

Terms of Reference

Strategic and Impact Assessment and Evaluation of Existing and Proposed (Future) Climatic, Environmental, and Ecosystem Intervention and Development Projects in the Coastal Areas of Bangladesh

1. Background of the Assignment

Bangladesh, the largest delta in the world is quite frequently quoted as one of the most vulnerable nations due to the impacts of climate variability and change¹. Bangladesh ranks 7th among all countries in the vulnerability list due to climate change². However, the coastal areas of Bangladesh are recognized as the most vulnerable zone which faces frequent climate change-induced hazards and disasters. Despite being the very lowest contributor to GHG emissions, the coastal communities are the worst impacted by their exposure to climate change. This we see as utter injustice that triggers inequalities and multiple environmental, social, and economic vulnerabilities, especially for the poor and marginal communities. Oxfam strives to fight this injustice and inequalities to uphold **Climate Justice** for the people and the landscape.

Notwithstanding the vulnerabilities, considering the high ecological value, geopolitical location, fertility, accessibility, population dynamics, and intricated hydrological subsystems, Bangladesh views the coast as the forefront of its future development. Focusing on the opportunities of the blue economy or harnessing the benefits of the ocean, the country's masterplans like the Delta 2100 and Mujib Climate Prosperity Plan 2041 emphasize an integrated and rapid development approach for the next 20 years. The anthropogenic stresses coupled with government masterplans, rapid urbanizations, export processing zones, economic zones, powerplants, road networks, and natural land transformation, are degrading the integrity of the natural environment and shrinking the livelihood spaces for the resource-dependent communities at an unprecedented rate. Besides, in the name of climate change mitigation and adaptation, we observe non-inclusive interventions (e.g., protected areas, forest conservation, sanctuaries, etc.). These so-called developments and conservation efforts benefit mostly the powerholders, while the marginal resource-dependent communities struggle to manage basic human rights. Oxfam sees these as inequality, and injustice and strives to ensure access of marginal communities to natural resources to establish their **Natural Resource Rights**.

In congruence with the increased number of development interventions, an additional supply of water and energy is becoming inevitable, as well as greater connectivity through multi-modal transportation. As one of the leaders in climate negotiations on behalf of the world's most vulnerable countries, Bangladesh has an ambitious plan to continue shifting its total energy supply to green energy, while meeting increased demand due to economic growth. This fast export-driven economic transition means that vulnerable coastal communities also have to cope with changes to the landscape, including dealing with potential environmental and social impacts as well as loss and

¹ Auerbach, L. W., Goodbred Jr, S. L., Mondal, D. R., Wilson, C. A., Ahmed, K. R., Roy, K., ... & Ackerly, B. A. (2015). Flood risk of natural and embanked landscapes on the Ganges–Brahmaputra tidal delta plain. *Nature Climate Change*, 5(2), 153-157.

² Eckstein, D., Künzel, V., Schäfer, L., & Wings, M. (2019). *Global climate risk index 2020*. Bonn: Germanwatch.

damage from climate change. Oxfam is working to ensure that pathways to sustainable development are people-centred, inclusive, environmentally responsible and climate-smart

2. Purpose of the Assignment

Development initiatives of the coastal areas in many cases did not ensure justice and sometimes it remains a double-edged sword for the marginalized communities of Bangladesh. Due to the rising inequality, it has been argued that the major share of benefits of this ‘development’ is going to a smaller portion of the population, while the price of environmental degradation is being paid by the majority, more specifically the poor and marginalized local communities. Moreover, if we look at the poverty map of the country, the coastal people are among the poorest which is also an area comprised of large forests, wetlands, rivers and coastal and marine ecosystems, biodiversity and fishing grounds. This leads to the question; how can it be that the people who are near such rich environmental commons be poor? and how can those people’s conditions remain the same after so many development projects by public funds as well as donor-supported programmes? This means, in terms of ensuring climate and environmental justice we are still far from being ‘just’. This also means there is a lack of strong independent review of the success of those interventions in terms of changing the lives of the community by ensuring environmental justice.

Considering these contexts, Oxfam in Bangladesh wants to get support from qualified firms or individuals to conduct a study to assess and evaluate existing and proposed (future) climatic, environmental, and ecosystem intervention and development projects (e.g., Power plant construction, Exclusive economic zone, airports, etc.) in the coastal areas of Bangladesh from Climate Justice and Natural Resource Rights point of view. The study aims to identify and analyze the interventions that brought equal benefits to nature, the economy, society, and marginal people, and if not what are the reasons, way forwards, and new approaches would be to ensure environmental justice.

3. Objective of the Assignment

The overall objective of this study is to assess and evaluate existing and proposed (future) climatic, environmental, and ecosystem intervention and development projects by government agencies and other national and international development organizations in the coastal areas of Bangladesh in terms of their credibility in ensuring climate justice and natural resources rights. The specific objectives of this baseline study are:

- i. Develop an inventory of the projects (economic development, nature conservation, climate change mitigation, adaptation) that have already been implemented or are in implanting stage or proposed to implement in near future and represent through spatial analyses.
- ii. Assess the implemented projects and develop measurable indicators or parameters to estimate the impact of the projects in terms of changing the life and livelihood of the coastal people and improving the environmental, biodiversity and ecosystem condition (including spatial context) of the coastal areas considering climate justice and natural resource rights issues.
- iii. Assess to what extent the proposed projects considered or valued environmental and societal justice (e.g., environmental screening, social screening vs real-time impacts). Measure the engagement of people and rights holders during the design, implementation, and evaluation

of the interventions and assess to what extent the intersectional gender issues are considered in the implanted and proposed projects.

- iv. Identify which types of projects became successful/failed in ensuring environmental justice and what are the major drivers/reasons for success/failure and develop impact maps (for both success and failures) from the intervention sites to the surroundings in terms of actual development, climate justice, and resource rights.
- v. Assess in terms of ecosystem restoration (e.g., NbS), climate change mitigation, and adaptation projects, whether the interventions/projects followed universally recognized processes and guidelines.

4. Scope of the Assignment

The scope of work will preferably include, but not be limited to:

- Review implemented and proposed project documents including relevant policies, frameworks, EIAs, social and environmental screening reports, literature and other related documents
- Develop a database with unified fields to aid in tracking and comparison of the projects.
- Assess existing and proposed interventions by the government or other national and international NGOs and examine their achievements in reducing the risks of marginalized people and providing recommendations for the future.
- Receive detailed briefing including clarification of all issues deemed necessary from Oxfam management before starting fieldwork and obtaining the necessary data and information for the study.
- Participate in the planning meeting at the beginning of the study design with relevant stakeholders.
- Develop a conceptual framework for the study design and methodology that adopts a mixed methods approach and validates it through a sensemaking workshop.
- Finalized appropriate methodology including data collection instruments considering the local context in consultation with Oxfam and finalize the tools through pre-testing.
- Engage qualified enumerators and researchers and provide training to them on data collection and ensure data quality assurance.
- Administer data collection in the study area that includes supervision, cross-validation, quality control and data transcription.
- Analyze both qualitative and quantitative data using appropriate software as per needed.
- Prepare and submit a draft and final reports incorporating all important findings, and suggestions, and provide recommendations to ensure climate justice and natural resources rights for future projects.
- To apply the best judgment of the consultants wherever felt necessary.
- Shifting power to participants in the study.
- Valuing collective, context-driven knowledge generation

5. Uses of the Study Finding

This study report will be used for negotiating with the relevant stakeholders in ensuring environmental justice while designing and implementing development projects. Moreover, the

findings of the study and the identified indicators would be used as the baseline for the BID4CJ project.

6. Methodology

6.1 Methodological approach: The study should employ a mixed approach combining qualitative and quantitative methods for data collection and analysis. Data should be collected from both primary and secondary sources as per needed. Exploratory and inquiry research approaches should be considered in this study to investigate learning and adaptation, good practice, enabling and hindering factors, and the way forward. The proposed study approach will consist of three phases.

- The first phase is developing Theories of Change (ToCs)/conceptual frameworks based on secondary information, study design, identifying relevant or appropriate stakeholders/respondents for collecting data and information, appropriate methodology, and tools, and validating through collective sensemaking.
- The second phase will involve gathering data and information through primary data collection, testing contributions, data quality assurance, data processing, analysis, and further collective sense-making.

The primary data should be collected from different stakeholders/respondents based on respondent mapping using appropriate tools like questionnaires such as surveys, Key informant Interviews (KII), Focus Group Discussions (FGD), In-depth Interviews (IDI), meetings, sense-making workshops/data validation workshop, etc.

However, the consultant is also free to propose any other methodologies as appropriate for the study needs. The cross-sectional (retrospective in nature) method will be considered in this study. All data, both qualitative and quantitative, collected through the baseline study will be desegregated by age, gender, and location where applicable. Other factors highlighted in project indicators should also be considered.

- The third phase will be engaged in report preparation and dissemination. Based on the first draft of the report, the consultant should provide a detailed presentation to Oxfam to seek their input before finalizing the report. A wide range of stakeholders including the community through knowledge dissemination workshops, and uses of the finding.

This assignment also hopes to use feminist research methodology, which espoused empowering and co-creation processes and not just simply extracting/collecting information from participants. It will take an intersectional approach recognizing the diversity of experiences of women and other identities; makes a deliberate effort to make visible and shift power imbalances; amplifies women's voices and other marginalized groups/ identities/ sectors; looks at opportunities to foster and/ or strengthen movements or collective action and ensure safe and caring spaces.

Study area selection and Sampling strategy: The study will be conducted in the following Upazila's:

Upazila Name	District Name
Shyamnagar	Satkhira
Koyra	Khulna
Moheshkhali	Cox's Bazar

Chakaria	Cox's Bazar
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Targeted upazilas should be covered for collecting data from respective respondents and stakeholders using an appropriate sampling technique. The targeted respondents should be identified using needful sampling techniques like purposive, cluster (zoning analysis), systematic, simple random, and stratified random sampling techniques to represent the target population with study coverage. Respondents should be selected as per the ratio of gender, age, disability, and economic segregation status.

The quantitative sample size should be considered at a 99% confidence level, with an accuracy rate or amount of admissible error margin of +-5% as we expect the sample size would be represented equally for each area and distributed proportionately following population size. For ensuring a representative sample size from each upazila an equal proportion of the sample size would be selected. Area-wise sample size distribution through stratified random sampling is as follows:

$$\text{Formula: } n = \frac{\text{Area wise population (XXX)}}{\text{Total population (XXX)}} \times \text{sample Population(XXX)}$$

For qualitative assessments, the aforementioned relevant respondents will be selected by applying the aforementioned different Participatory Learning and Action (PLA) methods and techniques. However, the consultant may propose any alternative tools to achieve the best outcome from this study. Qualitative sample size should be considered for data saturation and data redundancy.

Data collection, quality assurance and data processing: The consultant/firm will ensure the selection/recruitment, quality and training of data collectors. This includes the development of training materials/tools for the data collectors to be engaged in-field assessment. The consultant/firm will organize an in-depth training program for the counters and supervisors, which includes both home orientation and repeated practice sessions. The team will also ensure the quality checking of the data collection process during field assessment. At least 5% of respondents under both quantitative and qualitative assessment will be cross-checked by the consultant/firm and shared instant feedback to the data collectors for finalizing the interviewed questionnaires/tools. Any kind of bias in data will not be accepted and data must have to be cleaned appropriately.

In terms of data collection strategy, the survey will be carried out through an in-person interview process for capturing the response. The quantitative data will be collected using SurveyCTO/KoBo tablet-based application. And, for data processing and analysis the consultant may use MS Excel, SPSS or STATA. For conducting any spatial analyses and preparing relevant maps, the consultant/firm may use any suitable map-making software. To validate finding Oxfam is expecting a sense-making/reflection/data validation workshop arrange and facilitated by the consultant. In addition, in the technical proposal, the consultant will mention clearly data collection consent procedures, covid-safe practices and data protection/storage/deletion protocols.

7. Expected Deliverables and Timeframe

The total duration of the assignment will be for 90 days. The specific deliverables for the baseline study are detailed in the following table

Deliverable	Format	Length	Detail	Timeline
Inception report and work plan	MS Word	As per need	<p>An inception report including detailed methodologies (study area selection, sampling, data collection methods, data quality assurance, data processing & analysis, limitation of the study, work plan etc.), reporting outline and timetable shall be submitted after the signature of the contract for review and approval by Oxfam.</p> <p>A detailed work plan (under inception report) describing how the consultant will implement the survey within the research framework and timeframe outlined by OXFAM.</p>	<p>Inception report by 1 March 2023</p> <p>Oxfam Bangladesh will provide feedback on the inception report and work plan by By 6 March 2023.</p>
Study designing, methodology and tools validation workshop	PPT	As per need	The relevant people will participate in validating the study design, conceptual framework, methodology and tools validation	This sensemaking and validation workshop will be organized by consultant on 19 March 2023
Data Collection Tools Finalization (questionnaire, checklist, etc.)	MS Word	As per need	The draft data collection tools will be finalized by both consultants and Oxfam. The consultant will test tools in the field and will be finalized based on pre-test findings.	By 27 March 2023
Data collection and analysis	SurveyCTO, KoBO, SPSS, Excel, Word, and Stata, as appropriate	As per need	Both draft and final versions of the data. The draft tools are to be shared with Oxfam for feedback. These must also be tested in the field beforehand. The tools will be finalized based on feedback and pre-test findings. Consultant will take all the necessary measure to collect data. The consultant will analyse all quantitative and qualitative findings and indicators. The consultant will also share cleaned databased both	<p>The consultant will be responsible for Data Analysis according to the set of indicators and Data Analysis Plan</p> <p>Data collection and data analysis will be completed by 24 April 2023</p> <p>The consultant will work closely with Oxfam country teams in active</p>

Deliverable	Format	Length	Detail	Timeline
			quantitative and qualitative with Oxfam	data collection, analysis and final report.
Data validation/reflection workshop	PPT	As per need	After the analysis of data, the consultant will organize a reflection workshop in consultation with Oxfam where the consultant will be responsible to facilitate the workshop. In the workshop, different types of stakeholders will be participated to validate the finding.	By 30 April 2023
Draft Report	MS Word	Not exceeding 50 pages (excluding annexe)	The expected structure of the report is given at the end of this table.	Draft Report of all study finding findings (including cross-method analysis of desk review, qualitative, quantitative) by 14 May 2023
Final Report	MS Word and PDF	Not exceeding 45 pages (excluding annexe)	Based on the feedback to draft the report and during the presentation, the report should be finalized. It should be in English.	Oxfam will provide feedback on the draft report by 21 may 2023 and Final Report by 30 May 2023

Tentative content of the report are following:

- Title page
- Acknowledgement
- Acronyms/Glossary
- Table of content and list of figures and tables
- Executive summary
- Fact sheet: ground reality
- Introduction and Background (short description of context, project background and description & rationale of the study, objectives)
- Study methodology (it will include a description of study location, sampling procedure, data collection method, data quality assurance procedure, ethical considerations, data processing and analysis and limitations)
- Findings and discussion
- Conclusion and recommendations
- References
- Annexes

8. Guideline of Proposal Submission

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	01 Page
Table of Content	01 Page
Understanding of the study- Background, Objectives, scope and key question etc. (Not just copy and paste from the ToR)	03 Pages
Proposed Methodology	04 Pages
Study plan/work schedule (grant chart)	01 page
Experience in leading similar study work (Provide at least 2 examples of similar work, agency and time of conduction) with 02 references	01 page
Team composition along with its rationale (CV in annexes)	02 pages
Any other relevant information (if required only)	01 page
Financial Proposal	
<ul style="list-style-type: none"> ▪ Detailed budget ▪ Consultancy days and fees (days should be mentioned for a key member of the team) Travel and accommodation ▪ Any other expenditure (please mention the nature of expenditure) ▪ Please calculate 15% VAT and 10% Tax with a total budget ▪ Total amount 	

9. Qualifications

The Consultant should have at least the following qualification:

- The applicant (lead consultant) must be an individual or an institution holding the necessary legal status to work in Bangladesh.
- Master's degree/Ph.D in Geography/ Environmental Science/ Sociology/ Anthropology/Statistics / Economics/ or equivalent fields
- Demonstrated experience, particularly in research, baseline study, Outcome survey, evaluation, impact assessment, and Gender study.
- Proficiency in Bengali and English, with a focus on presentation/reporting skills
- Good communication and relationship-building skills

- Demonstrated experience in conducting data analysis using, for example, STATA /SPSS / Excel / NVivo or others.

10. Evaluation Process

The selection committee will evaluate both the technical and financial proposals of the consultants/firms based on established evaluation criteria as follows. A cumulative weighted scoring method will be applied to assess the proposal. The contract will be awarded to the consultant/firm whose offer has been assessed and determined to be responsive/ compliant/acceptable with reference to this TOR.

Evaluation Criteria	Weight
Technical	80
1. Expertise of the consultants/ consulting firm/ organization	
Understanding of the TOR	10
Strong skill and expertise in carrying out a similar assignment (based on provided evidence)	20
2. Methodology	
Appropriateness of methodology in response to the indicators	20
Quality assurance & data management	10
3. Management structure and qualifications of key personnel	
Team composition (Team member should have expertise in this domain)	20
Financial	20
Total	100

11. General terms and conditions

- All soft and hard copies of the assignment will be treated as the property of Oxfam
- In any circumstances, the consultant shall have no opportunity to alter the timeline and planning of data collection and submission of the first draft and final report.
- The consultant/firm must maintain the standard quality in data collection, processing and reporting
- The consultant/firm shall have the responsibility to rewrite the report, and modification of sections until the satisfaction of quality required by Oxfam.
- In case of any deviation, Oxfam shall have the right to terminate the agreement at any point in the project.

- Consultant/firm shall be bound to pay back the full money to Oxfam given as advance of payment in case of any deviation, dissatisfaction with the quality and other points mentioned in the agreement.
- Oxfam will deduct withholding tax from the consultancy fees which will be in conformity with the prevailing government rates.

12. Payment and Budget

- Though the interested consultant is expected to provide a budget for the exercise, Oxfam will consider proposals that are within the approved rates as per its policy on professional fees.
- The consultant shall be responsible for their statutory income tax obligations and/or insurance during the assignment.
- The financial proposal should include **15% VAT ONLY**. Oxfam will deduct 10% of Income Tax at source from the agreed consultancy amount.
- A contract will be signed by the consultant upon commencement of the study which will detail additional terms and conditions of service, aspects of inputs and deliverables.
- The consultant will be paid in three instalments: **Up to 40% payment:** An inception report (How the consultant will implement the study) including detailed methodology, questionnaire, data collection plan, reporting outline and timetable shall be submitted after the signature of the contract for review and approval by Oxfam. **Up to 30% payment:** A draft study report and presentation including key findings and recommendations for comments. **Rest 30% payment:** After providing the final report.

13. Application Procedure

The consultant/firm must submit the following documents along with the Technical & Financial Proposal (including 15% VAT) separately:

For consultancy Firm:

- Maximum 2-page Firm profile highlighting related assignments completed with client name, contact person and contact number
- Lead Consultant (who will lead the assignment) must provide a maximum 2-page CV highlighting related assignment completed, role in the completed assignment
- Team members (who will be involved in the assignment) must provide a short CV highlighting related assignments completed and role
- Firm's Certificate, TIN and VAT registration, Trade License

For individual consultants:

- Maximum 2-page profile highlighting related assignments completed with client name, contact person and contact number along with detailed CV
- Team members (who will be involved in the assignment) must provide a short CV highlighting related assignments completed and role
- TIN certificate and any other relevant document (if necessary)