**People's Oriented Program Implementation (POPI)**

**5/11-A Lalmatia, Block – E, Dhaka – 1207, Bangladesh**

**Tel: 9121049, 9137769, 9122119; Website: www.popibd.org**

**TERMS OF REFERENCE**

**Consultancy to support on environmental screening and community risk assessment (CRA) to develop Union Disaster Management Plan integrating Anticipatory Action**

**PROJECT SUMMARY**

|  |  |
| --- | --- |
| Type of Study | Environmental screening, Community Risk Assessment (CRA) with Risk Reduction and Early Action Plan |
| Name of the project | Scaling up Forecast-based Action and Learning in Bangladesh (SUFAL II) |
| Project Start and End dates | July 2021 to September 2024 |
| Project duration | 39 months |
| Project locations: | *Monsoon Flood:* Kurigram, Gaibandha, Jamalpur, Bogura  *Flash Flood and Lightning:* Sylhet, Sunamganj, Netrokona |
| Thematic areas | Disaster Risk Reduction |
| Sub themes | Anticipatory Action, Forecast-based Action, Forecast-based Finance, Monsoon flood, Flash Flood, Lightening |
| Donor | European Union Civil Protection and Humanitarian Aid Operations (ECHO) |
| Estimated beneficiaries | 38,340 unique beneficiaries from 8 upazilas of 4 north-western monsoon flood prone districts of Bangladesh and 21,106 unique beneficiaries from 3 upazilas of 3 north-eastern flash flood prone districts of Bangladesh |
| Overall objective of the project | Support communities and institutions to take Forecast-Based Action to protect lives, assets, and livelihoods from the impacts of  monsoon flooding in northwest Bangladesh and flash flood and lightening in north-eastern Bangladesh |

**INTRODUCTION**

From August 2019 to June 2020, the first phase of ‘*Supporting Flood Forecast-based Action and Learning in Bangladesh*’ - SUFAL Project implemented its activities in three northern flood-prone districts: Kurigram, Gaibandha, and Jamalpur to reduce the impact of floods on communities, improve the effectiveness of emergency preparedness, response, and recovery efforts, and reduce the humanitarian burden through strengthening the Forecast-based Early Action (FbA) approach to monsoon floods. SUFAL reached 97% of the targeted population through actionable early warning and forecast information. 93% of the project population took at least one early action individually or collectively and per household average BDT 21,461 was saved by FbA intervention.

In its second phase from July 2021 to September 2024, *Scaling-up Forecast-based Action and Learning in Bangladesh (SUFAL II)* aims to build the capacity of institutions and communities to implement Forecast-based Action (FbA) to reduce the loss of life, assets and livelihoods on an anticipated hazard in monsoon flood-prone north-western *Char*

areas, and in flashflood and lightning prone north-eastern *Haor* areas. It focuses on strengthening FbA by developing a community-based approach and looking into existing systems to link with financing for early action.

The SUFAL-II consortium is managed by CARE Deutschland e.V. and implemented by CARE Bangladesh as the lead agency with the local partners Eco-social Development Organization (ESDO) and People’s Oriented Program Implementation (POPI) Jointly with Concern Worldwide and their partner the SKS Foundation and Friends in Village Development Bangladesh (FIVDB) with the technical support from the Regional Integrated Multi-Hazard Early Warning System (RIMES). The project is funded by the European Civil Protection and Humanitarian Aid Operations (ECHO).

*Table 1. Geographic Area Coverage by the Project*

|  |  |  |
| --- | --- | --- |
| **District** | **Upazila** | **Union** |
| **North-western monsoon flood prone area** | | |
| Kurigram | Ulipur | Begumgonj, Buraburi, Hatia, Shahabiaralga |
| Chilmari\* | Ranigonj, Thanahat, Nayarhat |
| Gaibandha | Saghata | Varotkhali, Ghuridah, Holdia, Jumarbari |
| Phulchari\* | Gazaria |
| Jamalpur | Madarganj | Charpakerdah, Balijuri, Jorekhali, Gunaritala |
| Sarishabari\* | Pingna |
| Islampur\*\* | Kulkandi, Shapdari, Noarpara, Chinaduli |
| Bogura | Sonatola\* | Tekanichukainagar |
| Shariakandi | Bohail, Kazla, Karnibari, Chaluabari |
| **North-eastern flash flood prone area** | | |
| Sylhet | Gowainghat | Langura, Rustampur |
| Sunamganj | Dharmapasha | Sukhair Rajapur North, Joyshree |
| Netrokona | Khaliajuri | Mendipur, Krishnapur |

\* Partially implementing Upazilas with technical support

\*\* SUFAL I upazila, currently implemented by Islamic Relief Bangladesh, and technically supported by SUFAL II

*Table 2. Key Participants, Target, and Impact Groups of Monsoon and Flash flood area*

|  |  |  |
| --- | --- | --- |
| Category | North-western monsoon flood prone area | North-eastern flash flood prone area |
| Total | 38,340 | 21,106 |
| Female | 15,336 | 9,498 |
| Male | 21,087 | 17,253 |
| Number of organizations | 24 | 27 |

**BACKGROUND OF CONSULTANCY**

Forecast-based Early Action (FbA) enables communities to take actions based on forecast of a hazard. This innovative approach depends on locally applicable and reliable forecasts, pre-defined triggers or thresholds for action, a set of protocols with clear roles and responsibilities, and pre-identified set of early actions linked to financing mechanisms. Although gaining traction, the FbA agenda still needs to gather substantial evidence of its benefits to institutional and community risk reduction and resilience; and, as a result, reduction in the impacts of disasters.

In 2022 and 2023, SUFAL II consortium has conducted Community Risk Assessment (CRA) to develop Risk Reduction Action Plan (RRAP) in 13 unions (4 in Ulipur, Kurigram; 5 in Saghata, Gaibandha; 4 in Madarganj, Jamalpur). SUFAL-II also coordinated with RIMES Last Mile Dissemination Project in ensuring the CRA process and incorporating early actions in DM Plans of Sariakandi-Bogura.

Now, extending the project to Haor region, SUFAL II is aiming to conduct environmental screening and CRA to develop RRAP in 06 unions of 04 north-eastern district (Gowainghat-Sylhet, Dharmapasha-Sunamganj, Khaliajuri-Netrokona).

On behalf of the SUFAL-II consortium, People’s Oriented Program Implementation (POPI) is seeking an experienced consultant who will analyse and generate report with the information gathered through Community Risk Assessment (CRA) with additionally introduced environmental screening to do no harm through environmental-sensitive project activities and resulting risk reduction action plan.

**OUTCOME INDICATORS OF THE CONSULTANCY**

The outcome of the assignment will be as follows:

* Producing four (06) community risk assessment report in Bangla for six (06) unions of Gowainghat-Sylhet, Dharmapasha-Sunamganj, Khaliajuri-Netrokona (as mentioned above)
* Develop one (01) compiled and comprehensive community risk assessment report in English based on the findings of the six (06) unions.
* Reports should be clear, actionable, and provide specific recommendations for early actions that can be incorporated into local Disaster Management Plans.
* A set of specific recommendations for local authorities, community-based organizations, and other stakeholders to help ensure that the RRAP is effectively implemented, and that early action is taken to mitigate the impacts of above-mentioned hazards.

**METHODOLOGY**

The following details out the major steps of the CRA:

1. **Research design and data collection**

By reviewing key documents (government CRA methodology, relevant risk and vulnerability assessment tools e.g., CVCA used by CARE and Concern Worldwide) and by the discussion with key stakeholders, a methodology and tools is already in place which is called CRA++. The tool has been further enhanced by the Project team; with especial focus given to added component for environmental screening which will complement (not supress) the existing tool. The consortium

will ensure training of the staff, and volunteers/enumerators (if needed) from the project areas who will be responsible for collecting information for the CRA.

1. **Analysis and reporting**
2. *Data analysis and drafting report:* Consultant/s will clean and analyse the collected data and draft an initial report with finding for review by the SUFAL-II project team. Data and information to generate risk map will also be provided at this time. The project team will review the initial findings and mapping information by the consultant/s and make suggestions to improve quality or address gaps in the study. If necessary, further interviews or field visits can be arranged.
3. *Finalizing risk mapping data:* Finalizing risk mapping data after feedback, consultant/s will submit them to the project.
4. *Finalization of the study report and recommendations for the early action plans:* Total six (06) Bangla report and one (01) compiled and comprehensive English report will be shared with the SUFAL-II Project for their feedback. Upon receiving feedback and updating accordingly, consultant/s will submit finalized versions of the report.

**KEY ACTIONS & TIMELINE**

The consultancy is expected to start on the first week of March. The winning consultant will get 30 days from the signing of the contract to provide satisfactory final deliverables without fail as no time extension will be granted.

|  |  |  |  |
| --- | --- | --- | --- |
| **Actions** | **Responsibility** | **Details** | **Timeline** |
| 1. Drafting six (06) CRA and environmental screening report in Bangla | Consultant | The consultant will check the quality of the data and will draft individual report for each (06) unions in Bangla. | 15 days |
| 1. Drafting 1 compiled CRA report in English | Consultant | Incorporating recommendations from validation, the consultant will finalize the Bangla reports based on which a compiled and comparative English report will be produced. | 5 days |
| 1. Final report | Consultant | *The consultant will submit six (06) community risk assessment report in Bangla for six (06) unions and one (01) compiled and comparative community risk assessment report in English based on the findings of the six (06) unions.* | 6 days |

**MINIMUM EXPERTISE REQUIREMENT**

*The consultant team will be assessed based on the following criteria:*

* At least 5 years of experience in research, analysis, report writing DM knowledge would be preferred.
* Strong understanding on community risk assessment (CRA) methodology, tools and techniques in Bangladesh.
* Experience in using and analyzing participatory tools, and social data with similar research studies.
* Familiarity with disaster management policies, framework, and projects in Bangladesh.
* Ability to apply gender sensitive and inclusive lens to all work.
* Excellent English Report writing skills.
* Experience working with government, NGOs, UN and international agencies.
* Cultural sensitivity and respect for others’ opinions.
* Ability to work in a team.

**EVALUATION CRITERIA**

The consultant will be evaluated based on the following weight: 100 marks.

* Technical Score: 70%
* Financial Score: 30%

**Technical Evaluation Criteria (Score is 100 and weight is 70%)**

|  |  |  |
| --- | --- | --- |
| **Technical Evaluation Criteria** | |  | | --- | | **Allotted Score(Maximum)** | |
| Previous experience on social and participatory data analysis, report writing | 20 |
| Previous experience with risk assessment (CRA, CVA, etc.) for DRM projects or similar work | 20 |
| Previous experience with environmental screening for disaster risk mitigation | 20 |
| Knowledge and understanding on disaster management related analysis- risk, vulnerability, impact assessment and sector specific knowledge | 20 |
| Team composition | 10 |
| Time-bound plan | 10 |
| Total | 100 |

*The short-listed consultants based on technical evaluation will be called for the presentation.*

Financial Evaluation Criterion (Score is 100 and weight is 30%)

Only the participating bidders will be considered for this evaluation and the lowest bidders will be assigned with full/highest marks that is 100 and the subsequent highest bidders will get proportionate lower score out of 100.

The total score derived from the mentioned proposals (technical and financial) will be the final score and converted to the score out of 100.

CARE Bangladesh will be involved in the evaluation process and has right to cancel, disqualify any proposal without explaining any reason whatsoever. European Union Civil Protection and Humanitarian Aid Operations (ECHO) has the rights to access all the information relevant to this service and can cancel, disqualify any proposal without explaining any reason whatsoever.

Application Process

If you are interested and feel competent to carry out this very exciting consultancy work, please submit technical and financial proposal in two separate documents:

Technical Proposal

1. Resume of team members/Organizational Profile with previous/ongoing client lists
2. A one-page application letter of expression of interest
3. Set of documents mentioned in the Technical Evaluation Criteria
4. Detailed Technical-narrative proposal with clearly outlined methodology, timeline, assessment approach and techniques, Level of Effort of each member of the consulting firm and tools to be employed.
5. A sample of at least 2 recently written report of similar assignments. (optional)

Financial Proposal

* + - 1. Filled up Financial Proposal that outlines the fees and associated costs including govt. circulated VAT & TAX and provide budget notes.

Applications not including all of the above information will not be reviewed.

Terms of payment

The Consultant will be paid as per the following schedule:

|  |  |  |
| --- | --- | --- |
| **PAYMENT MATRIX** | | |
| **Deliverables** | **Measuring Criterion/ Indicator** | **% on total Purchase Value** |
| *Deliverables 1* | Draft reports (06 Bangla and 01 English) | 50% |
| *Deliverables 2* | Final reports (06 Bangla and 01 English) | 50% |

Payments will be made through Account Payee Cheque/DD/Pay order in favor of your organization/Name.

**INTELLECTUAL PROPERTY RIGHTS**

### SUFAL’s copyrights are reserved for every data set, report, and strategy document generated by the consultant during the consultancy period for the said purpose. The consultant may not share these documents or use the evidence without informing with POPI (hiring agency) abd CARE Bangladesh (lead consortium) in written. European Union Civil Protection and Humanitarian Aid Operations (ECHO) has the rights to access all the data set, report and strategy document relevant to this service.

**ETHICAL CONSIDERATIONS**

* **Participatory:** All stakeholders and beneficiaries’ type should be consulted during the study process ensuring the true participation.
* **Inclusiveness:** Ensure that beneficiaries from different ethnic, social and religious backgrounds have the chance to participate, as well as with disabilities and who may be excluded or discriminated against in their community.
* **Ethical:**

The B+M+E or research must be guided by the following ethical considerations:

* + Systematic inquiry: Consultant conduct systematic, data-based inquiries
  + **Integrity/honesty:** Consultant display honesty and integrity in their own behaviour and attempt to ensure the honesty and integrity of the entire study process.
  + Safeguarding – demonstrating the highest standards of behaviour towards beneficiaries specially marginality
  + Sensitive – to child rights, gender, inclusion and cultural contexts
  + Openness - of information given, to the highest possible degree to all involved parties
  + Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
  + Public access - to the results when there are not special considerations against this
  + Broad participation - the relevant parties should be involved where possible
  + Reliability and independence - the baseline should be conducted so that findings and conclusions are correct and trustworthy

It is expected that:

* Data collection methods will be age and gender appropriate.
* Baseline activities will provide a safe, creative space where respondent feel that their thoughts and ideas are important.
* A risk assessment will be conducted that includes any risks related to children or young people’s participation. Informed consent will be used where possible.

Managing Unexpected

The consultant/s must keep this in their prime consideration how to manage if any unexpected situation like strike and political uprising, natural disaster that may affect the overall consultancy work. They should keep options for contingency plan and alternatives without compromising the overall quality, purpose and timeline.

**How to apply**

Interested firms are requested to submit their application including both technical and financial proposals in a hard or soft copy of the duly signed complete to [hr@popibd.org](mailto:hr@popibd.org) or courier to The Deputy Director-HR and Admin, POPI Head Office, 5/11-A, Block-E, Lalmatia, Mohammadpur, Dhaka-1207.

**Deadline: March 03, 2024**

With thanks and best regards.



Md. Majibur Rahman

**Director (SES)**