



Annexure 3

Terms of Reference for Baseline Survey

Haor Resilience and Preparedness Initiative (HaRPI) Project

Project Number: B 22423 I

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**HaRPI Project, Tahirpur AP
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Acronyms:

| | |
|--------|---|
| ACO | : Area Coordination Office |
| ADP | : Area Development Program |
| AP | : Area Program |
| CESP | : Community Engagement and Sponsorship Plan |
| DMCs | : Disaster Management Committees |
| DRR | : Disaster Risk Reduction |
| FGD | : Focus Group Discussion |
| GoB | : Government of Bangladesh |
| HaRPI | : Haor Resilience and Preparedness Initiative |
| HN | : Health and Nutrition |
| IEB | : Integrated Evaluation and Baseline |
| KII | : Key Informant Interview |
| LEAP | : Learning Evaluation through Accountability and Planning |
| M&E | : Monitoring and Evaluation |
| NO | : National Office |
| PPS | : Probability Proportionate in size |
| PQ | : Program Quality |
| PWDs | : Persons with disabilities |
| SCM | : Supply Chain Management |
| SO | : Support Office |
| ToR | : Terms of Reference |
| TP | : Technical Program |
| UNICEF | : United Nations Children's Fund |
| VDC | : Village Development Committee |
| WASH | : Water Sanitation Hygiene |
| WVB | : World Vision Bangladesh |

Introduction:

World Vision is an international Christian humanitarian relief and development organisation serving children, their families and communities to alleviate poverty from the world, primarily through a programme of transformational development, emergency relief and the promotion of justice. The vision of World Vision is "Our vision for every child, life in all its fullness; our prayer for every heart, the will to make it so".

World Bangladesh is currently working in 54 Sub-districts (Upazila) in Bangladesh with sponsorship project and some non-sponsorship funding project. It started its operation in Tahirpur upzila, named Tahirpur AP, in FY'14 implementing the HN TP, Livelihoods TP and CESP in AP working areas. AP is implementing the activities with the active participation and collaboration of VDCs, Child Forum, Local Govt. Community Clinic, government line departments like Health, Agriculture, Livestock, Social Welfare, Women and Child Affairs and other like-minded organisations.

World Vision Bangladesh has launched the Haor Resilience and Preparedness Initiative (HaRPI) project in Tahirpur and its nearest upzila Dharmapasha. The HaRPI project will be implemented across three unions in both Tahirpur and Dharmapasha Upazilas. It will work to have access to better and more structured disaster preparedness actions for climate-vulnerable communities having special intentions on GEDSI. Along with this, the community will be mobilized on appropriate hygiene behavior practice, and disaster preparedness, strengthening community resilience at the local level. To achieve the project goal, project will closely work with the School Management Committees (SMCs), WASH Committees, Upazilla/ Union/ Ward Disaster Management Committees (DMCs), & WatSan Committees, along with school students, local youths, and community people. The project will conduct a baseline survey at the starting of the project to establish a crucial benchmark against which all future progress and project impact can be accurately measured.

Summary:

| | |
|---|---|
| Project | Haor Resilience and Preparedness Initiative (HaRPI) |
| Project duration | 01 June 2025 to 30th November 2026 |
| Baseline Purpose | Establish the pre-intervention status of key indicators and conditions within the target population, providing a crucial benchmark against which project progress, changes, and overall impact can be accurately measured and reported. |
| Baseline Start and End Dates | August to October 2025, 3 months duration |
| Anticipated Baseline Report Release Date | 31 October 2025 |

Project Context:

Bangladesh is exceptionally vulnerable to the impacts of climate change and natural disasters, characterized by its low-lying topography, dense population, and reliance on climate-sensitive sectors like agriculture.

Tahirpur and Dharmapasha Upazilas, both, are highly susceptible to diverse and frequent disasters, including floods, flash floods, lightning, and wave action, leading to substantial losses across various sectors like agriculture, WASH, livelihoods, education, and health. Both regions

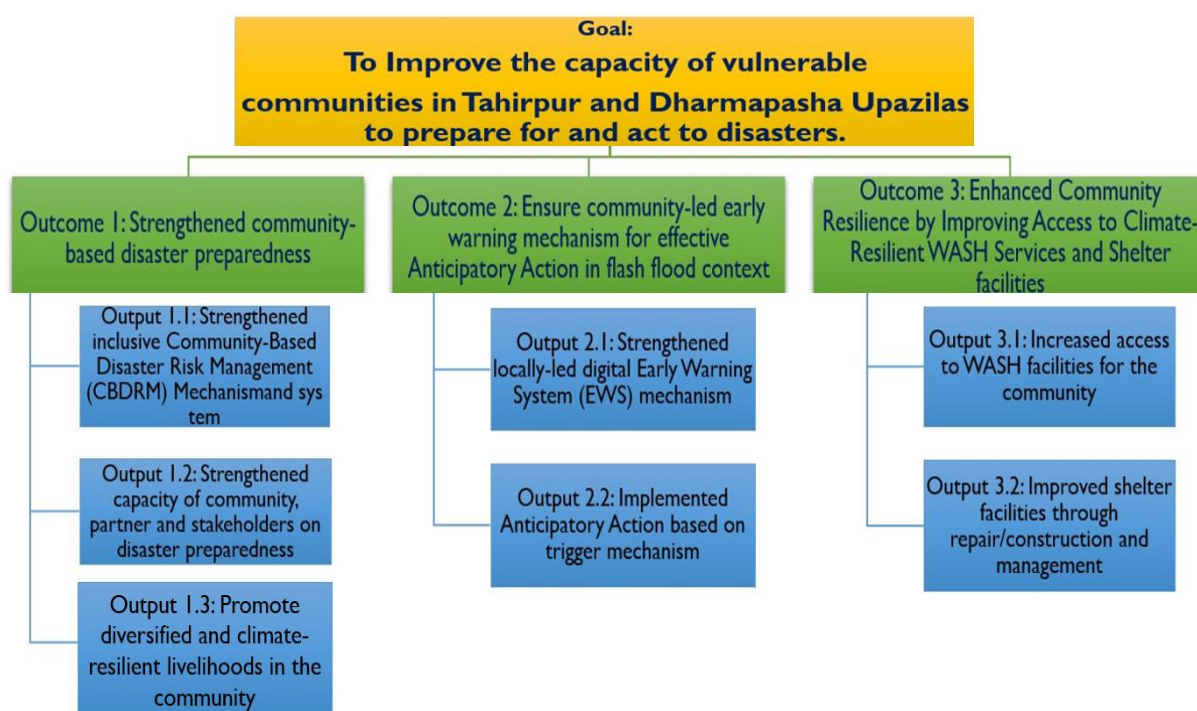
heavily rely on single-crop agriculture (primarily Boro-rice) and face significant challenges with limited livelihood diversification and technology dissemination.

The adverse effect of climate change directly worsens the isolation of Dharmapasha and Tahirpur, severely damaging infrastructure and livelihoods. These extreme weather events deepen socio-economic challenges by prolonging annual waterlogging and restricting access to vital services.

The Haor Resilience and Preparedness Initiative (HaRPI) will be implemented across six vulnerable unions in Sunamganj district, specifically Uttor Sreepur, Doknkhin Sreepur, and Uttar Borodol in Tahirpur Upazila, and Shelborosh, Joyasree, and Dharmapasha Sadar in Dharmapasha Upazila. This project aims to directly reach an estimated 77,010 individuals with relief goods and measures, and indirectly benefit an additional 41,700 individuals, totaling 118,710 people in this disaster-prone region.

HaRPI's long-term objective is to significantly enhance the resilience of vulnerable communities in Bangladesh's flood-prone Haor region to recurrent climate-induced disasters. It will achieve this by strengthening local capacities for disaster preparedness, improving access to essential resources and resilient infrastructure, and promoting sustainable livelihoods, with a special focus on GEDSI (Gender Equality, Disability, and Social Inclusion). The project will collaborate closely with various local committees (SMCs, WASH, Upazila/Union/Ward DMCs, WatSan), as well as students, youth, and the wider community, to mobilize them on hygiene practices and disaster preparedness.

Project Result framework:



Rationale for conducting Baseline Survey:

Conducting a baseline survey in the Haor region is essential for understanding the complex pre-intervention landscape in an area marked by seasonal flooding, fragile infrastructure, and socially vulnerable groups. This initial assessment captures data on the needs, risks, and existing coping mechanisms of affected populations, especially internally displaced people prior to project rollout. The baseline ensures that interventions are locally relevant, realistic, and grounded in the actual conditions faced by the communities. It allows project teams to set clear and measurable targets, in line with Core Humanitarian Standards (CHS), and facilitates effective monitoring, evaluation, and adaptive management.

Aligning with ECHO HIP and OECD-DAC standards, the baseline also enhances accountability, both to donors and affected stakeholders, by integrating community voices into decision-making. Additionally, the survey helps assess the efficiency and gaps in disaster preparedness and anticipatory action coordination among government agencies, NGOs, and local actors. It lays the foundation for evidence-based programming, guiding resource allocation and ensuring that responses are not only technically sound but also socially informed. Ultimately, the baseline is a critical tool that transforms assumptions into actionable intelligence, enabling the project to operate with clarity, credibility, and impact throughout its lifecycle.

Intended use of Baseline Survey:

| Users of the baseline | Intended uses of Baseline Survey |
|------------------------|--|
| Partners | Understanding the community scenario, tailor interventions to specific community needs and establish clear benchmarks for measuring progress |
| WVB FO | To set benchmarks for supervision and monitoring of partner activities, monitoring the outcome/indicators compare with baseline data. |
| WVB NO | To provide data for effective technical support and guidance |
| Community People | To understand baseline conditions of their community and measure impact of interventions |
| Donor/Support Office: | To justify funding, assess impact of investments, and ensure accountability |
| Other Stakeholders GO: | Planning, collaboration, and policy-making |

Baseline Survey Objectives:

The overall objective of the baseline survey is to assess the baseline situation of the project focusing primarily at outcome levels. The specific objectives are as follows:

- To assess existing demographic¹ and vulnerable conditions of the community people.
- To strengthen the understanding of existing needs and key socio-economic factors

¹ Demographic condition refers to status with dynamic of population characteristics i.e. age, sex, occupation, education, status in household, status in community etc.

- To establish a sound, quantitative and qualitative base information by assessing community climate change vulnerabilities and impacts, and efficacy of adaptive measures.
- To use baseline data in measuring the changes over time and enabling comparison both at national and local level.
- Check relevancy of the project design, review components and suggest for any adjustment needed in future quality program/activities implementation aligning with ECHO HIP results-based quality standards.

Indicators for Baseline Survey:

The outcome level indicators of the Project that are to be considered for the conduction of the baseline survey are given below. In addition to this, the consultant will have opportunity to include reliable indicators if his/her findings support.

| Objective | OVI | Indicator Definition | Methods of Data Collection | Who will be respondent? |
|---|---|--|----------------------------|---|
| Objective: To improve the capacity of vulnerable communities in Tahirpur and Dharmapasha Upazilas to prepare for and act to disasters. | | | | |
| Outcome 1: Strengthened community-based disaster preparedness | 1. Proportion of households who know the early warning signs and know what to do in case of an emergency or disaster (CIA.14359) | This indicator seeks to measure perceptions of disaster preparedness and resilience. | Household Survey | Parents/Guardians/ Adult members of the family |
| | 2. Proportion of households that adapted coping mechanism during and after disaster (C4B.13980) | Percent of households that adapted coping mechanism during and after disaster which means having the capacity to tap into local resources through their acquired skill and knowledge as well as adaptability with local environment at disaster period. | Household Survey | Parents/Guardians/ Adult members of the family |
| Outcome 2: Ensure community-led early warning mechanism for effective Anticipatory Action in flash flood context | 3. Communities know the early warning signs and know what to do in case of an emergency or disaster (QUAL) C2A.026289 | This indicator measures a community's preparedness by assessing whether members know early warning signs and appropriate emergency response actions. It focuses on retained knowledge of protective measures, communication, basic first aid, and resource access, aiming for timely responses, reduced casualties, and minimized disaster damage. | Household Survey | Parents/Guardians/ Adult members of the family |
| | 4. Proportion of households who faced a disaster and were able to employ an effective disaster-risk reduction or positive coping strategy (disaggregated by sex of head of household) | This indicator measures the percentage of disaster-affected households that successfully used pre-disaster risk reduction strategies or effective post-disaster coping mechanisms. It assesses the actual application and success of preparedness and resilience, focusing on outcomes like reduced | Household Survey | Parents/Guardians/ Adult members of the family |

| Objective | OVI | Indicator Definition | Methods of Data Collection | Who will be respondent? |
|--|--|--|----------------------------|--|
| | C4B.0074 | harm, faster recovery, and minimized vulnerability. | | |
| Outcome 3: Enhanced Community Resilience by Improving Access to Climate-Resilient WASH Services and Shelter facilities | 5. Proportion of households using basic sanitation services C3B.027689 | Percentage of people using an improved sanitation facility in emergency settings. Improved sanitation services in emergency settings may include access to improved sanitation facilities, desludging or operation and maintenance activities (i.e. maintaining, cleaning latrines, building new ones when needed) with the aim of keeping facilities functioning and safe for use. Emergency settings refer to places where people are gathered following an emergency events (war, conflicts, natural disasters, etc..). They can be Internal displaced camps or refugees camps. By extension, when important number of displaced people move to a community but not a camp, host community become also an emergency setting | Household Survey | Parents/Guardians/ Adult members of the family who resided in emergency setting |
| | 6. Proportion of households using basic clean drinking water services C3B.027688 | Percentage of people using a basic drinking water facility in emergency settings, where setting members have access to improved drinking water source within 30 minutes roundtrip, including queuing time or distance from any point in the emergency setting to the nearest improved water collection point should be less than 500 metres. Emergency settings refer to places where people are gathered following an emergency events (war, conflicts, natural disasters, etc..). They can be Internal displaced camps or refugees camps. By extension, when important number of displaced people move to a community but not a camp, host community become also an emergency setting | Household Survey | Parents/Guardians/ Adult members of the family who resided in emergency setting |
| Other Indicators: | 7. Proportion of youth actively participated in Youth-Led DRR initiative | Youth have knowledge on DRR, take initiative for disaster risk reduction initiatives within their community. | Youth survey/HH survey | Youth male and female |
| | 8. Proportion of functional Early Warning and Early | Percentage of people accessing the early warning messages through existing early warning | HH survey | HH head/adult |

| Objective | OVI | Indicator Definition | Methods of Data Collection | Who will be respondent? |
|-----------|---|--|--|---|
| | Action (EW&EA) System at household/community | mechanism and get preparation as per early action information. | Community level system assessment | Committee members/lead |
| | 9. # of Local Disaster Risk Management Plans functional (C4A.17251) | # of Local Disaster Risk Management Plans developed at VDC level/ community level with full participation of local government and community people to address the identified disaster risk pertaining in respective community. This follows the process as indicated. VDC/local community will monitor the implementation plan regularly at least once in a quarter. | Union and village level disaster management committee's role and contribution for preparing local disaster risk management plan. | Local level committee members/ local govt representatives |
| | 10. # proportion of household adopted climate smart agriculture technologies | (what type of rice seed they cultivated; what type of vegetable they sowed; Are they following any hanging garden, raised bed, liquid pesticide, organic fertilizer) | HH Survey | HH head/adult |
| | 11. Proportion of households access to hygiene practices please include this as another indicator | | HH Survey | HH head/adult |

Baseline Survey Methodology:

The baseline survey will employ a mixed-methods, cross-sectional study design. This approach aims to comprehensively assess the status of key indicators while also capturing in-depth community perspectives considering the **Gender Equality, Diversity, and Social Inclusion (GEDSI)**. At a minimum, data should be **disaggregated by sex, age, and disability** to ensure that specific groups are not left out of analyses and that policies or programs can be tailored to meet their unique needs.

Both quantitative (via questionnaires) and **qualitative (through FGDs, KIIs) methods will be applied for data collection**, enabling the research team to effectively triangulate results and present a holistic understanding in the narrative report.

In the past, WV had used two-stage cluster sampling design for the baseline surveys of AP due to its principle of simplicity, low cost and comfort of operation. Besides, UNICEF follows similar methodology for its Multiple Indicator Cluster Survey. Details are as follows

Sampling:

The actual sample size has been determined using the standard statistical formula considering the factors and nature of outcome level indicators for baseline. A multi stage cluster sampling approach will be used to draw a representative sample from the Project areas. To identify

cluster village survey team will use 30 cluster sampling technique using probability proportionate in size (PPS). For identifying the sample unit, use systematic sampling technique for collecting data from each of the cluster to fill out targeted sample units. In all, the confidence level should be at 95% and the interval of 5% precision and reliability.

Note: The sample size for this study was calculated using the following formulae (WHO, 1991; Cochran, 1977):

$$n = \frac{p(1-p)z^2}{d^2} \times Deff$$

Where,

n = size of the sample

deff. = design effect = 1.5

p = expected prevalence of a specific indicator (0.5)

Z = value of the standard normal variable, which is equal to 1.96 at 95% confidence level

d = the level of precision required or maximum error deemed acceptable = 0.05.

The above equation has derived 576.24 households as sample primarily for data collection.

So, for making round and nearest sample actual size will be 600 which can be divided by 30 (number of cluster). So, 20 HHs per cluster will be covered for data collection.

FGD & KII Respondents & Tentative Plan

| Sl. No | Target Group | Place | Data Collection Techniques | Number of FGD/KII |
|--------|---|---|----------------------------|-------------------|
| 1 | Community people including caregivers, PWD, old age (Mixed Group) | Union Level | FGD | 2 |
| 2 | UDMC | Union level | FGD | 2 |
| 3 | VDC members | Village level | FGD | 2 |
| 4 | Youth Group and Child Forum | Village level | FGD | 2 |
| 5 | Upazila Agriculture Officer (UAO) | DAE Office, Tahirpur | KII | 2 |
| 6 | Upazila Project Implementation Officer | Upazila Project Implementation Office, Tahirpur | KII | 2 |
| 7 | UP Chairman/ UP Member | Union Parishad | KII | 2 |
| 8 | UNO if possible | Upazila Parishod | KII | 2 |
| 9 | Teacher | Primary / Secondary School of Tahirpur | KII | 2 |

The consultant/firm must ensure that Gender Equality, Disability, and Social Inclusion (GEDSI) principles are fully integrated throughout the baseline survey process. This includes the design of tools, data collection, analysis, and reporting. Specific attention should be given to capturing diverse perspectives across gender, age, disability status, and marginalized or vulnerable groups to ensure inclusivity and representation. The final report must present disaggregated data (e.g., by sex, age, disability, and other relevant categories) and provide GEDSI-sensitive analysis and recommendations.

During the meeting with the consultancy firm, the proposed baseline survey methodology, sampling frame may be refined and redesigned as needed to ensure its suitability.

WVB's role in Baseline Survey:

- WVB will prepare ToR for Baseline Survey
- WVB will conduct signing of agreement with Consulting firm.
- WVB will provide orientation to consulting firm on Baseline Survey requirements.
- WVB will review the Survey tools and give feedback to the consulting firm.
- WVB will follow up and monitoring of the data collection of survey at field level.
- WVB will review and give feedback on draft reports of Baseline Survey prepared by Consulting firm.
- Ensure timely accomplishment of baseline report and incorporate baseline information in project MEL framework.

Tasks & Role of the individuals Consultant/firm:

- The individuals consultant/ firm will finalize/review baseline survey methodology, sampling size and sampling procedures required for the quantitative & qualitative survey.
- Develop quantitative and qualitative survey tools & translation of survey tools in local language i.e. Bengali as where necessary. Finalize the tools after SO feedback.
- Prepare sampling frame for baseline survey in align with ToR.
- The individuals consultant/ firm will write a baseline inception report with the Baseline Study Design (including Baseline Matrix; data collection instruments) of 10-15 pages which is to be reviewed by World Vision (FO and SO) before any further implementation of the study and training of enumerators takes place.
- Organize a training session for enumerators on survey tools, KOBO tool/ODK and data collection technique for quantitative survey and also conduct orientation for qualitative survey (FGD, KII technique)
- Collect data using KOBO tools through mobile for quantitative survey. Need to take endorsement from WVB using of xls file for conducting survey with a view of serving appropriate skip logic.
- Collect data for qualitative survey using appropriate methods and tools. Consulting firm includes appropriate methods for qualitative data collection. Need to complete transcript of all survey, compile and share result separately with WVB for review and feedback.
- Complete data analysis both qualitative & quantitative using renowned software (SPSS, Stata, Atlas.ti etc)
- Complete report writing in standardized format, follow concept note and program logic/logframe and align report. Encouraged to be patient enough for having repeatedly feedback and take remedy or rechecking baseline status. The report it to be prepared in English.
- Next to the report the consultant will organize a de-briefing workshop with World Vision to share results and challenges and maybe also shortcomings of the baseline for improved understanding of study results among WVB and local partner staff

In addition, the individuals consultant/firm has to follow the below guidance to manage their data sheet and analysis data both qualitative and quantitative. Collected qualitative and

quantitative data will be analyzed through general software such as excel, SPSS or through any software recommended by World Vision PQ team. Various statistical analysis like average, standard deviation etc. It is important to mention here that all quantitative findings will have to be triangulated by the qualitative information which will have to be collected in the form of FGD, KII and mention in the quantitative section. A separate qualitative report will have to be attached as a separate chapter or annex in the baseline report. The following tasks to be addressed to complete baseline as follows:

- Design data analysis plan & dummy tables, graphs and summary formats for report writing.
- Quantitative data will be analyzed using statistical techniques (SPSS/Stata is preferred for advance statistical data analysis) and qualitative data analysis.
- Qualitative data will be analysed using standard statistical software (NVivo/Atlas.ti is preferred) and summarize result included in the report.
- Incorporate feedback and present revised draft report to Project, ACO and National office which will be sent to Support Office for their feedback.
- Finalize report after incorporating feedback from Support Office
- Complete the report on time with quality. No time extension will be allowed due to project necessities and obligation.

Tentative Timeplan

| SL | Activity Type | August-25 | | | | September-25 | | | | October-25 | |
|----|-------------------------|-----------|----|----|----|--------------|----|----|----|------------|----|
| | | W1 | W2 | W3 | W4 | W1 | W2 | W3 | W4 | W1 | W2 |
| 1 | Selection & Contracting | | | | | | | | | | |
| 2 | Planning & Preparation | | | | | | | | | | |
| 3 | Inception Report | | | | | | | | | | |
| 4 | Primary Data Collection | | | | | | | | | | |
| 5 | Reporting and Review | | | | | | | | | | |
| 6 | Final Baseline Report | | | | | | | | | | |

Submission of Baseline Proposal:

The Individuals consultant/firm should produce a proposal for Baseline Survey based on this ToR and submit the same to World Vision Bangladesh SCM department through email, WVB within the stipulated timeframe. In case of individuals Consultant will be involved for the particular task. The individuals Consultant could plan for engaging associate for data analysis. In that case, World Vision Bangladesh will sign agreement with the lead Consultant only.

The proposal should be in two parts:

- Technical Proposal (Understanding of work, Methodology, Team matrix, field plan), Technical proposal will not more than 20 page, Please include sample of 2 previous work. Qualifying score in technical proposal will be 60% mark and in presentation
- Financial Proposal including tax/vat and manning schedule.

Technical proposal should specify:

- Analysis of the ToR showing the consultants understanding of the subject to be evaluated;
- Proposed analytical and investigative methodology showing how the consultants intend to proceed;
- Qualification and experience of the consultant/s in socio-economic studies/baseline/evaluation
- Career resumes of consultants containing the following items:
 - Academic training and technical skills;
 - Knowledge of the systems, mechanisms and instruments of cooperation interventions;
 - Skills in the field of public policy evaluation;
 - Knowledge of the country and region of the intervention and, if appropriate, of the local language;
- Capacity in regards of data analysis and report writing;
- Work plan and time as per template provided in ToR.
- Detail proposal of the baseline data analysis & reporting task;
- Plan of report and design of report writing etc.

Financial proposal should specify:

- Head-wise cost-estimate;
- Salary/honorarium of professional/experts and other associate.
- Cost of data collection (enumerators) and data entry
- Cost of data analysis etc. mentioned in methodology part.
- Cost of travel and accommodation (if needed).
- Cost of report production of final in 3 (three) copies.
- Tax and VAT will have to be mentioned in the financial proposal based on the current GoB circulation.

Evaluation of Individuals Consultant/ firm:

The technical quality of the proposals will be evaluated on the basis of two major score points:

- Understanding the survey work i.e. (a) Understanding the objectives (b) Quality of methodology (c) Innovativeness (d) Operation Plan (e) Comments on ToR and (f) Presentation of proposals
- Quality of individual consultant/firm, its logistics and human resources i.e. (a) Experience of individual consultant/firm and similar and different types of studies conducted for national and international agencies, (b) Experience of Consultants (c) Technical supporting staffs and logistic facilities (d) Experience of the firm/Consultant with World Vision Bangladesh.

Selection Process

The selection of the consulting firm will be conducted in two stages. The total score for the technical evaluation is 100 points. Out of this, 70 points will be allocated to the review of the technical proposal, and 30 points will be allocated to the presentation.

Only those consultants/firms achieving at least 60% (i.e., 42 out of 70) in the technical proposal review will qualify for the presentation stage. During the presentation (worth 30 points), each consultant/firm must achieve at least 60% (i.e., 18 out of 30) to proceed.

The score obtained in the presentation will be added to the technical proposal score to form the combined technical score. This combined score will be used to finalize the technical evaluation and determine eligibility for the next stage—financial analysis.

It is to be noted that the presentation (30 points) may be conducted either face-to-face or virtually will be taken from consulting firm including the following content:

1. Organization Expertise (relevant)
2. Team composition, experience & division of tasks
3. Understanding of the objectives
4. Approach to analysis (including sample size clarification & methodology)
5. Work plan

Total score of this presentation will be 30. Later combining both the score, potential consulting firm will be hired for this evaluation process through QCBS Method.

The individual consultant/firm should provide relevant and appropriate evidences in support of their events and information provided for qualifying themselves.

Profiles of the Consultant:

The consultant should have:

- A higher degree in Statistics/social Science/Anthropology/ Development Studies/Public health or any other relevant research based study. Match with study objectives and engage need based SME (Subject Matter Expert) for conducting quality survey. Separate consultants cost need to explain in the budget including days of engagement in the survey.
- Proven Experience on the development context of Bangladesh and experience on working with mixed culture will be added extra value.
- Proven experience in conducting baseline/Evaluation for emergency/anticipatory project and understanding on participatory approaches.
- Proven experiences on analysis of socio-economic context, study on fragile context, vulnerability assessment, disaster preparedness and evaluation ability of preparatory actions during/pre disaster.
- Experience in combining qualitative and quantitative survey methods using WVB prescribed tools and develop by consultants. Ensure tools are aligned with baseline objectives in accordance with project perspectives.
- Experience in statistical analysis and triangulate the quantitative and qualitative data appropriately.
- Excellent report writing skill in English.
- Formation of a study team prefers Phd in relevant field of the lead consultant and adopt relevant experts and propose their level of engagement, responsibility must be clear enough and highlight everyone's contribution in baseline.

Activity Schedule:

Detail activity schedule is expected in the proposal using the following sample matrix.

| SL | Activity Type | W1 | W2 | W3 | W4 | W9 | W10 | W11 | W12 |
|----|---------------|----|----|----|----|----|-----|-----|-----|
| 1 | Activity-1 | | | | | | | | |
| 2 | Activity-2 | | | | | | | | |
| 3 | Activity-3 | | | | | | | | |

Tentative Timeframe for the Baseline Survey:

The whole process of Baseline Survey must be completed by a **period of 60 days (Calendar Days) of signing work order/Agreement**. No additional time will be allowed for completing the survey. The firm will submit their final product (soft copy) through mail after incorporating all the feedback provided by Project /Area Coordination Office /NO/ SO on draft report within this timeline. If consulting firm fail to provide report within the stipulated time then penalty will be imposed on delayed duration as per WVB SCM policy. After getting feedback from the support office on Baseline Survey Report, firm will have to submit hard copies as well as data pack soft copy.

Confidentiality and Copyright:

All relevant documents will be shared with the consultant/firm are confidential to World Vision Bangladesh. It should not be used outside of World Vision Bangladesh without any permission and back all documents to WVB/Haor Resilience and Preparedness Initiative(HaRPI)Project. Information received by the consultant/firm from Tahirpur AP and World Vision Bangladesh along with the information on Project working area should be treated as confidential. The Baseline report will be owned by Haor Resilience and Preparedness Initiative (HaRPI)Project/AP, World Vision Bangladesh and disseminated to authorities as the organization sees fit.

Products:

The selected consulting firm is responsible for delivering a separate Baseline Inception Report, which will detail the Baseline Study Design, present the Baseline Matrix, and provide the data collection instruments. This comprehensive report is expected to be 10-15 pages long.

At the end of the Baseline Survey, The Project/AP expects to have 03 hard copies along with soft copy of Baseline Survey report by the stipulated period. The Baseline Survey Report needs to follow LEAP Baseline Survey Report Guideline and template with relevant information. The language of the report will be in English.

- Soft copy of baseline survey report must submit to AP/Project/PQ tea,
- Minimum 3 hard copies of the baseline survey report must submit to AP/Project
- Final copy of all tools (KII, FGD, Survey questionnaires both Bangla and English)
- Soft copy of Database both quantitative and qualitative survey with summary of analyzed table, graph
- The consulting firm will present the survey findings to World Vision Bangladesh (WVB) in a meeting. In addition, firm will share a PowerPoint presentation detailing the survey's findings and methodology for dissemination with different stakeholder.

Tentative Report format:

The main baseline survey report will be maximum 30-40 pages.

- Coverage page
- Table of content
- Acronym
- Acknowledgement
- Executive summary
- Introduction
- Background
- Objectives and methodology
- Key findings (quantitative & qualitative)
- Observations and Findings (Detailed Narrative)
- Identified benchmarks by outcomes, outputs and indicators and compare with District and National data.
- Programming Opportunities/recommendation
- Limitations of the survey
- Recommendation
- Conclusion
- Others if any
- Annexure including table presentation of all quantitative data collected and summary of qualitative data by project, data collection tools, Location/Country Map.

Budget:

Required budget for baseline survey is available in Haor Resilience and Preparedness Initiative(HaRPI)Project budget. The consulting firm required to submit people engagement plan with number of days engagement and cost for individual for the entire study. This will be authentic and realistic plan and budget for the terms of deliverables.

Mode of Payment:

All payment should be in S2B and VAT/TAX should be deducted as per government policy.

- 50% of consultancy fees will be paid after submission of data analysis table & draft report
- The remaining 50% of consultancy fees will be paid after submission of final approved report.

VAT & TIN number :

- Individuals Consultant/firm should have VAT registration number and TIN number. VAT and Tax would be deducted as per Government rules at the day before of the payment.

Contact Person for Technical Queries:

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