



TERMS OF REFERENCE (TOR)

Assignment Title	: Consultant for stakeholder engagement and policy influencing activities on responsible sand mining and riverbank erosion management
Contract Type	: Individual or Consultancy Firm Service Agreement
Duration of the assignment	: 30-60 days
Contract Authority	: Oxfam in Bangladesh

1. Background:

Transboundary Rivers of South Asia (TROSA) is a five-year regional programme of Oxfam being implemented since 2017 with the vision of reducing poverty and marginalization of vulnerable river basin communities through increased access to, and control over, river related natural resources and reducing vulnerability to river induced disasters. In Bangladesh, the programme works in the Brahmaputra, Jinjiram, Meghna and Teesta river basins with partner organizations. One of its ongoing research and advocacy works is centered around responsible sand mining practices and community led river erosion management.

In the current context of COVID-19, TROSA team intends to adapt its civic/public engagement activities. In this context, TROSA team is inviting proposals for having knowledge management and facilitation support to TROSA's overall advocacy work and civic engagement activities on responsible river sand mining and riverbank erosion management using appropriate and inclusive platforms.

2. Project Objectives:

- Government policies and practices at all levels in water resource management are more inclusive of community concerns and meet national & international standards
 - Practices of private sector respect community access to water resources actively contributing to reduced conflict
 - CSOs increasingly participate in or influence trans-boundary water governance, women's inclusion and resolution of water conflicts
 - River basin communities' increasingly influence trans-boundary water governance policies and processes
 - Increased influence of women in trans-boundary water governance, policy and processes
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3. Objective of the Assignment

To develop series of consultations on river sand mining and river bank erosion management to facilitate dialogue between those with influence of sand mining and river bank erosion management related decision-making process (i.e. policy makers, private sector, civil society, knowledge makers) and the most marginalized river basin community who often do not get to be part of the decision-making process. The dialogue series is intended to result in policy briefs or call for actions as well as increased stakeholder awareness about systems scale challenges and necessities for more positive transformation of the sector.

4. Scope of the Work

The consultant is expected design a 8-episode series covering the following topics in consultation with Oxfam in Bangladesh and its partners:

- **Topic 1:** River Sand Mining and Navigation Management: Costs and Benefits
- **Topic 2:** Aquatic Ecosystems and River Sand Mining: Friends or Foes?
- **Topic 3:** Can River Sand Mining Be a Sustainable Business?
- **Topic 4:** Speaking Up About Sand Miners and Contractors: Challenges of Women, Youth and Grassroots Activists
- **Topic 5:** Sand Mining and Riverbank Erosion: Is It Related?
- **Topic 6:** Riverbank Erosion Management: Comparison of Large Projects and Community Led Initiatives
- **Topic 7:** Community Participation in Water Resource Management: Whose Voice Matters?
- **Topic 8:** Responding to The Needs of River Erosion Survivors: Role of Humanitarian Community and Disaster Manager

This includes the following tasks to be done at the consultants' end:

- Developing scripts (in Bangla and English) for 8 episodes/sessions of dialogue series (each episode to be around 60 minutes) on inclusive and participatory sand mining practices and community led riverbank erosion management
 - Identify, invite and confirm participation of key stakeholders in the dialogues (to be noted that Oxfam partners may assist in identifying grassroots representatives of vulnerable river basin area)
 - Organize and record discussion sessions and produce brief audio/video versions for advocacy purposes of Oxfam and partners including all pre- and post-production works therewith
 - Co-produce knowledge contents (policy briefs, reports etc.) for the discussion series along with the project team both in English and Bangla
 - Prepare a 20-30 second promo for each episode for social media promotion, online invitation card/registration of the participants following guidance of Oxfam
 - Share digital/soft copy of scripts and audio files, along with an assignment completion report with Oxfam
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5. Timeline

The assignment is expected to be completed within 60 working days and Oxfam expects the consultant to commence work as early as 15th of September 2020.

6. Eligibility criteria

- Strong facilitation skills both at English and Bangla
- Experience in organizing and hosting dialogues with diverse stakeholders. Demonstrated ability to facilitate balanced conversation between grassroots stakeholders and powerful stakeholders will be considered an advantage.
- Strong Knowledge management skill both in written English and Bangla
- Efficient in using digital media platforms like zoom, MS Teams etc.
- Having a wider range of network with relevant stakeholders related to river erosion management and sand mining will be considered an advantage
- Good understanding of human rights and natural resource management is required. Understanding of the dynamics of transboundary river governance process will be an added advantage
- The consultant/ firm should be able to demonstrate enough human resource and supports required for delivering the assignment on time with due quality
- Inclusion of young and women professionals in the team will be considered as an added value to the proposal

7. Required team member/s qualifications for Consultant/ Consultancy firm

Both individual consultant or firm with legal permission to work in Bangladesh can apply for this assignment.

8. Assignment responsibilities and management arrangements

The Project officer – TROSA from Oxfam in Bangladesh will be coordinating the assignment, with functional guidance from Country Communications Lead of Oxfam in Bangladesh. S/he will provide all necessary documents and follow up the progress as per timeline related to the assignment. The consultant/ consulting firm will be responsible for deliverables as per agreed timeline and quality.

9. Application Procedure

Interested individual consultant or a firm must submit technical and financial proposal based on the terms of reference above clearly marked **“Consultant for stakeholder engagement and policy influencing activities on responsible sand mining and riverbank erosion management”** The package should include:

- a) Expression of interest
 - b) Technical proposal with clear timeline
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- c) 1 pager CV(s) of team members demonstrating relevant experience and academic training
- d) Financial proposal (in separate file) clearly distinguishing between fees and reimbursable costs (inclusive of all applicable taxes). The financial proposal must include detailed lines with defined units, unit numbers, unit rates and sub-totals for each budget lines and any remarks required to clarify the basis of calculation.
- e) Sample of previous work with contact details of the clients
- f) Provide name and contact details of at least 2 referees who can vouch for the consultant's previous similar work
- g) Tax Identification number and other legal documents (i.e. license/registration/work-permit etc)

10. Mode Of Payment

- a. All payment will be made through A/C payee cheque or bank transfer
- b. Vat & Tax will be deducted at source
- c. The payment will be made only after formal acceptance of deliverables by Oxfam in Bangladesh
- d. 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.

11. EVALUATION CRITERIA

The award of the contract shall be made to the consultant who has received the highest score out of pre-determined technical and financial criteria specific to the solicitation.

Area	Weight
Understanding of ToR	20%
Merit of the proposed plan and methodology	30%
Experience and expertise (including those of team members)	20%
Financial	30%

The submissions must reach Oxfam via **email** at hrbd@oxfam.org.uk Subject line as **"Consultancy for responsible sand mining and riverbank erosion management"** by **September 20, 2020**.

Note: Only candidates obtaining a minimum of 40 points in the technical proposal will be considered for the final evaluation