

**TERMS OF REFERENCE (TOR)**  
**Data collection for conducting baseline Study for An Integrated, Inclusive Resilience Model Project**  
**SAJIDA FOUNDATION**

## **I. BACKGROUND**

Bangladesh is among the world's most climate-vulnerable countries, ranking 7th on the Global Climate Risk Index (2021). Sirajganj district, located along the Jamuna River, is highly flood-prone and experiences recurrent disasters that displace households, disrupt livelihoods, and weaken social, health, and economic resilience. These shocks are compounded by critical service gaps in mental health, eye care, inclusive livelihoods, and disability-inclusive disaster preparedness.

Mental health challenges remain largely unaddressed despite their scale and impact. Nationally, 18.7% of adults experience mental health issues, with a treatment gap of 92%. In Sirajganj, adolescents show alarmingly high levels of depression, anxiety, and stress. Women and adolescent girls are particularly affected, yet they face greater stigma and significantly lower access to professional care. Community-based mental health services are virtually absent, forcing referrals to distant facilities and leaving many individuals unsupported. Stigma, lack of awareness, and weak community engagement further deepen isolation and undermine household productivity and resilience.

Eye health represents another overlooked pillar of resilience. Most visually impaired people live in rural areas, yet eye care services and professionals are concentrated in cities. Preventable conditions such as cataracts and uncorrected refractive errors remain major causes of blindness and low vision, directly limiting income-generating capacity. In Sirajganj and Tarash, eye care services are irregular and poorly integrated, with limited follow-up and accessibility for persons with disabilities.

Livelihood insecurity, particularly among NEET youth and persons with disabilities, further erodes resilience. Existing programs are fragmented, small-scale, and often exclude people with severe or psychosocial disabilities. Limited skills training, poor market alignment, and gaps in financial literacy trap households in cycles of dependency.

Disaster risk reduction efforts remain largely infrastructure-focused and insufficiently inclusive. Persons with disabilities are rarely represented in local disaster management committees, preparedness planning, or simulation drills, despite facing disproportionate risks during emergencies.

In response, An Integrated, Inclusive Resilience Model Project will be implemented in Sirajganj Sadar and Tarash Upazilas, targeting approximately **9,786 individuals directly and over 52,000 indirectly**. At least 50% of direct participants will be persons with disabilities, with a strong focus on women and other at-risk groups. The project integrates mental health, eye care, and livelihood support to strengthen human, economic, and social capital. Community-based targeting, OPD engagement, self-help groups, disaggregated data collection, and robust feedback and safeguarding mechanisms ensure non-discrimination, accountability, and meaningful participation. Through this holistic approach, the project aims to move communities from vulnerability toward inclusive, sustainable resilience.

## **II. PURPOSE**

To assess the impact of the project interventions, SAJIDA Foundation will conduct a baseline study prior to project implementation. The baseline will generate disaggregated data on mental health, eye care, livelihoods, disability inclusion, and disaster preparedness indicators to enable robust comparison over time and support evidence-based programming.

## **III. SCOPE**

The scope of the baseline study includes, but is not limited to, the following:

- Collection of quantitative and qualitative baseline data from two unions—Shiolkol and Madhainagar—located in Tarash and Sirajganj Sadar Upazilas of Sirajganj District.
- Design and implementation of a disability-inclusive and gender-responsive sampling strategy, ensuring adequate representation of:
  - Women and men
  - Girls and boys
  - Persons with disabilities (including physical, sensory, intellectual, and psychosocial disabilities)
- All data must be disaggregated by sex, age, and disability, at a minimum.

- Use of inclusive and ethical data collection approaches, ensuring accessibility, informed consent, and meaningful participation of persons with disabilities.
- Application of internationally recognized tools for disability data collection, such as the Washington Group Questions (WGQs) or equivalent.
- Close coordination with the SAJIDA Foundation project and M&E teams throughout the assignment.

The research firm/consultant will report to the Project Manager or designated representative and provide regular progress updates as required.

## IX. DELIVERABLES

The consultant/research firm will be responsible for the following deliverables:

1. Inception Report
  - Detailed methodology
  - Sampling strategy (including disability- and gender-inclusive approach)
  - Data collection tools
  - Data collection, management, and analysis plan
  - Ethical and safeguarding considerations
2. First Draft Baseline Report
  - Preliminary findings
  - Fully disaggregated analysis (sex, age, disability)
3. Final Baseline Report
  - Incorporating feedback from SAJIDA Foundation
  - Clear presentation of findings, tables, and analysis
4. Complete Dataset Transfer
  - Cleaned quantitative datasets
  - Qualitative transcripts (FGDs/IDIs)
  - Codebooks and data dictionaries
5. Financial Report

Indicative Timeline for Deliverables (to be finalized during inception)

- Inception Report: Within 5 days of contract signing
- First Draft Report: Within 30 days of completion of data collection
- Final Report: Within 7 days of receipt of feedback

Payment Milestones

- 50% payment will get after signing the contract.
- 50% upon submission and acceptance of the Final Baseline Report and datasets

## X. DATA OWNERSHIP AND CONFIDENTIALITY

The data and the report generated out of this assignment will be owned by SAJIDA Foundation. The consultants are not allowed to share any information in any form without the written consent of the Chief Executive Officer of SAJIDA Foundation.

Staff members of SAJIDA Foundation will have the right to publish the data in any form with or without further analysis. However, the report prepared by the consultant(s) will be appropriately referred in such publications and the contribution of the consultants will be acknowledged in the acknowledgment section. Inclusion of consultants in any publication(s) out of this exercise/data/report may be possible on mutual agreement between SAJIDA Foundation and the Consultant(s) based on international authorship guidelines.

## XI. CRITERIA FOR BASELINE

### Essential Criteria

- Advanced university degree or equivalent in relevant disciplines (evaluation, social sciences, statistics, public health, development studies, etc.).
- Demonstrated experience in designing and conducting baseline or evaluation studies for development and/or humanitarian programs.
- Strong knowledge and proven experience in disability-inclusive evaluations, including:
  - Inclusive and accessible data collection methodologies
  - Use of tools such as the Washington Group Questions (WGQs)
  - Disaggregation and analysis of data by disability, gender, and age

- Sound methodological expertise in quantitative and qualitative data collection and analysis.
- Experience working with multiple stakeholders and managing field-based research.
- Proficiency in English and Bangla (written and spoken).
- Must have prior experience evaluating disability inclusion, mental health, eye health or inclusive livelihoods programs.

**Desirable Criteria**

- Inclusion of women and/or men with disabilities within the evaluation team, or demonstrated commitment to inclusive staffing and participation.
- Familiarity with safeguarding, ethical research standards, and participatory approaches.

**XII. SAFEGUARDING**

The consultant/research firm must adhere to **SAJIDA Foundation’s Safeguarding Policy** throughout the assignment. This includes:

- Ensuring the safety, dignity, and rights of all participants, particularly children, women, and persons with disabilities.
- Preventing sexual exploitation, abuse, harassment, and any form of discrimination.
- Signing SAJIDA Foundation’s **Code of Conduct** prior to commencement of the assignment.
- Ensuring that all enumerators and field staff are briefed on safeguarding principles and reporting mechanisms.

**XII. OTHER TERMS AND CONDITIONS:**

- Please submit your Proposal including VAT & TAX by 02 March 2026 at 2:30 PM at SAJIDA Foundation, Otobi Center, 5th Floor, Plot #12, Gulshan South Avenue, Gulshan-1, Dhaka, or email to [procurement@SAJIDA.org](mailto:procurement@SAJIDA.org).
- SAJIDA Foundation reserves the right to cancel this ToR if it is an organizational requirement without any explanation.
- SAJIDA Foundation will conduct visits and monitor data collection, if there’s an error of more than 5% then data collection team will have to conduct the data collection again without any additional charge to SAJIDA Foundation.
- Please mention your payment mood in your proposal and Payment will be made through BFTN. So please mention your Bank details in your Proposal. Bank information (Respective Hospital, Account Name, Account Number, Branch Name, Routing Number, Bank solvency certificate.)

**TIMELINE**

The project intervention will be initiated on March 2026.

Baseline data collection period: 10<sup>th</sup> March 2026- (maximum 40 days)



**Signed on behalf of:**

**SAJIDA Foundation**

A.S.M. Rabbane

Project Manager

Development Program