the principles and conditions of Oxfam Code of Conduct and other relevant policies, including those for safeguarding and child protection, throughout the duration of the assignment.



RIGHT TO SELECT/ REJECT

Oxfam reserves the right to select and negotiate with those firms it determines, in its sole discretion, to be qualified for competitive proposals and to terminate negotiations without incurring any liability. Oxfam also reserves the right to reject any or all proposals received without explanation.

RESERVED RIGHTS

All applications and quotes become the property of Oxfam, and Oxfam reserves the right in its sole discretion to:

- Disqualify any offer based on applicant's failure to follow solicitation instructions.
- Waive any deviations by the applicant from the requirements of this terms of reference that, in Oxfam's opinion, are considered immaterial defects requiring rejection or disqualification; or where such a waiver will promote increased competition.
- Extend the time for submission of responses after notification to all applicants.
- Terminate or modify the process at any time and re-issue the request for quotation to whomever Oxfam deems appropriate.
- Issue an award based on the initial evaluation of offers without discussion.
- Award only part of the activities in the solicitation or issue multiple awards based on solicitation activities.

CODE OF CONDUCT

Oxfam is committed to integrity in its operations and supply chains and ensuring high ethical standards. Complying with all laws and regulations and ensuring fair competition are fundamental to this commitment. We actively promote these principles and standards, and expect all Oxfam suppliers to demonstrate commitment towards them.

All consultants/applicant are required to agree and adhere to the [Oxfam Supplier Code of Conduct](#), whereas individuals (including consultants) must sign the [Oxfam Non Staff Code of Conduct](#)². These Codes of Conduct set out the specific standards and principles in the areas of human and labour rights, environmental impact and anti-corruption that suppliers must follow.

Oxfam has the following requirements of its service providers, to ensure integrity in its supply chain:

Bribery and Collusion

Oxfam does not tolerate fraud, including bribery or kickbacks, collusion among bidders, bribery or kickbacks. Any firm or individual violating these standards will be disqualified from this procurement and barred from future procurement opportunities.

Employees and representatives of Oxfam are strictly prohibited from asking for or accepting any money, fee, commission, credit, gift, gratuity, object of value or compensation from current or potential vendors or suppliers in exchange or as a reward for business.

False Statements

Bidders must provide full, accurate and complete information as required by this solicitation and Annexes. False statements in bids constitutes grounds for immediate termination of any agreement with the supplier. OXFAM takes misstatements, falsification, manipulation, alteration of facts and/or documents very seriously, has a zero-tolerance policy to such behaviours, and may choose to take legal action in a case of misrepresented disclosures by

Conflict of Interest

Bidders must provide disclosure of any past, present or future relationships with any parties associated with the issuance, review or management of this solicitation and anticipated award. Failure to provide full and open disclosure may result in Oxfam having to re-evaluate the selection of a potential bidder.

² Non-Staff Code of Conduct applies for any self-employed individuals or contracted employees of suppliers who are working on Oxfam sites, or who have access to Oxfam materials, or who may represent Oxfam in any manner but are not part of Oxfam's legal entity)



Diversion of Funds

Oxfam is determined that all its funds and resources should only be used to further its mission and shall not be subject to illicit use by any third party nor used or abused for any illicit purpose. Suppliers (and their affiliates/group companies, employees, officers, owners, agents and sub-contractors) may be subject to formal screening against global lists of individuals subject to designation or proscription under financial sanctions or counter terrorism regulations.

MONITORING

Due Diligence: As a charitable organisation, Oxfam must take care to protect its assets and funds. One of the steps that Oxfam takes to comply with this legal duty is to conduct adequate and proportionate due diligence on suppliers prior to entering into a contract. This includes checking legal registration and financial solvency but may also include other checks.

Important Note: Oxfam performs a regular screening check of all suppliers against international sanctions lists.


Audit: Any audit requirements are detailed in the terms and conditions of business.

Data Protection: Oxfam is legally bound to ensure that all personal details held by the organisation relating to any individual or entity are kept secure and according to international data protection standards.

MISCONDUCT REPORTING AND WHISTLEBLOWING

Oxfam's reporting and whistleblowing mechanisms are available for Suppliers as well Oxfam employees, to ensure that Oxfam continues to operate under the highest ethical standards and principles.

You can use these reporting channels confidentially, anonymously, and in your own language to report any concerns involving fraud, corruption, waste, abuse or safeguarding concerns.

Speak up – Oxfam GB	
Email: 	SpeakUp@oxfam.org.uk
Online: 	Oxfam Misconduct Reporting Webform (including possibility for anonymous reporting) https://oxfam.clue-webforms.co.uk/webform/misconduct/
Phone: 	Global Phone Number: +44 1249 661808



ANNEXURE : Attachments

Attachment 1: Code of Conducts



OI Code of
Conduct Non Staff ↑

[Oxfam Non-Staff Code of Conduct \[English\]](#)

[Oxfam Non-Staff Code of Conduct \[Bangla\]](#)

[Oxfam Supplier Code of Conduct](#)

Attachment 2: Child Protection Policy



OAU Child
Safeguarding Policy

Attachment 3: Oxfam GB Fraud and Corruption Policy



5- Oxfam GB Fraud
and Corruption Poli

Attachment 4: One Oxfam Prevention from Sexual Exploitation and Abuse Policy



One Oxfam PSEA
Policy_EN.pdf

Attachment 5: Sexual Diversity and Gender Identity Rights Policy



Sexual Diversity and
Gender Identity Rigi