

Terms of Reference

For

Consultant for Conducting Community Risk Assessment (CRA) and developing Upazila Disaster Management Plan in Suchana Areas

I. Background and Introduction

"Suchana: Ending the cycle of under nutrition in Bangladesh" is a multi-sectoral nutrition Programme which aims to achieve a significant reduction in stunting amongst children under two years of age in Bangladesh by catalyzing support across movement and other stakeholders. Suchana adopts an integrated approach to nutrition specific and nutrition sensitive interventions to prevent chronic malnutrition within the critical 1,000 days from conception until a child reaches its second birthday. The project will catalyze support across government and other stakeholders for a coordinated, multi-sectoral approach to undernutrition at the national level.

Suchana has been designed to ensure replicability, sustainability and scalability. Together with community mobilization for long term behavior change to support optimal nutrition practices addressing cultural issues driving inter-generational transfer of under nutrition, and community led social accountability strategies linking demand to supply, Suchana will provide important stimuli for sustainable community led change. The two fundamental principles - replicability and scalability - are embedded across the five Suchana project objectives/pillars which are:

- Improved Nutrition Governance;
- Improved access and utilization of nutrition services;
- Better nutrition through improved economic status;
- Social and behavior change communication; and
- Generating robust evidence to support scale-up.

Suchana targets approximately 250,000 beneficiary households (BHHs) representing 1.4 million people from the very poor households with women of reproductive age (15-45 years) and adolescent girls (15-19 years) in 157 unions under 20 Upazilas in Sylhet and Moulvibazar Districts of Sylhet Division, Bangladesh. Among these, 250,000 BHH 50,000 are adolescents. The target BHHs include pregnant and lactating women (PLW), children under 2 years of age and adolescent girls; within the total BHHs 20 percent represent the poorest in the community. Specifically, Suchana targets a significant reduction in stunting, 6% over the implementation phase, among under 2 years' children in Sylhet and Moulvibazar districts of Sylhet division assuming at least 2 percentage point additional reduction per year against a current annual decline of 1.4 percentage points per year in the rate of stunting among children under two.

Suchana is implemented by a consortium of eight members with Save the Children International in Bangladesh (SCiBD) as the lead. Besides SCiBD, other seven consortium members are: International Development Enterprises; WorldFish; Helen Keller International; International Centre for Diarrhoeal Disease Research, Bangladesh; Centre for Natural Resource Studies; Friends in Village Development Bangladesh; and RDRS Bangladesh.

In 2017 Most of the Suchana working areas have experienced unusual heavy rainfall, repeated flash floods and prolonged flood. These climatic events affected Suchana activities involving a total of 34,524 Suchana BHHs in 43 unions (out of 52) covering 599 villages (Sylhet: 414 and Moulvibazar: 185). According to the Suchana field team, 5% of the affected BHHs were forced to temporarily move to another safe place because of inundation of their homestead by floodwater. The prolonged flooding and excessive rainfall have resulted in the delayed distribution of HFP and IGA inputs as well. It also

hampered plantation and production activities.

II. Rational for Community Risk Assessment

Risk assessment approaches require to take into account all relevant social, economic, cultural, and political aspects, in order to define the vulnerability, resilience and capacity of response of a territorial system to different shocks and stresses. Resilience is an inbuilt component in the Suchana approach to sustain nutrition outcomes and ensure climate smart livelihood support. A risk analysis and recommendation report was produced in 2013 to support the design phase of Suchana Programme. Nevertheless, the magnitude of the 2017 flood has exceeded the resilience capacity already integrated into the action and has led the project management team to scale up the approach to disaster risk management for Suchana. This requires Suchana communities to have a stronger understanding about the impact of climate change and impending multivariate risk factors currently prevailing in Sylhet/Moulvibazar to ensure effective implementation of Programme activities and protect nutrition outcomes. Therefore, it has been decided to perform a community risk assessment which will lead to develop a risk reduction and climate change adaptation (CCA) plan with appropriate technologies and livelihood option to safeguard livelihood activities of Suchana.

III. Specific purpose and Objective

To identify natural and human induced shocks and stressors that impacts on Programme outcomes. Community risk assessment includes all sectors, all hazards and all hazard associated risks and develop Risk Reduction action plan so this assessment will be a comprehensive where all aspects and all the components of Suchana will be in consideration.

IV. Methodology:

The methodology will consist in 07-step approaches.

Step I -Literature review:

- Review of Project document (technical proposal and reports) and its current strategy to reduce risks
- Risk assessment report for Suchana 2013
- Review of climate change impact (vulnerabilities) and adaptation reports about Bangladesh
- Review of relevant national level risk assessment performed. For example:

https://www.usaid.gov/sites/default/files/documents/1861/BNG_resilience_assessment_report_4_Apr_2017_finall.pdf (conducted in 2016)

- Review the Govt. documents on Upazila Disaster Management Committee (SOD)
- Outcome: A preliminary set of climate change vulnerabilities and key hazards and population vulnerability in Sylhet region is identified, that could generate either rapid onset shocks (for example flood) as well as possible long term livelihood degradation (for example changing temperature, soil salinization, 2 possible threats to consider) that will affect nutrition outcomes for children.

Step 2- Review of Haor Flood Damage and Need assessment literature

The review will help identification of most affected haor zones and extent of damages to people and assets. Such mapping of zones and damages shall be combined with Suchana target area that should lead

to priorities clusters for field level CRA implementation.

- Outcome: Identification of cluster of affected group (Suchana beneficiaries) and ranking on the basis of damage to perform field CRA

Step 3 - Proposition of Climate Change, Vulnerability and Capacity Assessment (CVCA) process and implementation of CVCA in targeted clusters as per approved methodology and work plan to be developed by the consultant

A methodology for a community-based CVCA compatible with government CRA will be developed. This assessment will encompass the following activities but not limited to:

- Identify current practices of households related to livelihood practices, due to climate change shall be incorporated in the methodology.
- Consultation with field based staff
- FGD, KII and transect walk to understand comprehensive risk situation, group capacities and gaps to deal with a disaster derived from identified hazards (in step 1). The gender dimension will be strongly integrated into the methodology and women's and adolescents' voice and contribution to the implementation of the risk analysis must be highlighted in process. A work plan will accompany the methodology to details its implementation.

The total working areas of Suchana will be categorized into four broader areas depending on different types of lands and hazards; Flash flood areas, Haor areas, Plain land areas, Hilly areas where the other common hazards like earthquake, monsoon rain and institutional readiness capacity

- Outcome: A tailor-made guideline, tools and work plan to conduct the Community Risk Assessment to be shared with Department of Disaster Management, MoDMR (Ministry of Disaster Management and Relief) and approved by Suchana SMT

Step 4 - Training for the CRA facilitators for four days including one-day field testing the tools.

- Outcome: A number of CRA facilitators are trained and ready for deployment (Consultant will propose the number of data collectors'/ research assistants) and the tools are ready after incorporating the field findings.

Step 5- Supervision of Field Implementation of Risk Assessment

Suchana's plan is to work in 157 unions in 20 UZs of Sylhet and Moulvibazar districts. In 2019, Suchana is covering 117 unions and the rest of the Unions will be covered in next year. It is proposed that a community risk assessment will be conducted in 08 unions combining vulnerability and risk factors and inadequate institutional preparedness and capacity. The final scope of the work will be reviewed upon step 2 completion.

What will be done while doing assessment:

- Transect walk by CRA team
- CRA Facilitators will meet UDMC (08 Unions)
- FGD with different groups (horticulture, livestock, fisheries, nutrition, adolescent): There will be 4 FGDs in each ward (one union will be divided into 3 wards) that means 12 FGDs in each Union and one consultation meeting with different groups of people of respective ward of a union.
- KII with 12 persons in every union.

- Digital mapping of 08 unions with overlay of available attributes (connecting road -pucca, earthen road, Geographic location, hilly, marshy/waterlogging area, school/college that may be used as shelter, Growth Centre (UP complex) and market (Hat/bazar) flood Centre, river, canal, area of high frequency of flash flood and monsoon flood, Community Clinic, EPI Centre, Satellite clinic, FIAC (Farmers information and Advise Centre/ block office of Sub Assistance Agriculture Officer), LEAF (Local Extension Agent for Fisheries)
- Outcome: Primary data on vulnerabilities of climate change impacts and hazard, vulnerability, capacities of Suchana communities are collected for risk analysis.

Step-6: Update of 08 Upazila Disaster Management Plans (UZDMP) following the guideline of Government (SOD) –APPENDIX 10 with the approval of UzDMC

The following activities will be done to develop UZDMP

Formulate a format of UZDMP and list the secondary required information

- Share with Upazila Nirbahi officer/Upazila Chairman
- Meet with relevant stakeholder and collect required information from Upazila Parishad
- Update of UZDMP
- Share the draft UZDMP with UzDMC
- Finalize the UZDMP with approval of UzDMC
- Outcome: Final Upazila Disaster Management Plan with a report and overall recommendation

Step 7- Analysis and Reporting to Suchana Management team

- Outcome: Final Community risk assessment report with recommendations.

V. Deliverables of Consultancy

1. Inception report including work plan and structure of the final report
2. Tailor made the CRA tools and guideline and endorsed by National CRA focal, Department of Disaster Management, MoDMR
3. Training of CRA facilitators
4. Risk assessment conducted in 8 unions. Draft report shared with Suchana team
5. Final community risk assessment reports supported by union report with recommendations
6. Presentation of preliminary findings
7. Multi hazard GIS mapping (Risk and Resource /Risk Reduction Action Plan) of 8 unions
8. Develop 08 Upazila level Disaster Management Plan with approval of UzDMC
9. Prepare final report and share with UzDMC
10. Handover ceremony of final Union CRA report to Union Disaster Management committee and Upazila Disaster Management Plan to Upazila Disaster Management Committee

VI. Evaluation Criteria:

Evaluation Criteria for Technical and Financial Proposal (Out of 100 Points):

	Evaluation criteria	Assigned Score
1	Technical Proposal	80
1.1	Previous Working experience with NGO/INGO/UN/Govt. bodies/ reputed autonomous bodies in Disaster Risk Reduction and Climate Resilience context in different geographical location of Bangladesh. Please refer the organization/client name with contact No/ contract/MOU/Work Order copy 10 years of experience with proof or supporting documents	10
1.2	Firm's Lead and his/her Staffs profile and career portfolio (CV to be submitted): a. Firm/company Profile with current/past client/organization list. b. Academic background: Masters in relevant subject/ Ph.D. and higher studies c. Relevant technical training and capacity	20
1.3	Concept and methodology of proposed CRA process	40
1.4	Quality of the submitted 02 report (Maximum 5 for each report)	10
2	Financial Proposal	20
2.1	Quality and appropriateness of budget	20
Pass Mark in Technical Part: 50 out of 80		

VII. SCiBD Obligation

- SC will make available aall Suchana project documents necessary for the desk review
- SC will recruit and pay required number of CRA Facilitators.

VIII. Timeframe:

Consultant will work for 54 work days from issuing Purchase Order

Breakdown is furnished below:

- Inception report and planning-2 days
- Analysis tools and tailor-made guideline-2 days
- Provide training for CRA facilitators-4 days
- Finalize/compilation the CRA 1 day per union (1* 8) -8 day
- Report preparation and present to DUMC (8 validation workshop) -8 days
- Finalize Union CRA report-4 Days
- Prepare draft UzDMP and consult with different stakeholder (1.5 day*8) -12 days
- Prepare final report and share with UzDMC-12 days
- Handover ceremony -02 Days

IX. Payment Methodology:

- 30% payment will be made after Completing deliverables 1-3 (section V)
- 40% payment will be made after completing deliverables no 4-6 (Section V)
- The final payment (30%) will be made after completing all task under deliverable section V.

X. SCiBD Contact Point

The consultant will be reportable to Chief of Party-Suchana Save the Children.

XI. Required Qualification and Experience

Eligibility for the Agency:

Interested organizations must provide information and documentary evidences to establish that they have:

- a. Legal establishment for a minimum of five years Minimum 5 years of overall experience in working on disaster management related field;
- b. Required to have proven financial solvency record. Financial capacity of the organization with supporting. Bank Solvency minimum BDT 500,000/- (Provide Bank statement of last 06 months as of 01 September 2019).
- c. Organizational clear management and governance structures with an organogram

XII. Special terms and conditions

- The awarded consultancy firm will manage and ensure all necessary logistics and management support by their own arrangement.
- The research findings including all the relevant materials will be the property/copyright of Save the Children. The hired agency will not have the authority to reproduce/replicate/reuse those for any other purpose without written permission of Save the Children.