

TERMS OF REFERENCE (TOR)

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 (OxBD) 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.

Title	: Consultancy for Climate Risk Assessment and Insurance Product Validation under CRI Phase II Project
Covered Thematic Area	: Climate Justice and Natural Resources Rights
Project/ Programme	: Climate Risk Insurance-II
Assignment Location	: Cox's Bazar, Bhola, Borguna, Patuakhali, Khulna, Shatkira, Jamuna Basin, Rajshahi, and the Haor area
Assignment Duration	: September – December 2025
Contract Authority	: Oxfam in Bangladesh

1. BACKGROUND AND CONTEXT

Bangladesh's climate-vulnerable communities face escalating risks from intensified floods, cyclones, droughts, and erratic rainfall, threatening agricultural livelihoods and food security. The Climate Risk Insurance (CRI) project, implemented by Oxfam and WFP with KOICA support, addresses these challenges by developing financial safety nets tailored to adapt against local climate risks. Building on Phase 1's success in Kurigram, Phase 2 expands to diverse regions, requiring comprehensive climate risk assessments to ensure insurance products accurately reflect local vulnerabilities.

In CRI Phase II, the project will design and implement region-specific insurance products tailored to the diverse climate risks faced by different areas. By leveraging extensive data on sub-national weather patterns, agricultural practices, and vulnerabilities, the project will ensure that insurance products are scientifically robust and locally relevant to the disasters, perils, and loss. The integration of climate data, seasonal forecasts, and agro-meteorological advisories will empower farmers to make informed decisions, enhancing their ability to manage climate risks. To further strengthen the initiative, the project will develop and pilot a geographically diverse and scalable model for index-based CRI, ensuring inclusivity and alignment with local conditions while making it adaptable for replication in other climate-vulnerable regions. Oxfam will serve as the technical partner, providing expertise and facilitating the design, implementation, and scaling of the initiative.

One of the key focuses of the project will be strengthening the technical and operational capacities of government agencies, insurance providers, and local communities to ensure the long-term sustainability of Climate Risk Insurance (CRI) initiatives. This will involve targeted capacity-building efforts, including partner orientations, local government engagements, farmer meetings, training sessions with WFP's partners, and awareness campaigns to equip farmers with the knowledge and tools needed to effectively utilize CRI products.

Additionally, the project will continue enhancing advocacy efforts and evidence generation to support the integration of CRI into Bangladesh's national disaster response framework, aligning with the country's climate finance priorities and contributing to global climate action objectives. CRI Phase II's success in developing context-specific insurance products hinges on accurately translating climate data into meaningful crop-loss parameters, a complex task that requires specialized climate risk knowledge.

Current challenges include: **(1)** inadequate hyper-local data to design region-specific products **(2)** disconnects between global models and ground realities, risking poorly calibrated products that increases basis risks during crises, and **(3)** fragmented collaboration across climate science, agricultural systems, and insurance risk modeling domains creates inefficiencies that manifest as project delays and misaligned technical outputs.

The Consultant is needed to bridge these gaps by providing appropriate resources. Without precise, localized risk data, insurance products may trigger payouts misaligned with actual losses, undermining farmer trust, program credibility, and—most critically—the linkage between the developed product and climate change-induced risks, losses, and damages. The Consultant will systematize data sourcing and validation to ensure indices reflect on-the-ground vulnerabilities and risks.

2. OBJECTIVES/PURPOSE OF THE ASSIGNMENT & SPECIFICATION OF THE SERVICE REQUIRED

The primary objective of the assignment is to ensure that Climate Risk Insurance (CRI) products are scientifically sound and responsive to the needs of vulnerable communities, which involves grounding the products in robust climate risk analysis, aligning their features with observed hazard dynamics, and enhancing their practical relevance. The specific objectives of the assignment are:

1. To conduct climate risk assessments across the target geographic areas to support evidence-based validation of the CRI products
2. To review and compare the CRI product parameters (thresholds, triggers, coverage scope) with relevant climate risk models and historical hazard patterns for riverine flood, drought, flash flood, and cyclone, and to suggest appropriate parameters for different climate risk insurance products based on this analysis.
3. To evaluate the practical usability and responsiveness of the products from the perspective of end-users (smallholder farmers and vulnerable communities).
4. To provide technical recommendations for improving the accuracy, inclusiveness, and operational viability of the CRI products by:
 - Identifying required data sources (including climate, agricultural, and socioeconomic datasets)
 - Specifying methodologies for data collection and analysis
 - Recommending approaches for integrating these datasets into product parameter development
 - Ensuring the products reflect real-world risks and enable just compensation mechanisms

3. ACTIVITIES AND APPROACH

The consultant or consultancy firm will be responsible for carrying out key activities, including but not limited to those outlined in the table below. While these represent core expectations, the assessment will also consider innovative approaches and additional actions proposed by the consultant to enhance the accuracy, effectiveness, and overall success of the assignment.

Activity	Description	Expected Outputs	Timeline
I. Initial meeting with Oxfam team	Meeting to discuss the scope, objectives, and timelines of the assignment	Post-meeting Inception report	Immediately after contract signing
II. Field visits	Field visits to selected locations within the target districts to	Report/Note containing the observations from field visits	As per scheduled

	observe environmental and geographic risk characteristics		
III. Climate Risk Assessment	Conduct climate risk assessments for drought, flash flood, and cyclone across the selected geographic areas (Cox's Bazar, Rajshahi, Sunamganj, Kurigram), using historical climate and hazard datasets.	Climate risk maps and profiles by hazard type and location- Narrative summary of key risks in each target area, with backend datasets	Within the first month of the contract
IV. Technical Review of CRI Product Parameters	Review CRI product design elements (thresholds, triggers, coverage) and compare them with risk assessment outputs to ensure the developed products reflect the ground reality.	Technical assessment report/email on review outputs gaps between model outputs and product parameters	As insurance products are designed
V. Policy Advocacy Support	Participate in government engagement sessions to present technical findings and recommendations, supporting Oxfam's influencing agenda for CRI integration into national frameworks.	- Presentation materials for policymakers - Policy brief summarizing technical recommendations	Aligned with government engagement schedule
VI. Recommendations and Final Report	Consolidate findings from all analyses (including parameter comparisons, data source evaluations, and climate risk assessments) to provide: <ul style="list-style-type: none"> • Actionable parameter suggestions for each product type • Curated data source recommendations with integration methodologies • System-wide scalability and improvement strategies 	Comprehensive report covering: <ul style="list-style-type: none"> - Product-specific parameter refinements - Data sourcing framework - Roadmap for future development 	End of consultancy period

Note: The following table provides illustrative examples of expected activities, which may be adapted based on project needs and the consultant's technical recommendations.

Product Design Timeline

Since insurance product design and implementation are time-sensitive to the seasons to be covered under the insurance products, below is the timeline to design the insurance products for specific perils for specific locations:

Insurance Product	Location
Self-insurance cooperative model	Cox's Bazar
Cyclone Insurance	Borguna, Bhola, Patuakhali, Khulna, and Satkhira
Drought Insurance	Rajshahi

Riverine Flood	Jamalpur, Kurigram, Gaibandha, and Sirajganj
Flash Flood	Sunamganj

- N.B:** i) Day engagement is based on the requirements of the project activities.
 ii) Tasks may change based on situation and project demand.

BUDGET AND PAYMENT SCHEDULE

Total budget for the assignment is **1,000,000 BDT**, with payments made according to agreed milestones and deliverables.

Payment Schedule:

- 40% upon contract signing and submission of the Inception/Interim Report.
- 50% upon approval of the Final Report.

4. EXPERIENCE OR PROFILE REQUIREMENTS

The organization/ individual(s) should have the following competencies:

Essential

- PhD (preferred) or Master's in Climate Science, Environmental Studies, Agricultural Economics, or related field.
- Minimum 8 years' experience in climate risk assessment, with demonstrated expertise in:
 - Climate and associated big data analytics
 - Developing climate risk models for development/humanitarian contexts
 - Publishing findings in peer-reviewed journals (attach 2-3 relevant publications)
- Proven track record working with NGOs/INGOs, multilateral agencies, or government climate initiatives.
- **Technical competencies:**
 - Advanced climate data analysis, modeling, and risk profiling capabilities
 - Expertise in translating climate data into insurance parameters
 - Strong knowledge of Bangladesh's climate vulnerabilities and agricultural systems
 - Experience using agro-meteorological data for product development
- **Project delivery:** Demonstrated capacity to mobilize adequate technical support for timely, quality deliverables
- **Language:** Full professional proficiency in English and Bangla (written and spoken).

Desired

- Experience working on index-based insurance or climate finance initiatives.
- Familiarity with actuarial modelling or collaboration with insurance sector stakeholders.
- Interest in interdisciplinary approaches bridging climate science, agriculture, and financial risk mechanisms.

5. RISK MITIGATION

- **Risk:** Delays in field validation and climate risk analysis.
- **Mitigation:** Ensure close coordination with Oxfam and technical partners to maintain timely progress. Oxfam's Quality Control team will conduct random data validation and cross-checks to verify accuracy.

6. REPORTING AND SUPERVISION

The consultant or the internal lead of the assignment will coordinate with *Senior Programme Officer, Oxfam in Bangladesh*

7. APPLICATION PROCESS

The proposals must be sent in English, electronically and the submissions must reach Oxfam via email at Ban_Consultancy@oxfam.org.uk with the subject line “**CR Assessment and Insurance Product Validation**” by **30 August 2025**.

To be shortlisted for evaluation against the award criteria, the following documents must be submitted with this application.

Technical Proposal	
Technical proposal / approach paper to conduct the assignment and achieve objectives including methodology, proposed work plan and timelines	
Topic	Page Limit (max.)
Technical Proposal	
Cover Page	1 Page(s)
Table of Content	1 Page(s)
Understanding of the study- Background, Objectives, scope, 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.)	2-4 Page(s)
Scientific Contribution Summary of consultant's past scientific work on similar studies (publications, models, or frameworks developed)	2-3 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)
If Individual,	
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: Breakdown of all costs. ▪ Total Base Amount: The total cost before VAT (<i>Note: Do not mention the tax amount separately in the budget; it must be included in the cost.</i>) ▪ VAT: 15% VAT applied to the total base amount. ▪ Grand Total Amount: The sum of the base amount and VAT.) 	

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

For Individual Consultant:

- **Curriculum Vitae(s) (CV) of the proposed consultant(s)**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.

- **Two relevant references** (minimum) for previous comparable assignments.
- **Evidence of previous work:** List of similar publications or any other documents proving similar experience and technical and thematic knowledge
- **Proof of last two payments/ rates** (required after selection process).
- **Legal documents:** Copy of NID, TIN, BIN, Proof of Submission Receipt (PSR) of the Income Tax Return for the latest assessment year, 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.
- **Curriculum Vitae(s) (CV) of the proposed consultant(s)**, proving relevant experience and/or qualifications. If multiple people are involved, an outline of roles/ responsibilities also needs to be included.
- **Two relevant references** (minimum) for previous comparable assignments.
- **Evidence of previous work:** List of similar publications or any other documents proving similar experience and technical and thematic knowledge
- **Proof of last two payments/ rates** (required after selection process).
- **Legal documents:** Copy of the registration copy, TIN, BIN, trade license, Proof of Submission Receipt (PSR) of the Income Tax Return for the latest assessment year and any other relevant documents.

8. EVALUATION AND AWARD CRITERIA

Incomplete applications will not be assessed, only quotations that meet the award criteria will be assessed. The quotations will be assessed according to the following criteria and distribution of points:

Award Criteria		Max. Points
Technical Criteria		
Capability/ competence of the bidder to perform the work/ service required	Demonstrated expertise in climate risk assessment, climate data modelling, and experience in index-based insurance design in Bangladesh or similar contexts.	20%
	Previous experience working with NGOs, development agencies, or in humanitarian settings.	10%
	Demonstrated expertise in Bangladesh's climate systems, including in-depth knowledge of regional agro-ecological zones, climate risk patterns, and their impacts on agricultural livelihoods.	15%
Quality of products/ services and ability to meet requirements	The proposal must show strong understanding of the ToR and a clear technical approach/method for climate risk analysis.	10%
	Experience in providing high-quality deliverables, including risk maps, technical reports, and data-driven insights.	10%
	Feasible work plan aligned with CRI timelines and seasonal cycles; includes risk mitigation strategies for data or field delays.	5%
TOTAL:		70%
Financial criteria		
Financial offer	Detailed and realistic budget (Do not show Tax separately in the budget).	30%
GRAND 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.

9. GENERAL TERMS AND CONDITIONS

- All payments 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 the OGB Global Team
- Inability to comply with the work as per the agreed timeline and quality will result in a penalty on the payment. The penalty will be proportionate to the level of undelivered work.
- The consultant will ensure that data collection, processing, and reporting meet 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 before 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 to carry 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 the 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 an advance payment in case of any deviation from the contract.
- Oxfam will deduct withholding tax from the consultancy fees, which will conform to the prevailing government rates.
- Oxfam's work is based on deeply held values and principles. The consultant will be bound by the principles and conditions of the Oxfam Code of Conduct and other relevant policies, including those for safeguarding and child protection, throughout the assignment.
- We require consultancy services from qualified experts, not AI-generated content. While the use of AI tools (such as ChatGPT) for linguistic or grammatical refinement is permitted, any such use must be transparently declared in the proposal. Any use of AI beyond language editing, particularly for developing the core content, will lead to disqualification at any stage of the consultancy process.
- Plagiarism, at any stage from proposal submission to final reporting, will result in immediate disqualification, termination of the contract, and exclusion from future Oxfam consultancy opportunities. We expect all submissions to reflect original thinking, professional integrity, and context-specific expertise.
- Conditions for participating in the procurement process are detailed in the [Terms & Conditions of Bidding](#)

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 the applicant's failure to follow solicitation instructions.
- Waive any deviations by the applicant from the requirements of these 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/applicants 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](#)¹. 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

¹ 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)

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.

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	

ANNEXES

Attachment 1: Code of Conducts

Oxfam Non-Staff Code of Conduct [English]

Oxfam Non-Staff Code of Conduct [Bangla]

Oxfam Supplier Code of Conduct

Conflict of interest declaration form for 3rd parties

Attachment 2:

OXFAM GB Feminist Principles

Attachment 3:

One Oxfam Child Safeguarding Policy

Attachment 4:

Oxfam Anti-Fraud and Corruption Policy

Attachment 5:

One Oxfam Policy on Protection from Sexual Exploitation, Abuse and Harassment (PSEAH)

Attachment 6:

Sexual Diversity and Gender Identity Rights Policy