**World Concern (Bangladesh)**

**Project Baseline Survey Terms of Reference (ToR)**

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| **Baseline Study of the ALO Project** |
| We are pleased to invite you to participate in the TOR (Term of Reference), please see the critical dates for your next steps.  **Overview of ToR:** |

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| --- | --- | --- | --- |
| **Organization Name** | World Concern Bangladesh (WCB) | **Project to be evaluated** | Accelerating Livelihood Opportunity (ALO) to Build Resilient Community Project |
| **Date of publishing ToR** | 2/12/2024 | **Virtual Pre-bid Meeting on ToR for the Baseline Study** | 9/12/2024  Interested firms are requested to send their interest through email to:  [jamesh@worldconcern.org](mailto:jamesh@worldconcern.org)by 8/12/2024 |
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| **Email for submitting EoI** | [wcbinfo@worldconcern.org](mailto:wcbinfo@worldconcern.org) | **EOI submission deadline** | 13/12/2024 |
| **Organization address** | 12/8 Iqbal Road, Mohammadpur, Dhaka-1207 | **Project location** | Tala Upazila, Satkhira |

**Organizational Background**

**World Concern Bangladesh** is a Christian development and humanitarian response organization dedicated to transforming the lives of the poorest and most vulnerable people across the world over 34 years World Concern has been implementing sustainable solutions that promote community-driven development, disaster risk reduction, and poverty alleviation. The organization operates in some of the world’s most challenging environments, bringing hope and lasting change to marginalized and underserved populations.

World Concern’s approach is rooted in holistic, community-based strategies that empower people to become agents of their development. By addressing the root causes of poverty and vulnerability, World Concern seeks to create a sustainable, long-term impact. The organization focuses on building local capacity, fostering resilience, and ensuring communities have the tools and resources needed to thrive even in the face of adversity.

**Key Focus Areas:** World Concern Bangladesh implements different projects in the following thematic areas:

**Community Development**: World Concern works alongside communities to improve access to essential services such as education, clean water, sanitation, and healthcare. The organization emphasizes the importance of education and economic opportunities to break the cycle of poverty.

**Disaster Response and Risk Reduction**: In regions prone to natural disasters and climate-related challenges, World Concern provides life-saving assistance and implements disaster risk reduction initiatives. The organization helps communities prepare for, respond to, and recover from disasters, reducing vulnerability and enhancing resilience.

**Livelihoods and Economic Empowerment**: Understanding that economic stability is crucial for sustainable development, World Concern implements programs that promote financial inclusion, entrepreneurship, and skill development. These efforts enable communities to build stronger and more secure livelihoods.

**Health and Nutrition**: World Concern addresses critical health and nutrition needs, especially in remote and underserved areas. Programs focus on maternal and child health, nutrition education, and access to clean water and sanitation facilities.

**Protection and Advocacy**: The organization is committed to protecting vulnerable groups, including women, children, and people with disabilities. World Concern advocates for human rights, works to prevent exploitation and abuse, and promotes social inclusion and gender equality.

**Child Rights:** World Concern operates project on child rights for children from marginalized families. WCB has experience in engaging communities, strengthening the responsiveness of duty-bearers and raising collective voices against the elimination of child rights.

In Bangladesh, World Concern has implemented a variety of successful projects focused on disaster risk reduction, alternative livelihoods, and combating gender-based violence. The organization’s expertise and experience make it well-equipped to address the complex challenges faced by vulnerable communities in Bangladesh, especially in the face of climate change and social vulnerabilities.

**Project Background**

The proposed project will be implemented in four villages across Tala and Gonali Unions within Tala Sub-district of Satkhira District, located in the southwest corner of Bangladesh. This area borders India to the west and the Bay of Bengal to the south, making it highly susceptible to the increasing risks and impacts of climate change. The communities here face a complex array of environmental and socio-economic challenges, including frequent cyclones, tidal surges, saline water intrusion, sea-level rise, and ongoing river erosion. These natural hazards continually threaten the safety, livelihoods, and food security of the residents. Considering the context, the project aims to accelerate livelihood opportunities (ALO) to build resilient community.

Additionally, the project area experiences a high prevalence of human trafficking and child, early & Forced Marriage (CEFM) due to its proximity to the India border. This adds another layer of vulnerability, particularly for women and children, who are most at risk of exploitation. The combination of environmental and social challenges underscores the urgent need for comprehensive community-based interventions that address both disaster risk reduction (DRR) and livelihood security.

**Project Location and Target Villages**

The project will target the following villages in Tala Sub-district:

* **Gonali Village** in Khalil Nagar Union
* **Machiara Village** in Khalil Nagar Union
* **Ataroi Village** in Tala Union
* **Khanpur Village** in Tala Union

Satkhira District and particularly Tala Sub-district faces significant challenges related to livelihood security and disaster risk reduction due to its geographical and environmental vulnerabilities. The communities in these coastal areas depend heavily on agriculture and fishing for their livelihoods. However, the impacts of climate change, such as soil salinity and extreme weather events, continuously threaten these traditional income sources, leaving many families in a state of chronic poverty and food insecurity.

The project will prioritize and engage with the most vulnerable populations, including women, children, ethnic minorities, marginalized communities, persons with disabilities, and farmers. By focusing on these groups, the project aims to build resilience through targeted interventions that improve livelihood opportunities, enhance disaster preparedness, and strengthen community-led efforts to combat social issues.

Through this integrated approach, the project seeks to foster long-term positive changes in the lives of the people in Tala and Gonali Unions, creating a safer and more sustainable environment for future generations.

**About the Assignment**

The assignment involves conducting a comprehensive baseline study to assess the current status of maternal and child nutrition, health services, and food systems within the target regions. This study is crucial to establish benchmarks against which the impact of the Accelerating livelihood opportunities to Build Resilient Community (ALO) project will be measured. It will also provide insights into the coverage and quality of DRR interventions, identify gaps in DRR and food systems, and guide the implementation of targeted interventions.

The findings from this study will serve as a foundation for monitoring progress throughout the project, help to refine and adapt program activities, and ensure that the ALO project is effectively addressing the needs of the communities it serves. Additionally, this assignment will generate valuable evidence on the current state of maternal and child nutrition in the target areas, contributing to the national and global knowledge base on effective nutrition interventions.

The assignment will be carried out in partnership with government stakeholders, local food service facilities, and community representatives to ensure that the study is comprehensive, inclusive, and contextually appropriate. The baseline study will utilize quantitative data collection methods, including household surveys, community facility assessments, and community-level consultations, to gather a well-rounded understanding of the challenges and opportunities within the intervention areas.

**Objectives of the Assignment**

The baseline study aims to establish a comprehensive understanding of the current socio-economic and environmental conditions of the targeted vulnerable coastal communities in Tala Sub-district, Satkhira District, Bangladesh. The study will serve as a critical reference point for measuring the impact of project interventions and tracking progress toward the project’s overall goal of strengthening community resilience. Specifically, the objectives of the baseline study are:

* **Assess Current Household Income and Food Production Levels**
  1. To collect and analyze data on the current income sources, average income levels, and food production practices of the targeted households.
  2. To evaluate the existing barriers and opportunities related to increasing household income and improving food security.
  3. To understand the agricultural practices, climate-smart agricultural technologies and crops variety;
  4. To establish baseline indicators for tracking changes in household economic conditions and food production over the project period.
* **Evaluate Community Institutional Capacity and Structures**
  1. To assess the current capacity and effectiveness of community institutions and governance structures in managing and responding to social and environmental challenges.
  2. To identify gaps in institutional frameworks, leadership skills, and resource availability that impact the community’s ability to address social and natural shocks and stress.
  3. To assess the access to financial capital;
* **Analyze Community Vulnerability and Adaptation Practices**
  1. To evaluate the existing strategies, knowledge, and practices used by communities to mitigate and adapt to natural and man-made shocks and stress, such as cyclones, tidal surges, and saline intrusion.
  2. To document existing community practices related to disaster risk reduction, resource management, and social cohesion.
  3. To identify the level of awareness and preparedness among community members regarding disaster risk management and climate change adaptation.
  4. To assess the physical and environmental vulnerabilities affecting the community, including land degradation, water scarcity, and climate-induced displacement risks.
* **Identify Key Socio-Economic and Environmental Indicators**
  1. To develop a set of baseline indicators for each project outcome that can be used for future monitoring and evaluation.
  2. To prov a clear understanding of the current status of the project area in terms of livelihoods, institutional capacity, and disaster preparedness.
  3. To recommend key areas for intervention and strategies for enhancing resilience based on the findings of the baseline assessment.

**Geographic Area Distribution of the Assignment**

The baseline study will be conducted in Bangladesh, specifically targeting the following geographic areas within Tala Sub-district, Satkhira District:

|  |  |  |  |
| --- | --- | --- | --- |
| **District** | **Upazila** | **Union** | **Village** |
| Satkhira | Tala | Khalil Nagar | Gonali and Machiara |
| Tala | Ataroi and Khanpur |

These areas have been selected for their high vulnerability to climate change impacts and socio-economic challenges, which are central to the project's focus on strengthening community resilience.

**Suggested Approaches and Methodologies**

#### Study Description

The study will employ a quantitative cross-sectional approach to establish baseline metrics for key project indicators, serving as benchmarks for evaluating the project's impact at the baseline. This pre-post cross-sectional research design, without a control site or reference group, will ensure the baseline data closely approximates the counterfactual, allowing for measurement of the changes brought about by the project.

**a. Sampling Framework**

The baseline study will use a multistage stratified cluster sampling method. The sample will be drawn from one upazila (Tala), two unions (Khalil Nagar and Tala), and four villages (Gonali, Machiara, Atroa, and Khanpur) to ensure representation across the intervention area.

**Determining Sample Size**

* To determine the sample size, the following parameters should be used:
* Confidence Level: 95%
* Confidence Interval (Margin of Error): ±10%
* Population Size: 13,250

Using these parameters, a statistically significant sample size will be calculated to ensure that the study results are reliable and accurately represent the target population. To maintain the integrity of the stratified sampling method, the sample should be distributed proportionally among the four villages.

#### b. Data Collection Tools

Data collection will be conducted using digital tools developed on mobile data collection platforms such as Kobo/ Open Data Kit (ODK). The following tools will be used:

#### Data for the baseline study will be collected using digital tools developed on mobile data collection platforms such as Kobo Toolbox or Open Data Kit (ODK). These platforms will enable efficient and accurate data collection and reduce data entry errors. The following tools should be used:

#### Household Survey Questionnaire: A structured questionnaire designed to collect quantitative data on household income, food production, livelihood practices and disaster preparedness. Questions will be standardized and adapted from globally recognized measures to ensure consistency and comparability.

#### Key Informant Interviews (KIIs): Semi-structured interview will be developed to gather qualitative insights from key community stakeholders, such as local leaders, government officials, and representatives of community-based organizations.

#### Focus Group Discussions (FGDs): FGD will be prepared to facilitate discussions with various community groups including women, farmers and other vulnerable groups. These discussions will provide in-depth information on community resilience, institutional capacity and adaptive practices.

#### Monitoring Checklist: Checklists will be used to document physical and environmental conditions in the target area, such as infrastructure, natural resource management practices, and signs of environmental degradation or climate impacts.

#### These tools will be pre-tested to ensure clarity and effectiveness and adjusted as needed before full-scale data collection begins.

#### c. Quality Control Procedures

To ensure the quality of the data collected, the following quality control measures must be implemented:

* **Training of Field Staff**: Data collectors will undergo rigorous training on the study objectives, tool usage, and data collection procedures. Role plays, mock interviews, and pilot testing of tools will be conducted to ensure accuracy.
* **Field Supervision**: Supervisors will monitor data collection teams, with at least 5% of participatory observations conducted per tool to verify data quality. Additionally, 5% of the collected data will be validated and triangulated through a participatory process.
* **Data Collection Quality Checks**: Electronic data collection will include pre-programmed skip patterns and logic checks to minimize data entry errors.
* **Data Management**: All data collected via KOBO/ODK will be uploaded to a secure, web-based platform to enhance the efficiency of data collection and analysis. Data cleaning, verification, and consistency checks will be performed, and clear logs will be maintained to ensure transparency in the data management process.
* All data collected from the field will be entered and stored organizational system and data will be accessed from the database for further analysis and reporting based on the data protection policy.

##### Preparatory Phase

* **Develop the Study Protocol**: Adapt and finalize the study protocol based on feedback and ensure all data collection tools are customized for the context of this study.
* **Update the Implementation Timeline**: Establish a detailed timeline for all activities, from data collection to report writing, ensuring alignment with project goals.
* **Seek Authorizations**: Obtain necessary approvals from administrative authorities for data collection.
* **Submit to Bangladesh Country Office(BCO)**: Submit the study protocol for review and approval by the BCO to uphold ethical standards.
* **identify, Recruit, and Train Investigators and Supervisors**: Engage experienced individuals for data collection and provide them with adequate training.
* **Develop Training Tools**: Create training materials, including PowerPoint presentations and role-play scenarios, to prepare the field team for data collection activities.

##### Collection Phase

* **Training of Interviewers and Supervisors**: Train interviewers and supervisors in both quantitative data collection, ensuring consistency and quality.
* **Field Test**: Conduct pilot testing of the tools in a field setting to identify any issues before the actual survey begins.
* **Organize the Field Survey**: Plan and implement the field survey by coordinating logistics, selecting sample locations, and mobilizing resources.
* **Data Collection Platform**: Use online data collection platforms such as the KOBO platform for digital data collection and real-time monitoring.
* **Deploy Teams**: Develop a plan for the deployment of enumerators, team leaders, and supervisors to different selected areas, ensuring the systematic collection of data.
* **Daily/weekly Monitoring**: Supervise daily data collection activities and monitor data quality to identify and address any issues in real time.

#### d. Data Analysis

##### Analysis and Report Writing Phase

* **Data Analysis**: Perform univariate and bivariate analyses with clustering adjustments using STATA or SPSS. Summarize the data using descriptive statistics such as proportions, confidence intervals, means, and standard deviations.
* **Draft Report Development**: Create a first draft report based on the analyzed data, including relevant tables, charts, and interpretations.
* **Initial Data Restitution**: Present the initial findings to the project committee for feedback and further discussion.

##### Finalization Phase

* **Integrate Feedback**: Incorporate feedback and recommendations provided by the project committee and stakeholders to enhance the quality and accuracy of the report.
* **Finalize the Report**: Produce the final report and share it with stakeholders, including detailed findings, conclusions, and recommendations.
* **PowerPoint Presentation**: Prepare a PowerPoint presentation summarizing the key findings of the study for dissemination to relevant stakeholders.
* **Database and Do Files Sharing**: Share the final cleaned dataset along with ".do" files used for analysis, ensuring transparency and reproducibility of the findings.
* **Organize validation Workshop**: Facilitate a workshop to validate the study findings involving key stakeholders and develop an action plan to ensure alignment and buy-in for future program interventions.

The entire process will ensure that the baseline data collected is thoroughly analyzed, accurately reported and effectively used to guide future project activities and interventions.

**Major Responsibilities of the Firm**

The selected consulting firm will be responsible for conducting a comprehensive baseline study for the "ALO” project. The specific responsibilities are outlined below:

1. **Study Preparation and Protocol Development:** The firm will develop and adapt the research protocol to align with the local context, ensuring it is validated by relevant ethics committees. Data collection tools, including household surveys, health facility assessments, and community health worker evaluations, will be developed and pilot-tested to ensure suitability in the local context. A pilot test will be conducted with a sample of 15-20 interviews to validate the tools and gather feedback for refinement.
2. **Approvals and Compliance:** The Principal Investigator (PI) will be responsible for submitting the study protocol to the National Ethics Committee (IRB) for approval. The consulting firm will assist in obtaining any additional necessary administrative approvals and ensure continuous compliance with ethics committee guidelines and protocols throughout the study.
3. **Recruitment and Training:** The firm will recruit and train qualified data collectors, supervisors, and enumerators. Comprehensive training sessions will be conducted, including the development of training materials such as questionnaires and interview guides to ensure quality data collection.
4. **Field Data Collection:** The firm will manage the survey process across selected regions, organizing and deploying data collection teams. Surveys will be systematically conducted using digital tools (e.g., ONA, Survey CTO, Kobo Collect) for real-time monitoring and data quality assurance. The firm will ensure informed consent is obtained from all participants, complying with ethical standards.
5. **Quality Assurance:** Quality control will be implemented throughout the data collection process, including daily monitoring and verification of field data. Data accuracy will be ensured through participatory observation and validation checks.
6. **Data Analysis and Reporting:** The firm will conduct quantitative data analysis using statistical software (e.g., STATA or SPSS). A draft report with key findings and recommendations will be developed and presented for validation. The final dataset will be cleaned and shared with relevant stakeholders.
7. **Final Reporting and Dissemination:** Feedback will be incorporated into the final report. The firm will prepare a presentation of key findings and share the cleaned dataset, ensuring the results are disseminated effectively to guide future action plans.
8. **Communication and Coordination:** The firm will maintain regular communication with the project team and stakeholders, providing updates on the progress of data collection, analysis, and reporting.
9. **Logistical Support:** The firm will arrange logistics, including transportation and accommodation, for field visits, ensuring smooth coordination of all data collection activities.
10. **Deliverables:** The firm will deliver the training materials, finalized datasets, draft and final baseline reports, training report, pilot test report and data, a PowerPoint presentation summarizing key findings, and documentation of ethical approvals and informed consent forms.

The firm will ensure that all responsibilities are conducted with high standards of professionalism and in compliance with ethical guidelines, providing the ALO program with a reliable and valid baseline assessment to support future program planning and evaluation.

\*\*The consulting firm must obtain approval from WCB for all key documents and processes outlined above.

**Major Responsibilities of WCB**

WCB will provide the consultant/firm with the necessary support to undertake and implement the assignment and execute the objectives of this assignment. Such responsibilities include the following:

1. Provide project documents and approved work plan
2. Support to finalize the methodology
3. Lead the development of research questions, and develop tools and questionnaires.
4. Supervise data collection, cleaning, and data transcription
5. Review and approve the data analysis plan
6. Supervise data collection and arrange a presentation on analyzed data
7. Approve the table of contents and provide feedback on the draft report
8. Approve the final report
9. Disbursement of payment as per the agreed schedule in the contract

**Tentative Task Schedule**

The consultant/firm is expected to start work on or around 15 Dec 2024. This assignment should be completed by 15 Jan 2025, which includes completing all the tasks in the assignment and submitting the deliverables as detailed in Section 11. Based on unavoidable circumstances, the period for conducting the assignment might change. The consultant/firm is expected to be able to accommodate these changes without additional cost. A final detailed work schedule will be determined during the kick-off meeting.

**Deliverables and Schedule of Payment**

The financial proposal (format attached) should include expert and data enumerator’s fees and expenses (including travel costs, accommodation & food expenses, etc.). **Payment will be made in two installments.** *Therefore, the consulting firm should be able to receive payments through both channels.* ***The payment schedule is as follows:***

|  |  |  |  |
| --- | --- | --- | --- |
| **Deliverable** | **Tasks** | **Timeline for Completion** | **Installment Values** |
| **1st Deliverable** | (a) Inception Report (all things) | 1st week | Approx 30% |
|  | (a) Recruit enumerators, arrange training  (b) Field start & share data (just raw version)  (c) Training report  (d) Pilot test field report  (e) pilot test data | 2nd week |  |
| (a) Share analysis plan, clean data, codebook, syntax/do file (for variable label & value label)  (b) field completion report  (c) Draft report | 3th week |
| **Final Deliverable** | (a) Arrange validation workshop  (b) Share the final report with recommendations, and clean final data (if any changes are made) | 4th week | Approx 70% |

Note: Government VAT and tax regulation will be applied, and these costs must be included in the financial proposal.

The following terms and conditions will apply:

* The payment will be made through account payee cheque/ wire transfer (account name, number, type, bank, and branch name are required for wire transfer);
* Government VAT and tax regulation will be applied and WCB Bangladesh will deduct all relevant VAT and Tax at source as per GoB rule;
* VAT Registration Certificate, TIN, and Trade License must be submitted before the agreement is signed;
* In case of failure to deliver the final product in due time, WCB Bangladesh will deduct .1% of the total agreement amount for each day of delay in submitting the report beyond the closing date of the agreement;
* The selected consultant/firm will abide by other terms and conditions of WCB Bangladesh.

**Content of the baseline study report:**

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**Ethics and Proprietary Rights**

In accordance with the WCB Global Gender Equality and Social Inclusion Policy, evaluations should ‘do no harm’ to research participants and the dignity of the participants should be prioritized. Minimum standards include:

1. Providing respondents with a verbal informed consent process, to ensure they are aware of and understand the purpose of the data collection, benefits and risks of participation, what will be done with their data, that their participation is completely voluntary, that they can withdraw from the research at any point over the course of the project, and any other information they need about the data collection process to make an informed decision about participation.
2. The consulting firm must have at least **5 years of experience** in conducting nationwide surveys, with a proven track record of delivering high-quality and reliable data for large-scale assessments.
3. Avoid any deception or exaggeration about the aims and objectives of the research.
4. Participants in the research should be selected and included in research equitably with no individual, community or systematically excluded group left out of the sample without valid reason.
5. Respondents’ Identifying information such as name, address, etc., must be codified to protect their identity, and strict confidentiality amongst research staff must be maintained.
6. Data instruments and interactions with respondents and study participants should be free of offensive, discriminatory, or other unacceptable language.
7. Data collected and stored will be in adherence to all local and national data protection regulations and laws.
8. Data collection staff must be properly trained to respect the dignity of participants and to provide support in the case that any research activities cause unanticipated harm.

WCB reserves the right to review processes on all above-noted items at any point during the agreement to ensure that all do-no-harm principles are being appropriately adhered to. WCB may request supporting documentation for any items including training materials, data instruments, and informed consent materials.

Any document, information, or data entrusted to or produced by WCB in connection with this assignment shall be strictly conventual and cannot be used by the contract employee for any other purpose without the written consent of WCB. This provision shall remain valid even after the completion of this assignment. WCB reserves the right to terminate this agreement at any time with the consultation of the contracted individual/firm.

**Principles and values:**

**A) PSEA (Prevention of Sexual Exploitation and Abuse)**

**Dignity and Respect:** All project activities must ensure the dignity and respect of the community members, with special attention to gender-sensitive approaches.

**Protection and Safety:** Measures should be implemented to prevent sexual exploitation and abuse, ensuring that no project participant is at risk of harm from project personnel or activities.

**Accountability:** Clear mechanisms for reporting and responding to any concerns of sexual exploitation or abuse must be established and communicated to all stakeholders.

**Confidentiality:** Protect the identity and privacy of survivors, ensuring that their safety and well-being are prioritized.

**Transparency:** Inform the community about PSEA policies, reporting channels, and the commitment of project staff to uphold high ethical standards.

**Baseline Survey Consideration:** Incorporate questions to assess the awareness and understanding of PSEA mechanisms within the community and identify any pre-existing vulnerabilities.

**B) Do-No-Harm**

**Prevention of Harm:** Ensure that all project activities are designed and implemented in a way that avoids causing unintended negative impacts on the community, including physical, social, or environmental harm.

**Context Sensitivity:** Understand the local context, power dynamics, and cultural norms to mitigate risks and protect the well-being of community members.

**Inclusive Participation:** Engage with diverse groups, including marginalized and vulnerable populations, to understand their perspectives and prevent further marginalization or discrimination.

**Monitoring and Mitigation:** Continuously monitor for potential risks and take corrective actions to prevent or minimize harm.

**Baseline Survey Consideration:** Use the survey to collect data on existing risks or sources of harm in the community, ensuring the information helps tailor the project to avoid exacerbating those risks.

**C) Child Safeguarding**

**Best Interests of the Child:** Always prioritize the safety, welfare, and well-being of children in all project activities and decision-making processes.

**Child Protection:** Implement measures to ensure that children are safe from abuse, exploitation, and neglect, and establish reporting mechanisms for any concerns.

**Zero Tolerance:** Adopt a zero-tolerance policy towards any form of abuse or exploitation of children, ensuring all staff and partners are trained and compliant with safeguarding standards.

**Empowerment and Participation:** Respect children’s voices and perspectives, ensuring that their opinions are considered while upholding their right to be protected.

**Baseline Survey Consideration:** Include child-friendly, safe, and ethical methods for gathering information from children. Assess the level of child protection awareness and the prevalence of risks or threats to children in the community.

**D) Core Humanitarian Principles**

**Humanity:** Ensure that project activities are designed to alleviate human suffering and protect life and health, with respect for the dignity of individuals.

**Impartiality:** Deliver assistance based on need, without discrimination based on nationality, race, gender, religious belief, class, or political opinions.

**Neutrality:** Avoid taking sides in hostilities or engaging in controversies of a political, racial, religious, or ideological nature.

**Independence:** Maintain the autonomy of humanitarian actions from political, economic, or military objectives.

**Baseline Survey Consideration:** Collect unbiased data that respects and upholds these principles, ensuring that the survey design and implementation do not favor or disadvantage any group. Ensure questions are framed to understand the needs of all segments of the population without discrimination.

## Project goal, outcomes, and indicators to be assessed

|  |  |  |
| --- | --- | --- |
| Level | Objectives | Indicators |
| Impact | Strengthening the resilience capacity of the targeted climate-vulnerable coastal community. | % of community people have increased social connections  % of community people have increased access to a variety of economic activities  % of communities have uplifted their positions in the social spheres  % increase of communities who adopted coping mechanism  % of communities have increased savings and assets.  % reduced unsafe migration |
| Outcome-01 | Increased income of targeted vulnerable households. | % of households have increased income  % of HHs have at least 1 alternative source of income over the principal income-earning source |
| Outcome-02 | Improving institutional capacity to challenge the social and natural shocks and stress. | # of community-based organizations have been operationalizing in favoring the community with specific social agenda  # of SHGs formed and functioning with savings and loan activities  # of SHG members have developed skills |
| Outcome-03 | Improving the ability to mitigate and adapt to natural and man-maid shocks and stress. | # of community have their own R&R map and contingency plan  % of community people have sensitized on the early warning system  # of community volunteers trained and placed |

**Guidelines for Submission of the Proposal**

These guidelines shall ensure uniformity of proposals submitted by all applicants and transparency of the evaluation process.

1. **Eligibility Criteria**

Eligible applicants are research organizations with an appropriate setup (fully equipped with physical facilities and competent team members) to conduct this task. The applicant must meet the following criteria.

* The consultancy firm must have 5 years of experience in undertaking impact evaluations of bi-lateral and multilateral organizations with report submission as proof
* Demonstrated experience with market system research/study/survey/impact assessment; experience with Livelihood assessment and Work for the Poor (M4P) approach will get preference
* Proven experience in conducting project progress tracking studies on market-based interventions in a rural setting

The firm or consultants engaged for this assignment must possess the following qualifications and experience:

1. **Expertise in DRR, Nutrition and Health Systems**:
   * Proven experience in conducting large-scale nutrition and health system assessments, preferably related to maternal and child health in low- and middle-income countries (LMICs).
   * A deep understanding of nutrition interventions, including maternal supplementation, infant and young child feeding (IYCF), Vitamin A supplementation, and treatment of acute malnutrition.
2. **Research Design and Protocol Development**:
   * Expertise in designing and implementing quantitative and mixed-methods research, including experience in developing study protocols and data collection tools.
   * Familiarity with cross-sectional survey designs, sampling methodologies, and data analysis techniques relevant to food security and nutrition assessments.
3. **Experience in Fieldwork and Data Collection**:
   * Extensive experience in planning and executing data collection in diverse and challenging environments, including the ability to train and manage data collection teams.
   * Previous experience working in the selected regions, with a strong understanding of local contexts, challenges, and cultural considerations.
   * Ability to use digital data collection platforms (e.g., Survey CTO, Open Data Kit (ODK)) for real-time data collection, monitoring, and quality assurance.
4. **Data Management and Analysis**:
   * Proficiency in using statistical software such as STATA, R, or equivalent tools for data cleaning, management, and analysis.
   * Proven experience in survey data management and analysis, including database management, data analysis, and production of quality reports.
   * At least 5 years of proven experience in conducting food security, nutrition, and agriculture surveys.
5. **Ethics and Compliance**:
   * Demonstrated experience in obtaining ethical approvals and managing research protocols in compliance with national and international research ethics guidelines.
   * Familiarity with informed consent processes and safeguarding the rights, privacy, and well-being of study participants.
6. **Reporting and Documentation Skills**:
   * Proven experience in writing comprehensive research and investigation reports, including baseline and endline assessments, with clear findings, recommendations, and action points.
   * Ability to prepare well-documented reports and to present study findings to a wide range of stakeholders, including government officials, partners, and donors.
7. **Relevant Education and Professional Background**:
   * Team members must possess advanced degrees in relevant fields such as public DRR, health, nutrition, social sciences, or similar disciplines.
   * A minimum of 5-7 years of relevant professional experience, with a focus on Monitoring, Evaluation, Research, and Learning (MERL) in health and nutrition.
8. **Language Proficiency**:
   * Fluency in English is essential for reporting and documentation.
9. **Experience with Stakeholder Engagement**:
   * Ability to effectively coordinate with government bodies, local authorities, and community stakeholders to facilitate the study.
   * Experience in organizing and conducting training, workshops, and dissemination meetings with different levels of stakeholders.
10. **Flexibility and Interpersonal Skills**:
    * Ability to work independently and in a team environment with excellent interpersonal skills.
    * Flexibility to work in the field, travel to survey areas, and adapt to local conditions and challenges.
11. **Computer and Digital Literacy**:
    * Mastery of essential computer tools including word processing, database management, and internet proficiency.
    * Ability to utilize digital solutions for data collection and management efficiently.

The selected firm or consultants must Provence of their experience and expertise, including samples of similar projects conducted, references, and a detailed resume of the team members who will be engaged in the assignment. They must also be available during the specified project period to ensure successful implementation and delivery of expected outputs.

**b) Technical Queries and Pre-bid meeting**

Virtual Meeting (optional) on ToR for Baseline Study (interested firms are requested to send their interest by 8/12/2024 to [jamesh@worldconcern.org](mailto:jamesh@worldconcern.org). A virtual meeting will be held on 9/12/2024 (3 pm to 4 pm).MS Team will be provided only to interested firms through the email address from which the request has been submitted.

**c) Bid Submission & Evaluation Criteria**

The consultant will be evaluated based on the following criteria. The key factors stated below will be taken into conservation during the evaluation process-

* Previous work experience
* Methodological/technical aspects of carrying out the study
* Financial aspects (consultant fees, breakdown of activity costs, etc)

The language of the proposal should be English. The proposal must be submitted in PDF format, a maximum of 8 pages (not sheets) excluding the Cover Page, Abbreviations, Glossary, Table of Contents, Additional Documents, and Annexes. Page size A4;

|  |  |  |  |
| --- | --- | --- | --- |
| **S.N.** | **Content of the Proposal** | **Maximum possible points** | **Suggested number of pages** |
| **The main part of the proposal** | | | |
| 1 | Background/organizational profile of the applicant | - | 0.5 |
| 2 | Track record of earlier similar studies (the title of the study and a few lines to the nature of the study, the date of the study was conducted, the name of the client). Recommendations resulting from such work may be included in the Annex. | 10 | 1 |
| 3 | Team composition and abbreviated CVs of core members of the study team | 10 | 1 |
| 4 | Description of understanding of the task at hand | 20 | 1 |
| 5 | Proposed methodology to undertake the study to fulfill the objective | 30 | 2.5 |
| 6 | Timeline/milestones to conduct the assessment in a Gantt Chart | 10 | 1 |
| 7 | The budget must be structured as follows:  a) Personnel days with professional fees for each staff assigned  b) Support services (materials, communications, etc.)  c) Travel, Accommodation  d) including VAT and TAX as per Government rules | 20 | 1 |
|  | **Total score for the proposal** | **100** |  |
| **Additional Documents** | | | |
| 8 | If applicable, please also include:   * + Organization and consultant profile (including CV)   + BIN (Business WCB identification Number) Certificate   + TIN (Taxpayer WCB identification Number) Certificate   + Tax return certificate   + Trade license   + Bank account information   + Technical and financial proposal | -- | As required |
| **Annex** | | | |
| 9 | Annexes may be included for further clarification. However, for evaluation, only the main part of the proposal will be taken. | -- | As desired |

Interested firms are requested to submit their Technical and Financial Proposals to [wcbinfo@**worldconcern.org**](mailto:wcbinfo@worldconcern.org)**.** Please write “**ALO baseline Study Consultancy”** in the subject line. The proposals should be submitted by **December 12, 2024**. We only consider electronic submissions. The technical discussion will be organized for those who expressed their interest through mail.

**Annex 1: Payment Mechanism**

WCB will fund the baseline survey. The contract will specify the payment responsibilities of each organization, with the vendor invoicing each partner separately according to their respective contributions. The payment breakdown is outlined in the table below:  
**Annex 2: The Content of the financial proposal (example)**

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| **Financial Proposal** | | | | | | |
| **Name of the Organization** | |  | | | | Date: |
| **Address** | |  | | | | |
| **SL** | **Items** | **No. of Persons** | **Unit(Day)** | **BDT per day or unit** | **Total Amount (BDT)** | **Remarks** |
| A | Remuneration |  |  |  |  |  |
| A1 | Team Leader |  |  |  |  |  |
| A2 | Study Co-Leader |  |  |  |  |  |
|  |  |  |  |  |  |  |
| A4 | Quantitative data analyst |  |  |  |  |  |
| A5 | Supervisor |  |  |  |  |  |
| A6 | Enumerator Quantitative |  |  |  |  |  |
| A7 |  |  |  |  |  |  |
| A8 |  |  |  |  |  |  |
| Sub Total | | | | |  |  |
| B | Travel and Accommodation |  |  |  |  |  |
| B1 | Two-way travel |  |  |  |  |  |
| B2 | Accommodation |  |  |  |  |  |
| B3 | Others |  |  |  |  |  |
| B4 |  |  |  |  |  |  |
| B5 |  |  |  |  |  |  |
| B6 |  |  |  |  |  |  |
| Sub Total | | | | |  |  |
| C | Support Services | | | | | |
| C1 | Training venue and food for participants |  |  |  |  |  |
| C2 | Training food |  |  |  |  |  |
| C3 | Print and stationery |  |  |  |  |  |
| C4 | Data entry |  |  |  |  |  |
| C5 | Others |  |  |  |  |  |
| C6 |  |  |  |  |  |  |
| Sub Total | | | | |  |  |
|  | VAT (%) |  |  |  |  |  |
| Grand Total | | | | |  |  |
| In Words | |  | | | | |

**Annex-3**

[**Quality standards**](https://drive.google.com/file/d/1I5rJb6JMasqvfD7I6h4ASPBQzjONuDPv/view?usp=sharing)

| **Brief Responses Only:** | |
| --- | --- |
| **1. Behaviors** | How are staff made familiar with the organization's values, the types of unacceptable conduct (E.g. exploitation and abuse of children and vulnerable adults, fraud, bribery), and their disciplinary procedures? How will the communities be made aware of what constitutes unacceptable staff behavior? |
|  | |
| **2. Impartiality & Targeting** | How are beneficiaries selected? How will communities be involved in beneficiary selection? Describe how this is based on need and on the most vulnerable people being reached. |
|  | |
| **3. Accountability** | How are community groups participating in the planning of the project? Are staff openly sharing information about the project's aims and ensuring people can give feedback about its delivery? How will the communities be involved in the feedback mechanisms' design? |
|  | |
| **4. Gender** | How is the project being designed to take into account different roles and vulnerabilities of men and women and to prevent an increase in the vulnerability of women?  How is the project being designed to promote inclusiveness of both men and women, and enhancing the safety of women and girls? |
|  | |
| **5. Empowerment** | How is the project being designed to engage all vulnerable groups, build their capacities and, at the very least, prevent their dependency on the support you are aiming to provide? |
|  | |
| **6. Resilience** | How is the project being designed to build up community capacity and address long-term vulnerability to disasters? How will the project ensure that it is not contributing to environmental degradation? |
|  | |
| **7. Protection** | How is the project being designed to ensure safety, security and dignity of the communities and avoid unintended risks, including heightening tension or making people more vulnerable to physical harm? |
|  | |
| **8. Technical Quality** | How is the project design ensuring that the assistance provided is in line with communities’ preferences? How is the project design ensuring its outputs will be of a good technical standard and culturally appropriate? |

**Annex 4: FAQ-Baseline Study**

|  |  |  |
| --- | --- | --- |
| **SI.No** | **Question** | **Answer** |
| **1** | **What is the ALO Project** | The Alo project is a single-partner initiative focused on Alternative Livelihoods Options. |
| **2** | **What is the purpose of this baseline study?** | The baseline study aims to assess the current status of maternal and child nutrition, health services, and food systems in the target regions of Bangladesh. It will establish benchmarks against which the impact of the ALO project can be measured and guide future interventions by identifying gaps in nutrition, health, and food systems |
| **3** | **What is the timeline for submitting proposals?** | The final proposals (technical and financial, along with the firm's profile) must be submitted [wcbinfo@worldconcern.org](mailto:wcbinfo@worldconcern.org) by December 12, 2024. Proposals should be submitted in PDF format. |
| **4** | **What are the main objectives of the baseline study?** | The primary objectives are to assess feeding and dietary practices, identify coverage of preventive nutrition services, assess the capacity of health facilities and workers, and evaluate food production and consumption. |
| **5** | **What geographic areas will the study cover?** | The study will focus on several regions across Bangladesh, specifically in the Sathkhira Divisions. It will cover a total of two unions. |
| **6** | **What methodologies will be used for the baseline study?** | The study will use a quantitative cross-sectional approach with multistage stratified cluster sampling. Data collection will involve household surveys, health facility assessments, and community-level consultations. Digital tools, such as **Open Data Kit (ODK),** will be used to collect data, ensuring efficiency and real-time monitoring. |
| **7** | **Who can apply for this assignment?** | Eligible applicants are consulting firms with at least 5 years of experience conducting large-scale impact evaluations. Applicants must demonstrate expertise in nutrition and health systems, research design, and data analysis. Firms must also have experience in Bangladesh or similar contexts. |
| **8** | **Can a firm with less than 10 years of experience apply if the proposed team has more than 10 years of experience?** | The consultancy firm itself must have at least 5 years of experience as per the requirements stated in the TOR, regardless of the experience of individual team members. |
| **9** | **What are the key evaluation criteria for selecting a consultant?** | Consultants will be evaluated based on their previous work experience, the methodological and technical aspects of carrying out the study, and financial considerations such as consultant fees and activity costs. The proposal should be **a maximum of 8 pages to 12 pages**, excluding cover pages, abbreviations, and annexes. |
| **10** | **How should queries be addressed during the proposal development phase?** | Queries can be sent via email to [**jamesh@worldconcern.org**](mailto:jamesh@worldconcern.org)**.** It is recommended to send queries as early as possible, ideally before the proposal submission deadline, to ensure timely responses. |
| **11** | **What are the major responsibilities of the selected consulting firm?** | The firm will be responsible for study preparation and protocol development, field data collection, quality assurance, data analysis, and report writing. They will also facilitate dissemination workshops and maintain regular communication with stakeholders throughout the study. |
| **12** | **What are the deliverables expected from the consulting firm?** | 1. The deliverables include:  * An inception report * Clean dataset * Draft and final baseline reports * A PowerPoint presentation summarizing key findings * Training materials Payment will be made in four installments based on specific deliverables. |
| **12** | **What quality control measures will be in place during data collection?** | Quality control will involve training of field staff, supervision during data collection, and electronic data quality checks. Data collectors will undergo rigorous training, and supervisors will monitor data collection teams to ensure data accuracy. |
| **13** | **How will the payment be structured for this assignment?** | Payment will be made in four installments based on the completion of key deliverables. Payments will be made through account payee cheque or wire transfer, and VAT and tax regulations of the Government of Bangladesh will be applied. |
| **14** | **What ethical considerations are involved in this study?** | The study will adhere to ethical guidelines, ensuring respondents' dignity and rights are respected. This includes obtaining informed consent, safeguarding privacy, and ensuring no harm is done to participants. The consulting firm must also comply with local and national data protection regulations. The consultant team needs to complete the Human Subjects Research Training from WCB. |
| **15** | **Is there flexibility in the timeline for completing the assignment?** | The timeline may change due to unavoidable circumstances, and the selected firm must accommodate these changes without incurring additional cost. |
| **16** | **How many upazilas will the study cover?** | One upazila including two unions. |
| **17** | **Who are the stakeholders involved in the ALO project?** | The stakeholders include local government authorities, health facilities, and smallholder farmers. The project also involves community health workers and other local partners to ensure comprehensive and inclusive program implementation. |
| **18** | **Should qualitative data be collected from all upazilas?** | The awarded firm has to collect some qualitative data on peace, tolerance, freedom of faith, joy, hope, family care, love, government collaborations, social safety, policy awareness and caring for others etc. as part of this baseline study |

**Annex 5 – Action Plan Template**

|  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Survey ACTION PLAN | | | | | | | | | | |
| Organization Name: | |  | | | |  | | | | |
| Project Name: | |  | | | |  | | | | |
| Date of Survey Action Plan: | |  | | | |
|  | | | | | | | | | | |
| Recommendation on Observation | Source | | Team judgment | Action Required | Action Owner | | Due By | Review Date | Progress | Comments |
| State what the  recommendation  or observation is | Of the  recommendation EG  Mid-Term  Review | | Select  Judgment.  Give  explanation  n if not  agreed in  comments  column | State what  needs to be  done to  address the  recommend  action | Who is  responsible  for making  it happen | | When  the  action  should  be  completed by | When  the  status of  the  action  was last  reviewed | Select  appropriate  status |  |
|  |  | | Agreed /  Not  Agreed /  Amended |  |  | |  |  | Not yet  started /  Underway  /  Completed |  |
|  |  | |  |  |  | |  |  |  |  |

**Annex 5 –** Dissemination plan

|  |  |  |  |
| --- | --- | --- | --- |
| **Stakeholder/audience** | **Outputs (reports, presentations, infographics?)** | **Will they need the outputs translated? If so, indicate language(s)** | **What will they use the findings for?** |
| Internal stakeholders or audiences (groups within Tearfund who have interest in the evaluation findings) | | | |
| Community people (Community Groups-Self Help Group, Ward Disaster Management Committee, Faith & Community Leaders, Gender Based Violence committee, Referral linkage & church & community Transformation group, etc.) | Survey finding |  |  |
| Local Govt. | Survey finding | Internal | Sharing the findings |
| World concern Head office | Report | Internal | Sharing the findings |
| World concern Head office | Report | Internal | Sharing the findings |
| World concern Global office | Report | Internal | Sharing the findings |
| External Stakeholders (those outside the organisation who have an interest in the evaluation findings) | | | |
| Donor | Report | External | Sharing the findings |
|  |  |  |  |

Evaluation ToR approved by”

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Glorious Gragory Das

Country Director

World Concern Bangladesh