

## Terms of Reference for Base Line Survey in 2 districts (Dhaka & Bagerhat)

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## SUMMARY OF THE DOCUMENT

<b>Program/Project, Project Number</b>	Community Driven Disability inclusive Disaster Risk Management and Climate Change Adaptation (CDDiDRM&CCA) Project
<b>CBM project number</b>	3949 –MYP
<b>Partner Organisation</b>	Centre for Disability in Development (CDD)
<b>Project start and end dates</b>	1 <sup>st</sup> January 2020 to 30 <sup>th</sup> December 2022.
<b>Purpose</b>	<p>Measure current situation, attitude, knowledge level, perception, and behavior towards disability, disaster risk, disability inclusive disaster risk management and disability inclusive climate change adaptation and current condition of community people. Ultimately, the purpose of the assignment is to carry out study to establish baseline against each indicator designed under the project. The consultant will also suggest additional/alternative indicators in the designed project if required.</p> <p>This baseline will be the basis in future to measure the key changes of condition and progress of the project after a certain period.</p>
<b>A Type of Survey</b>	Baseline
<b>Commissioning organisation/contact person</b>	Centre for Disability in Development (CDD) Broja Gopal Saha, Deputy Director, Centre for Disability in Development (CDD)
<b>Survey Team members</b>	Survey team including the team leader/principle consultant, 1/2 associates, CDD representative and a person with disability representing disability issues from OPD (Organization of Persons with Disabilities) and one personal assistant/care giver (if required) and one sign language interpreter for data collection days.
<b>Primary Methodology</b>	Interactive direct/online dialogue, one to one discussion, Zoom/direct meeting with the focus group, data collection from secondary sources and validation considering COVID-19 Pandemic situation.

	Where Internet access or connection is not available, there direct interview, discussion will take place to conduct initial discussion on this baseline survey.
<b>Proposed survey Start and End Dates</b>	Start: 15 <sup>th</sup> September2020, End: 30 <sup>th</sup> October2020
<b>Anticipated Report Release Date</b>	30 <sup>th</sup> October 2020
<b>Recipient of Final Report</b>	Nazmul Bari, Director, Centre for Disability in Development (CDD), Mushfiqul Wara, Country Director, CBM-BCO Talal Waheed, DiDRR Global Advisor, CBM

## **1. BACKGROUND OF PROJECT**

Centre for Disability in Development (CDD) in partnership with CBM is implementing three (3) years project titled "Community Driven Disability inclusive Disaster Risk Management and Climate Change Adaptation" (CDDiDRM&CCA) project in selected areas of Dhaka North City Corporation, Gaibandha, Savar Municipality and Bagerhat. CDDiDRM&CCA project is implementing from January 2020 and will continue until December 2022. This project will reach directly 12,000 community peoples of which 50% is female including persons with disabilities and indirectly reach more than 68,475 individuals.

The project is divided into three component. These are DiDRM in rural, DiDRM in urban and Disability inclusive Climate Change Adaptation (DiCCA) component. Rural DiDRM component is implementing by GanaUnnayan Kendra (GUK) in Sreepur and Haripur union under Sundarganj Sub-district of Gaibandha District. Urban DiDRM component is implementing by CDD and Savar Municipality in 2,4& 6 no Ward of Savar Municipality and by Disabled Child Foundation (DCF) in 23 no Ward of Dhaka North City Corporation (DNCC). Disability inclusive Climate Change Adaptation component is implementing by CDD in Southkhali Union under Sharankhola sub-district of Bagerhat District in the coastal zone of Bangladesh.

### ***Overall Objective of the project***

Overall objective of the project is to enhance resilience capacity of the most at-risk community through sustainable Disability inclusive Disaster Risk Management (DiDRM) & Disability inclusive Climate Change Adaptation (DiCCA) in rural and urban areas of Bangladesh. The overall change that the project will bring about is institutionalization of disability inclusive disaster risk management and disability inclusive climate change adaptation in both urban and rural areas in line with the national and international commitments.

### ***Specific objectives of the project***

The specific objective is that communities in rural and urban areas of Bangladesh benefit from disability inclusive disaster risk management and climate change adaptation policies and practices. After completion of the project, there will be some measurable changes or improvements in DiDRM as well as

inclusion of disability issues in climate change adaptation in coastal areas of Bangladesh reflected in the policies and practices.

The project focuses on both disability specific initiatives and disability mainstreaming in a twin-track approach in order to expand and consolidate disability inclusive development at the grassroots, on the one hand, and ensure its sustainability through institutionalization at all levels in local and national contexts, on the other hand.

The project within its limited capacity aims to uplift social status of persons with disabilities addressed through different activities in the intervention areas. Highlighting DiDRM through strengthening capacity of DMCs at all levels with inclusion of persons with disabilities, lobbying and advocacy at local and national levels, community and household sensitization, conducting CRA and PRAP, inclusive CCA etc. are all parts of social empowerment process of persons with disabilities.

The project is expected to produce following results:

1. **Result 1:**DiDRR and livelihoods sustained in Haripur and Sreepur Unions of Gaibandha district
2. **Result 2:**Capacities of concerned stakeholders in disability inclusive urban DRR in Savar and Dhaka City Corporation enhanced
3. **Result 3:**Capacity of CDD and other stakeholders on Disability inclusive Climate Change Adaptation (DiCCA) at Southkhali Union of Sharankhola Sub-district under Bagerhat District strengthened, evidence-based adaptation measures practiced, documented and disseminated

**Location:**

<b>District</b>	<b>Upazila/ Municipality/ City Corporation</b>	<b>Union</b>	<b>Ward</b>
Dhaka	Savar Municipality	-	Ward no 2, 4 & 6
	Dhaka North City Corporation	-	Ward no 23
Bagerhat	Sharankhola Upazilla	SouthKhali	All 9 wards

Total Project Budget: BDT 58, 398,396.19

## **Key Stakeholders:**

- Self Help Groups & OPD (Organization of Persons with Disabilities)
- Parents / Caregivers of persons with disabilities
- UDMC, WDMC and Municipal Disaster Management Committee
- DRR & CCA practicing organizations
- Community people
- Students & teachers of selected schools

## **Key Stakeholders from State**

- Department of Disaster Management, Ministry of Disaster Management and Relief, Ministry of Forest, Environment & Climate Change

## **2. SURVEY OBJECTIVE, SCOPE AND INTENDED USE**

The consultancy will be for Baseline Study in September– October 2020. In this consultancy the project baseline study will be undertaken to guide as reference for measuring progress, achievements, failure and success of the project.

### **2.1. SCOPE OF THE SURVEY**

Base line study will be done in the 2 district Dhaka & Bagerhat (Ward 23 of DNCC, Ward 2, 4 & 6 of Savar Municipality and 9 wards of Southkhali Union under Sharankhola Sub District) in line with parameters of expected results. Study will be provide benchmarks of the present attitude, knowledge level, perception, and behavior towards disability, risk, disability inclusive disaster risk management focusing earthquake, disability inclusive climate change adaptation and current condition of community people especially targeted communities and current practice of local government, NGOs practicing Disability inclusive Disaster Risk Management (DiDRM) and Disability inclusive Climate Change Adaptation (DiCCA).

Selected Firm/ individual person will be carrying out following activities in the baseline study:

1. Review of secondary sources of information and relevant project documents
2. Submit detail work plan with timeframe and responsible individual experts

3. Study methodology with appropriate data collection methods and data analysis tools and techniques
4. Prepare data collect tools like questionnaire, checklist for the field data collection. Firm/individual person will conduct field test and finalize tools and techniques of data collection. Data collection tools should in both Bengali and English language
5. Hire and train experienced field enumerators for qualitative and quantitative data collection and ensure the quality of data
6. Proper data management, coding, entry, cleaning and analysis in terms of purpose of the study
7. Preserve and provide soft copy of data (SPSS or Excel) both clean and unclean file
8. Prepare and submit draft report.

After submitting draft report, project team will review and provide necessary feedback. Firm/individual person should submit the final report addressing the feedback received from project team.

## **2.2. TARGET AUDIENCE AND INTENDED USE**

The target audience of the base line survey report is CDD and CBM. The survey team is expected to provide de-briefing on the survey/study to facilitate learning for stakeholders. The report will be used for measuring changes of stakeholders of the project.

Intended use:

- The findings from the study/survey will be important for CDD and CBM in identifying the gaps and keeping as baseline to check/monitor milestones of the project.
- Learning's from this study will enable CBM and CDD to further strengthen and refine the indicators of the CDDiDRM&CCA project.
- Any logical changes of Project implementation strategy may take place based on critical findings.

The survey/study process will take a participatory approach by involvement of project stakeholders, especially the targeted persons with

disabilities&Organization of persons with disabilities ensuring covid-19 safety measures. The measures will include social distancing, use of personal protective equipment and sometimes distance interaction by phone

### 3. SURVEY QUESTIONS

AREA OF ENQUIRY	QUESTIONS
<b>Relevance</b>	
<ul style="list-style-type: none"> <li>• Why is DiDRR &amp; CCA intervention important in the selected project areas?</li> <li>• Who are the potential stakeholders for the designed project?</li> <li>• What is the understanding of the Community including other targeted stakeholders in the project location on DiDRR and DiCCA ?</li> </ul>	
<b>Effectiveness</b>	
<ul style="list-style-type: none"> <li>• What is the knowledge level on DiDRR and DiCCA and leadership capacity of persons with disabilities and Organisation of Persons with Disabilities (OPDs) in the project location?</li> <li>• What is situation of waste management in the project location?</li> <li>• What is the process of accessing of persons with disabilities to (governmental) social safety nets program?</li> <li>• What is the capacity level of stakeholders on DiDRR and CCA in the project location?</li> <li>• What is the present scenario of functionality and inclusion of different disaster management committees in the project location?</li> <li>• How effectively women are contributing in different disaster management committees, SHGs and OPD/DPO?</li> <li>• What is the current status of child and adult safeguarding issues in the DRM/CCA initiatives of project stakeholders?</li> </ul>	
<b>Impact - Contribution to change</b>	
<ul style="list-style-type: none"> <li>• What are the national level policies existing for the DiDRR &amp; CCA?</li> <li>• What is the condition of utilizing the full potentiality and skills of persons with disabilities in terms of economic contribution?</li> <li>• What are the understandings of OPDs to involve themselves for issue-based advocacy to the policy makers at the local level &amp; national level?</li> <li>• What are the climate resilience livelihood options available in the project locations and How climate resilient livelihoods are contributing to</li> </ul>	



the socio-economic upliftment of persons with disabilities and their families?
<b>Sustainability</b>
<ul style="list-style-type: none"> <li>• Are persons with disabilities organized in the project location?</li> <li>• In what level persons with disabilities/OPDs are motivated and interested to contribute on DiDRM/DiCCA?</li> <li>• In which degree different disaster management committee are organized to manage crisis in an inclusive manner during disaster?</li> <li>• Current status of Union Parishad regarding inclusion in DRM and CCA initiatives?</li> <li>• What is the present status of voices of communities including persons with disabilities in different committees of local government and coordination committees?</li> </ul>
<b>Connectedness</b>
<ul style="list-style-type: none"> <li>• How are the local institutions (SHGs, OPD/DPOs and WDMCs, farmers clubs etc.) linked with local government in order reduce the disaster risk of community including persons with disabilities?</li> </ul>
<b>Coherence</b>
<ul style="list-style-type: none"> <li>• What is the platform and mechanism exist on DiDRM and DiCCA initiatives at the project location?</li> </ul>
<b>Coverage</b>
<ul style="list-style-type: none"> <li>• What is the geographical coverage of persons with disabilities at the project location in terms of every aspect of inclusion?</li> </ul>

## Gender

The base line survey will consider gender aspects of the project and report on this. Data collected will be disaggregated according to gender. The methodology will ensure that the voices of both men and women are heard and considered. For each of the enquiry areas above, it would be useful to consider any changes in the participation of women and men and how factors will be influenced these changes.

Particularly areas of baseline survey which will know specifically at gender including:

- Access to climate resilient livelihoods for both men and women
- Access to health and rehabilitation services for men, women and children
- Participation of both men and women in SHGs, apex bodies, WDMC, IFG, CFG and Farmers clubs.
- Needs for women and for men, for girls and for boys and how they will be identified and addressed by the project. What is the mechanism that will be developed and put in place for the benefit of both men and women/girls and boys on an equal basis?

### **Child Safeguarding**

The baseline survey must consider child safeguarding aspects and report on this. Like the present status of child safeguarding in the project location. Existing mechanisms which are practicing to ensure a child safe working environment.

#### **4. METHODOLOGY**

- The firm/individual person is responsible to develop appropriate methodology to the purpose of the study considering Covid19 protocol. The methodology should be mixed with both qualitative and quantitative data collection and analysis. Firm/individual person will be responsible to conduct field test before the starting the study.
- Sample size should be define considering 99% confidence level. Firm/individual person is expected to determine sample size based on targeted working area (wards). Sample size selection should be detailed in the methodology portion. Firm/individual person will also provide the data collection like including when, how and where data will be collected with detail time framework.
- Firm/individual person will provided detail work schedule including when and how data will be collected with appropriate data collection method in the working methodology. Data analysis tools, framework and reporting outline should be mentioned in the methodology section of technical proposal. In the analysis section of report should highlighted by disaggregated data by sex, socio-economic condition, disability, types of disability, age, disaster risk management and climate change adaptation.

#### **5. LIMITATIONS**

Considering the pandemic situation of COVID19 any reasonable change may take place in consultation of both parties during the period of survey/ study work.

## **6. TEAM QUALIFICATION AND MANAGEMENT RESPONSIBILITIES**

The required qualifications and experience for firm/individual person and study team are given below:

### **Minimum Eligibility and Qualifications of the firm/ individual person**

1. At least seven 7 years' experience conducting and leading baseline, end line study both in quantitative and qualitative, should be with reputed organizations (INGOs, NGOs, UN, and other humanitarian agencies)
2. Firm/Individual person should have all legal papers e.g. valid trade license, latest audit report, TIN etc.
3. Experienced in questionnaire development, testing and training and managing field enumerators
4. Experienced with study in Disability, Disability inclusive DRM & CCA or related sectors
5. Excellent knowledge, skills and experience in research methodology and statistical analysis
6. Proven advanced computer skills (SPSS and Excel), strong written, analytical skill
7. Excellent communication skills for facilitations and organized training and workshop
8. Excellent writing skill of report writing in English.

### **Minimum Eligibility and Qualifications of the key personnel:**

#### **1. Team Leader**

Postgraduate degree in Disaster Management, Climate Change, Development studies, Geography, Environmental Management/Science, Economics or related fields

- At least 10 years of professional experience in research and evaluation in the fields of disability, disaster management and climate change adaptation with a specific experience of leading national level study

## 2. Data Analyst

- At least graduation in Statistics or IT
- At least 5 years' experience of quantitative & qualitative research, data collection, working in disability inclusion, disaster management and climate change program

## 3. Disability Expert

- A persons with disability have at least 5years of professional experience in the field of disability inclusion..

## 4. DRR and Climate Change Expert

- Postgraduate degree in Disaster Management, Climate Change, Development studies, Economics or related fields
- At least 7 years of professional experience in the fields of climate change, disaster risk reduction or any related field

## **7. DELIVERABLES**

Firm/selected consultant will provide following deliverables considering digital accessibility:

1. Inception report including detail methodology, data collection plan and time framework
2. Data collection tools both in Bangla and English
3. Soft version (SPSS or Excel) of data base
4. Draft reports (separate 2 reports of Dhaka & Bagerhat district) in soft copies in MS Word and PDF format
5. Final 2 reports (separately for Urban and Rural) soft copies in MS Word and PDF format

## **8. DURATION AND PHASING**

<b>Output</b>	<b>Deliverables</b>	<b>No. of days required</b>
Planning and developing study (indicators, work plan and timeframe)	Inception Report	3
Develop and finalize methodology, sample size and data collection tools		3

&techniques		
Train field enumerators and field test		3
Data collection and data entry	Baseline Data Base	6
Data error checking and data cleaning		3
Data Analysis, Presentation and Validation	Draft Baseline Report (2)	4
Draft Report (Dhaka & Baherhat district)		3
Final Report (Dhaka & Bagerhat district)	Final Baseline Report (2)	2
<b>Total Days</b>		<b>27</b>

Duration of the study will be maximum 45 days within 15<sup>th</sup> September to 30<sup>th</sup> October 2020.

#### **9. COSTS AND PAYMENTS**

The cost for baseline study should take into account all HR costs and professional fees, travel costs, daily allowances and other expenses. CDD will make payments by bank transfer to the firm's/individual's bank account according to the ToR. Payment will be made based on deliverables upon submission of invoice and complete of work

- 1<sup>st</sup> Payment: 20% of contract value will be paid based on submission and acceptance of inception report
- 2<sup>nd</sup> Payment: 50% of contract value will be paid based on submission and acceptance of final data base
- 3<sup>rd</sup> Payment: 30% of contract value will be paid based on submission and acceptance of final baseline report

**VAT and tax will be deducted as per government's NBR policies.**

#### **10. EVALUATION PROCESS OF TOR**

For evaluating the firm/individual person, cumulative analysis weighted scoring method will be applied

<b>Criteria</b>	<b>Weightage Value</b>
<b><i>Technical Proposal</i></b>	<b>70%</b>
Experiences of the Firm/ individual person	15%
Methodology and work plan	25%
Expertise of the Study Team	30%
<b><i>Financial Proposal</i></b>	<b>30%</b>
<b>Total</b>	<b>100%</b>

### **Application procedure:**

Interested firms/individual person should submit their expression of interest to **info@cdd.org.bd** by **6<sup>th</sup> September, 2020**. In the subject line please mention Baseline Study of CDDiDRM&CCA Project. Application should include

1. Technical Proposal which contains cover letter, firms/individuals profile, previous experience, detail methodology, work plan, team profile including Curricula Vitae etc.
2. Financial Proposal which contains breakdown of all costs

### **11. DOCUMENTS FOR REVIEW**

After final selection Project Proposal (narrative, Logframe, budget plan, Project implementation plan) will be shared with firm/individual.

**APPENDIX: STAKEHOLDER ANALYSIS FOR BASELINE SURVEY.**

<b>Stakeholders</b>	<b>What is their interest and contribution in the proposed project?</b>	<b>What is their power and influence in the project (1-5 rating, 1=low, 5=high)</b>	<b>Will the project involve / these stakeholders in the evaluation? How?</b>
<b>Primary Stakeholders</b>			
Self Help group and OPD members	Skill and knowledge of these members will be enriched of Institutional management, Leadership, Resource mobilization, Documentation, etc.	4	They will be involved in survey through participate in focus group discussion.
Parents / Caregivers of persons with disabilities	Learn basic therapy and provide same for better care of children with disabilities and persons with mental health	4	Interview
UDMC, WDMC and Municipal Disaster Management Committee	UDMC,WDMC and Municipal DMC will be able to conduct their routine meeting, document activities independently and manage disaster situation.	4	They will be involved in evaluation through participate in focus group discussion and KII.
DRR & CCA practicing organizations	To start climate resilient disability inclusive sustainable livelihood activities to contribute to the socio-economic upliftment of persons with disabilities and their families	5	They will be involved in survey through participate in focus group discussion and KII.
<b>Secondary stakeholders</b>			
One Union Parishad  Three wards	Awareness, budget allocation and expenditure on disability issues and disaster risk	5	Interview

in One Municipality  One ward in one City Corporation	reduction & Climate Change adaptation		
Community people	Awareness on Disaster and Disability specifically on flood preparedness	3	FGD/KII
Students of selected schools	Awareness on Disaster risk reduction specially flood and earthquake.	3	Interview
DDM, MoDMR	Advocacy for disability inclusion in policies and implementation of those policies	4	Interview
OPD/DPO	Issue based advocacy with policy makers at national level for inclusive implementation of SFDRR	4	Interview
Upazila social service officers	Disability orientation to properly identify types of persons with disabilities, their needs and provide support through social safety net program	4	Interview

**LIST OF ABBREVIATIONS OF ACRONYMS:**

WDMC	Ward Disaster management Committee
SHG	Self-help Group
OPD	Organization of Persons with Disabilities
DiDRM	Disability Inclusive Disaster Risk Management
DiDRR	Disability Inclusive Disaster Risk Reduction
SOD	Standing Order on Disaster
DDM	Department of Disaster Management
MoDMR	Ministry of Disaster Management and Relief
SFDRR	Sendai Framework for Disaster Risk Reduction