

**Terms of Reference  
(ToR) for  
Hiring a Consultant/Firm to “Develop Policy Gap Analysis and Policy Brief  
Preparation” for Green Voice: Empowering Women and Youth for Climate  
Action in Bangladesh” Project**

## **A. Background**

The Earth is a youth-led non-governmental organization dedicated to inspiring and empowering communities to realize their full potential and foster a harmonious relationship between people and the planet. From its inception, The Earth has prioritized working with young people and youth networks across Bangladesh. The organization is particularly committed to addressing climate change and promoting climate entrepreneurship, leveraging a network of 35 community partners nationwide to cultivate a strong ecosystem of change agents.

The Earth is one of the implementing partners of this project. As part of its role, The Earth will lead national and local level advocacy efforts to influence high-level policy by integrating gender perspectives and promoting the active participation of women in climate action and decision-making processes. This will include consultations with women leaders, policymakers, and relevant stakeholders in vulnerable regions to identify key issues and formulate strategic advocacy approaches.

## **B. Project Overview**

Green Voices Project, funded by the Embassy of the Kingdom of The Netherlands and managed by The Asia Foundation, is a transformative initiative aimed at empowering women, youth, and marginalized communities in Bangladesh's most climate-vulnerable regions. In partnership with Bonhishikha and The Earth, the project integrates these underrepresented groups into climate adaptation and mitigation efforts through policy advocacy, capacity building, and green innovation.

Over a two-year period, Green Voices seeks to promote an inclusive and resilient climate action strategy that enables marginalized voices to become active drivers of change in Bangladesh's climate governance landscape.

The project approach is to combine policy advocacy, capacity building, and green innovation to address the underlying issues women, youth, and other socially excluded communities have been facing. The project approach is as follows:

- **Empowerment and Leadership:** By providing women, and youth leaders with the skills, platforms, and networks to engage in climate policy advocacy, the project will enable these underrepresented groups to actively influence decision-making processes. This addresses the lack of representation and ensures that gender-responsive perspectives are integrated into climate policies and adaptation strategies. Bring attention to the real impacts of climate change on women and

other socially excluded communities. The project will collect stories in partnership with SheRAA's members across Bangladesh to identify specific and gendered vulnerabilities through stories, both collected directly from organisations and collected through their communities. These in turn will be disseminated through media members of the platform to raise awareness on these specific issues to support the promotion of gender responsive policies.

- **Promote Gender-Responsive Policies:** Through stakeholder consultations, policy briefs, and high-level dialogues between women leaders, youth, and policymakers, the project will advocate for more inclusive climate policies that recognize the unique needs and contributions of women. This will lead to better-targeted interventions in climate-vulnerable communities and more equitable outcomes in climate action.
- **Foster Innovation in Green Businesses:** The project promotes innovative solutions to climate challenges by focusing on women, and youth-led green and social business models. By providing incubation support, pilot project funding, mentorship, and market linkages, the project addresses economic barriers to green innovation. This encourages local, sustainable solutions that align with the goals of reducing poverty and unemployment while building climate resilience.
- **Raise Public Awareness and Advocacy:** The project includes advocacy campaigns and public dialogues that highlight the connections between gender equality and climate change. By raising awareness, it aims to shift public perceptions and strengthen political will for gender-responsive climate action, leading to more comprehensive and inclusive policy reforms. The consortium will also collect stories through the SheRAA network itself, and in visiting Bangladesh's climate hotspots, to bring to light various gendered impacts of climate change, and women's locally led adaptation practices that have proven to be successful in climate vulnerable zones.

Through this project, it is aim to address the structural inequalities in climate governance by elevating the role of women, socially excluded communities, and youth as agents of change. The initiative fosters socio-economic empowerment, promotes innovative climate solutions, and supports the development of gender-responsive policies, ultimately creating a more inclusive and resilient approach to climate action in Bangladesh.

The project specifically targets 200 women and youth leaders, 60 women-led community organizations and civil society groups working on gender equality and climate change, and 10 women and youth entrepreneurs with innovative green business ideas—particularly those focused on addressing local climate challenges.

The primary target groups for the project are women and youth from climate-vulnerable regions of Bangladesh. These groups have been selected because they are disproportionately affected by the impacts of climate change and are often underrepresented in decision-making processes. Empowering them as leaders and innovators is essential for advancing gender-responsive climate action and fostering

inclusive and sustainable development.

### **C. Objective of the Assignment:**

This assignment aims to conduct a comprehensive review of gender and climate policy briefs in Bangladesh, to review Bangladesh's Key Climate Change Strategies and Action Plans, to identify the gaps and opportunities in current policies based on gender-responsive criteria, to develop a consolidated report with recommendations and capacity building modules for resilience plan for grater impacts.

### **Specific Objectives:**

- As a result of these consultations, policy briefs will be developed and disseminated to highlight the importance of integrating gender perspectives into climate policies, especially in climate-vulnerable areas. These policy briefs will serve as a key advocacy tool to influence high-level decision-makers and guide climate policy discussions toward more inclusive and equitable outcomes.
- To support the development of these policy briefs and ensure evidence-based advocacy, background research will be conducted. This research will analyze gender gaps, strengths, and weaknesses in existing climate policy advocacy frameworks in Bangladesh. It will also explore successful examples and good practices of gender-responsive climate policies from other countries, offering relevant recommendations based on the findings.
- This research will serve as a foundation for strategic interventions, allowing the project to build momentum for policy change and contribute meaningfully to climate resilience efforts with a strong gender equity lens.

### **D. Scope of the Work:**

- **Conduct a Comprehensive Review of Gender and Climate Policy Briefs in Bangladesh**  
The consultant will collect, compile, and thoroughly review all relevant policy brief documents that focus on gender and climate change in the context of Bangladesh. This includes—but is not limited to—policy briefs and reports produced under frameworks such as the National Adaptation Plan (NAP), the Environment Conservation Act, the Clean Air Act, and other climate-related legislation, frameworks, and national strategies that integrate or should integrate gender perspectives. The purpose is to extract insights, gaps, and opportunities related to gender responsiveness in existing policies.
- **Review Bangladesh's Key Climate Change Strategies and Action Plans**  
The consultant must analyze national climate strategies, action plans, and frameworks—such as the Climate Change Strategy and Action Plan (BCCSAP), Nationally Determined Contributions (NDCs), and other relevant documents—to assess how gender equality and women's participation are currently addressed. This will help in identifying areas where gender considerations can be further strengthened in climate policy planning and implementation.
- **Engage with Key Government Ministries and Departments to Collect Updated Data**  
The consultant will be required to identify, approach, and engage with relevant government bodies such as the Ministry of Environment, Forest and Climate Change (MoEFCC), Department of Environment (DoE), Ministry of Women and Children Affairs (MoWCA), and other relevant line ministries. The goal is to gather updated and authentic data on the implementation status, achievements, gaps, and challenges of climate policies—especially concerning gender integration. These consultations will also help validate findings from secondary data and policy reviews.
- **Identify Gaps and Opportunities in Current Policies Based on Gender-Responsive Criteria**  
Using gender analysis frameworks and international best practices, the consultant will identify the strengths, weaknesses, and gaps in the current policies in terms of gender responsiveness. The analysis should clearly highlight which gender-specific issues are being addressed, which are

being overlooked, and what actionable recommendations can be made to improve policy inclusivity.

- **Benchmark International Good Practices**  
The consultant will research and compile examples of effective gender-responsive climate policies from other countries—especially those with similar socio-economic or climate vulnerability contexts. These case studies will be used to draw practical lessons and recommendations that could be contextualized and applied in the Bangladeshi setting.
- **Develop a Consolidated Report with Recommendations**  
Based on all the above steps, the consultant will develop a comprehensive analytical report summarizing findings, key insights, and strategic recommendations. The report should also outline possible advocacy strategies and entry points for influencing future climate-related policy development, with a focus on integrating gender equality and the active participation of women and youth.

## E. Deliverables

Deliverable	Description	Timeline
<b>Comprehensive Research Report on Gender and Climate Policy Gap Analysis</b>	<p>A detailed analytical report based on the review of existing climate policies, strategies, legal frameworks, and policy briefs in Bangladesh, with a specific focus on gender integration.</p> <p>The report should clearly identify gaps, strengths, and areas for improvement in current gender and climate-related policy frameworks.</p> <p>It should include findings from key informant interviews, stakeholder consultations, and government data sources, along with a gender gap assessment matrix or tool, if applicable.</p> <p>The report should provide actionable insights and recommendations/way forward for integrating gender considerations into climate governance.</p>	<b>Submit within 3 weeks of contract signing, including a clear timeline for field visit and data collection plan.</b>
<b>Detailed Policy Brief Report</b>	<p>A consolidated and well-referenced policy brief (5–10 pages) that translates the findings of the research report into a structured advocacy tool.</p> <p>This report should highlight the current policy gaps, key findings, global best practices, and provide specific policy recommendations for high-level stakeholders.</p> <p>It should be written in a clear, concise, and accessible language suitable for policy influencers, government officials, and development partners.</p> <p>The policy brief must also include proposed strategies for integrating gender-responsive</p>	<b>Complete within 4 weeks,</b>

	approaches into national and sub-national climate policies.	
--	---	--

<b>Two-Page Policy Brief Summary (with Global Best Practices)</b>	<p>A concise, two-page version of the policy brief (both in English and Bangla) designed for quick reference and distribution among stakeholders.</p> <p>It should include a snapshot of key challenges, global best practices, policy recommendations, and calls to action for integrating gender into climate policy in Bangladesh.</p> <p>This document should be visually engaging, using infographics or highlighted boxes to capture attention and aid understanding</p>	<p><b>Submit within 4 weeks of contract signing, including a clear timeline for field visit and data collection plan.</b></p>
---	--	---

## F. Duration of the Agreement:

This contract will be effective from **16 June 2025 – 31 July 2025**.

## G. Location

For the **Develop Policy Gap Analysis and Policy Brief Preparation** for Green Voice Project, the location will be climate-vulnerable regions of Bangladesh, including Dhaka, Khulna, Cox's Bazar, Sylhet, Kishoreganj, Netrokona, Barisal, Dinajpur, Rangpur, Gaibandha, Kurigram, Satkhira, Shyamnagar, Chittagong Hill Tracts, Khagrachari, Bandarban, and Patuakhali.

## H. Timeline:

This Consultancy work is expected to require 40 days to be completed within 1 month and 10 days of launching the assignment.

## I. Financial Proposal

Hiring a consultant will submit a financial proposal or price Quotation to The Earth for the listed deliverables in the section.

## J. Payment Process:

The Earth will pay the consultant fee including VAT and TAX.

Mode of payment

The payment will be done according to the following time frame/arrangement:

Instalments	Amount	Deliverables
1 <sup>st</sup> instalment	30% of the total amount	Upon the signing of the contract
2 <sup>nd</sup> instalment	40% of the total amount	After the draft submission both
3 <sup>rd</sup> instalment	30% of the total amount	After satisfactory completion of the task ( <b>Research Report, Detailed policy brief report and</b>

		<b>two pager policy brief summary)</b> and submission of final Manual.
--	--	---



## K. Reporting:

The consultant/firm will work under the overall supervision of the Programme Specialist from The Earth and collaborate closely with the Lead - Programme and Partnership Development. The Earth for technical oversight and guidance. The consultant/firm will ensure alignment with the Asia Foundation's standards and methodologies while delivering the expected outputs.

## L. Competence required

The bidder shall possess the following qualification: Bidders/ Suppliers must provide information and documentary evidence to establish that they have:

- a) **Legal establishment for a minimum of Three (05) years** for relevant Service/ Business/ Category from the City corporation/ Municipality
- b) **Update Legal Documents**
  - Up to date Trade License/Registration Certificate.
  - Up to date TIN, BIN/VAT
  - Certificate of Incorporation (for Limited Company only)
  - Up to date Tax return certificate.
- c) **Service Provider are not any prohibited parties** or on Government debar list/ Blacklisting or any INGOs. Please provide a statement or confirmation in your company letter head pad with seal, date and signature
- d) At least three (03) project or program's policy analysis related experience to Environment, WASH, West Management, Gender mainstreaming, GBV, Women empowerment - Need to provide the evidence.
- e) Minimum two (02) successfully completed comprehensive Policy Gap Analysis and Policy Brief related to Environment, WASH, West Management, Gender mainstreaming, GBV, Women empowerment in Bangladesh-- Need to provide the evidence.
- f) Extensive knowledge of the National Adaptation Plan and Environment related policy, including local government structures, coordination mechanisms - Need to provide the evidence

## M. Submission of the Proposal

**Interested candidates should present :**

Technical proposal comprising (10 to 12 pages : Calibri – Font size-11)

- 1) Understanding of the assignment and the Terms of Reference (ToR): 1-2 pages.
- 2) Detailed methodology of the evaluation: 4-5 pages
- 3) Details action plan for the realization of each of the evaluation phases: 1 page
- 4) Brief description/bio with relevant expertise and experience of the key team members and their role in this assessment: 2 pages
- 5) Organization profile – which should include relevant work experience and expertise: 1-2 pages.
- 6) **Annexes of Technical proposal :**
  - a. Updated CV of the key team members (3 pages maximum of each CV)
  - b. Organization profile
  - c. Sample reports of at least 2 similar policy analysis & prepare policy brief

d. References (three references related to the previous consultancy with contact detail, phone and email)

Financial proposal: Detail financial proposal (VAT and taxes included)

- Annexes with Financial proposal
- Tax registration certificat
- VAT certificat
- Bill must be submitted with Musak 6.3.
- A statement of availability and commitment to undertake and complete the consultancy within the indicated time frame will be required.

Selection of the Provider will be based on:

- How well the application meets the technical requirements set out in the Terms of Reference
- Relevant previous experience in similar work
- Financial offer
- Vat and Tax registration

Submission of application should be done to by [tender@theearthbd.org](mailto:tender@theearthbd.org) close of business day,  
**11st June 2025 by 4:00PM**

with the subject: Proposal for **Developing Policy Gap Analysis and Policy Brief Preparation**

**Disclaimer:** The Earth reserves the right to accept or reject any or all applications without assigning any reason thereof.