

Concern Worldwide, Bangladesh

Terms of Reference

Study on the Anticipatory Action Activation and Value for Money Evaluation in Haor & Char Region

“Supporting Flood Forecast-based Action and Learning in Bangladesh Phase II”

(SUFAL- II) Project funded by ECHO

BACKGROUND

Bangladesh is a low-lying country with a flat topography. It has huge inland water bodies and some of the largest rivers in the world. Eighty per cent of Bangladesh's annual rainfall occurs during the monsoon season (June to October), resulting in flooding that affects around 25 per cent of the land area each year. Flooding that covers 60 per cent of the country's land mass occurs every four to five years. The SUFAL project Phase II location is Kurigram, Gaibandha, Jamalpur and Bogura districts of northwestern, and Sylhet, Sunamganj and Netrokona districts of northeastern Bangladesh.

ABOUT THE PROJECT

From August 2019 to June 2020, the first phase of ‘Supporting Flood Forecast-based Action and Learning in Bangladesh’ - SUFAL Project implemented its activities in three northern flood-prone districts: Kurigram, Gaibandha, and Jamalpur to reduce the impact of floods on communities, improve the effectiveness of emergency preparedness, response, and recovery efforts, and reduce the humanitarian burden through strengthening the Forecast-based Early Action (FbA) approach to monsoon floods. SUFAL reached 97% of the targeted population through actionable early warning and forecast information. 93% project population took at least one early action individually or collectively and per household average BDT 21,461 was saved by FbA intervention.

After the successful completion of the first phase, the second phase focusing on consolidating learning and scaling up forecast-based financing and forecast-based action (FbA/FbF) started on 1 July 2021 and will continue until June 2025.

In the second phase, Scaling up Flood Forecast-based Action and Learning in Bangladesh (SUFAL II) aims to strengthen FbA by generating longer lead time by developing community-based FbA approach and by pilot linking Forecast based Financing (FbF) to Social Safety Net Programme (SSNP) for financing early action. The SUFAL project worked with communities, government institutions and local disaster management committees to build on existing capacity and support the implementation of community-focused, forecast-based actions to mitigate the potential impacts of monsoon floods in Bangladesh's northwest region. It focused on integrating

anticipatory action into Bangladesh's national disaster-risk management framework by: (1) improving access to local impact-based forecasts and early warnings; (2) identifying thresholds and setting triggers for early action; (3) testing appropriate early actions that address the needs and priorities of vulnerable communities; and (4) generating evidence and lessons to influence policy, plans and financing for anticipatory action. **SUFAL-II is a consortium led by Care Bangladesh with Concern Worldwide, technically supported by Regional Integrated Multi-Hazard Early Warning System (RIMES) and financially supported by European Civil Protection and Humanitarian Aid Operations (ECHO).**

The SUFAL-II project continues to support the Bangladesh government in developing a community-based approach to forecast-based action in monsoon flood-prone northwestern Char areas, and in flash flood and lightning prone northeastern Haor areas. The results of the action are structured around the three pillars of anticipatory action:

1. Enhanced Early Warning System with tailored forecast information are available and used by the stakeholders and community.
2. Institutions and communities are able to take timely, appropriate, and inclusive and sector specific early actions to respond to multi-hazards.
3. Standard Operating Procedures (SOP) / Early Action Protocols (EAP) and financing mechanisms are developed through evidence generation and advocacy.

PURPOSE OF THE STUDY

The purpose of the study is to conduct a value-for-money evaluation to assess the cost-effectiveness of the interventions, providing actionable insights and recommendations to improve future anticipatory actions and resource allocation. This evaluation will inform stakeholders, including government agencies, NGOs, and donors, in their efforts to enhance flood anticipatory action strategies in the Haor and Char region.

THE SPECIFIC OBJECTIVE OF THE STUDY

- **Cost-Effectiveness of AA:** To analyze the beneficiaries' ability to reduce post-disaster loss and damages and increase resilience by taking anticipatory actions against the traditional emergency response.
- **Cost-Benefit of AA:** To analyze whether the anticipatory action has been beneficial, or the benefits outweigh the costs. This includes evaluating the financial investment in anticipatory measures against the socio-economic losses avoided due to timely interventions.
- **Resource Allocation and Co-contribution:** To assess whether resources were allocated optimally in terms of the benefits delivered relative to the costs incurred. It must show a bigger picture of co-contribution for resource allocation by consortium, government, independent institution, individual or community.
- **Recommendation:** Provide actionable recommendations to improve the effectiveness and efficiency of future anticipatory actions in the haor and char regions.

METHODOLOGY

The consultant(s)/ firm will propose the detailed methodology which will be finalized in discussion with the SUFAL II consortium. The Value for Money (VfM) study on Anticipatory Action in Char and Haor will be a robust mix of both qualitative and quantitative approaches where applicable. The Consultant (s) / individuals will also do secondary literature review of the relevant policies and documents, practices etc. The assessment begins with a comprehensive desk review of relevant project documents, policies, and literature to establish a foundation of existing knowledge. Field data collection follows, key informant interviews (KIIs) with stakeholders, focus group discussions (FGDs) with affected communities, and structured household surveys to capture both qualitative insights and quantitative data on flood impacts and community resilience. Where the cost-effectiveness analysis will illustrate the level of satisfaction, cost-benefit analysis (CBA) will present the socio-economic benefits of anticipatory actions with their costs. The VfM will be a comprehensive study to identify if anticipatory action has been timely, effective, efficient and appropriate relative to the costs of intervention (be it direct cost of project or co-contribution).

DELIVERABLES

Deliverable	Details	Timeline
Inception report	An inception report will be prepared by the consultant/firm and shared with the consortium. The report should include a detailed methodology, including sample size, sampling plan, data collection tools, plan for fieldwork, and data analysis.	7 days
Data collection	Based on the agreed inception report which will also include the data collection tool, the consultant will be responsible for testing and adjusting survey tools, will train field data enumerators and complete data collection. The consultant will also ensure data quality through random spot-checking.	18 days
Draft report	Based on the information collected and analyzed, the consultant/s will draft a report to present the findings from the study. This initial draft will be shared with the PMU through a presentation and for the first round of comments. If there are any gaps in information or findings, additional interviews can be set up in this period.	10 days
Final report	A high-quality, analytical evaluation report of 20-25 pages (excluding annexes and datasets), showing disaggregated findings in figures and descriptive formats. The structure of this report should be proposed by the consultant and agreed upon by the consortium before the inception report is signed off. Additionally, 4-page (max) summary of the full report including key recommendations to be submitted in both English and Bangla.	10 days
Knowledge product (Slide Deck, Info)	All developed tools in the final version, collected raw data, analysis sheets, summary report, presentations	5 days

graphs, Communication brief etc.) Raw Data, Analyzed data,	and other knowledge products should be shared with the consortium.	
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Noted: Review and feedback by consortium based on the draft report, the consortium will provide feedback, suggestions, and comments for corrections to the consultant within 10 days.

• TIME LINE

- The duration of this consultancy work will be 60 days from October to December 2024.

• REQUIRED QUALIFICATION AND EXPERIENCE

The Individual Consultant / firm will be selected through a competitive recruitment process.

a. Educational Qualification

Master's degree in Economics, Climate Change and Development, Development Studies, Disaster Science and Management, Geography and Environmental Science, International Relations, or any relevant Social Science background.

b. Experience

- Minimum 5 years of experience in disaster risk reduction (DRR), climate change adaptation (CCA), and anticipatory action, with a strong focus on flood-prone areas, especially haor and char regions.
- Mandatory experience in conducting value for money (VfM) evaluations in humanitarian or development projects, particularly in the context of disaster management.
- Demonstrated experience in conducting post-disaster or post-seasonal assessments, particularly in flood-affected areas. The consultant should be capable of evaluating the effectiveness of interventions, including the activation of anticipatory actions and their impact on vulnerable communities.
- In-depth understanding of the socio-economic and environmental dynamics of the haor and char regions of Bangladesh.
- Excellent Report writing skills (both English and Bangla)
- Experience working with government, NGOs, UN and international agencies.
- Cultural sensitivity and respect others opinions.

LINES OF COMMUNICATION

The consultant will work closely with SUFAL II project consortium team (CARE and Concern Worldwide) of Bangladesh.

ELIGIBILITY/ ESSENTIAL CRITERIA

Criteria which consultant must meet in order to progress to the next round of evaluation.

FOR INDIVIDUAL CONSULTANT

- A short CV maximum three pages highlighting experiences on related assignment completed with detail client name, address, contact persons & communication details (above criteria listed under “**Qualification and Expertise of the Consultant**” relevant here).

- For other members of team include short CV highlighting relevant tasks or assignment.
- TIN certificate
- A brief technical and financial proposal based on the information provided above.
- Applicants must share evidence of similar work completed.
- International experience will be an added advantage.

FOR CONSULTANCY FIRM

- Short profile of the firm highlighting experiences on related assignment with client detail as mention for individual consultant.
- Lead Consultant's (team leader) with 2 pages of CV highlighting related work experiences and assignment completed (above criteria listed under "**Qualification and Expertise of the Consultant Firm**" relevant here).
- Other Team members' (Engage in this assignment) with very short CV highlighting related task and assignment completed.
- Consultancy Firm's legal documents (Trade License, Certificate of incorporation, TIN and VAT registration).e) technical proposal (research proposal following section E.2), f) financial proposal is required to submit. Technical and Financial proposals should be in separate file or separate envelop (in case of hard copy)
- Applicants must share evidence of similar work completed
- International experience will be an added advantage

Technical Proposal Evaluation Format: Total 70 Marks

Evaluation Criteria	Marks	Marks detail
Relevant Educational qualification and experience	09	Evidence of each year experience (Per educational qualification 1 marks and per experience 1 marks)
Understanding of the assignment	15	Based on TOR
Experience in VfM evaluation	15	Based on TOR
Excellent (English and Bangla) writing skills on	10	Evidence of write up (Three English and two Bangla) (Each evidence 2 marks)

experienced documents		
Methodology	10	Based on TOR
In Time-bound rollout plan	11	Based on TOR

- **Note: The consultant must score above 56 (80%) marks in the Technical Evaluation to be considered for the Financial Evaluation. Evidence and experience, along with the lead consultant's profile, will be given significant consideration in the Technical Evaluation.**

PROPOSAL EVALUATION AND SCORING

- All submitted proposals will undergo a comprehensive evaluation process based on technical criteria. Each proposal will receive individual scores for its technical components, with a maximum of 56 out of 70 marks required to achieve a technical score of 80%.
- **Final Scoring:** The bidder will be considered for the next stage of selection if they achieve a technical score of 80% or higher. The bidder with the lowest financial proposal will then be selected for hiring.
- **Reservation of Rights:** Concern Worldwide reserves the right to cancel or disqualify any proposal at its sole discretion, without the obligation to provide a reason for such actions.

DELIVERABLE AND TERMS OF PAYMENT

Interested consultants are requested to submit their financial proposal along with the technical proposal including cost of field travel and other relevant cost for the **assignment for a period of total 60 days** consultancy; **inclusive all VAT and Taxes** as per policy of the government of Bangladesh, which shall be deducted at source prior to the payment.

PAYMENT MODE:

Deliverables	Measuring Criterion/ Indicator
Payment 1	First instalment is 10% of the total payment after contract signing and inception report containing detailed methodology, tools, and field plan
Payment 2	Second instalment of 30% of the total payment will be made upon submission and acceptance of the draft report. The draft report must be submitted as per above schedule. SUFAL consortium PMU/ Concern Worldwide will provide feedback on the draft report within 10 days after submission of the draft report. If Concern Worldwide does not accept the draft report, no further payments will be made.
Payment 3	The remaining 60 % of the total payment will be made upon submission and acceptance of a high-quality final report within the agreed timeline. The final report should be standard quality, if not; SUFAL consortium PMU/ Concern Worldwide will not accept it and no further payment will be made.

Concern Worldwide will not be liable for any bank charges arising from incorrect bank details being provided to Concern. The payments will be made through Account payee cheque.

Penalty Terms:

If the consultant/firm fails to provide services of any or all of the contract within the period (s) specified in the Contract / Purchase Order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price / Purchase Order amount, as penalty, a sum equivalent to the percentage stated below:

SL	No.	Total Delay	% to be deducted on the contracted value
01.		First 5 days	1%
02.		From 6 to 11 days	3%
03.		From 12 to 20 days	5%
04.		Above 20 days	The termination clause may be applicable as per terms of PO

Note: Deduction of the penalty amount will not be applicable in case if any extended completion time/ period is officially agreed and accepted by Concern Worldwide after the completion date mentioned in PO.

Copyright and Confidentiality

Concern Worldwide will have the copyright for all the documents, reports, and outputs generated as part of this study shall be the intellectual property. The copyright for these study/content will remain with Concern Worldwide and any reproduction or use of the study/content must be approved in writing.

You shall not use or disclose to any person during or at any time after your engagement by Concern any information relating to Concern's business and operations or any other matters which may come to your knowledge whilst providing the Services, and which may reasonably be regarded as confidential (Confidential Information). You further undertake to use all Confidential Information disclosed under this Agreement exclusively for the purposes of providing the Services. Any information which was already in your possession before it was disclosed to you under this Agreement or was already in the public domain; or Any disclosure required by law.

Concern World wide's policies and guidelines

Concern's Code of Conduct (CCoC) and its associated safeguarding policies; the Programme Participant Protection Policy, the Child Safeguarding Policy and the Anti-Trafficking in Persons Policy have been developed to ensure the maximum protection of programme participants from exploitation and to clarify the responsibilities of Concern staff, consultants, contractors, visitors to the programme and partner organisations, and the standards of behaviour expected of them. In this context staff have a responsibility to the organisation to strive for and maintain the highest standards in the day-to-day conduct in their workplace in accordance with Concern's core values and mission. Concern's Code of Conduct and its associated safeguarding policies have been appended to this Contract for your signature. By signing the Concern Code of Conduct you demonstrate that you have understood their content and agree to conduct yourself in accordance with the provisions of these two documents.

Breach of Code of Conduct and Sharing of Information: We are required to share details of certain breaches of Concern's Code of Conduct, specifically those related to fraud, sexual

exploitation, abuse and harassment and trafficking in persons, with external organizations such as institutional donors, regulatory bodies and future employers. In the event where you have been found to be in breach of these aspects of Concern's Code of Conduct, your personal details (e.g. name, date of birth, address and nationality) and details of these breaches will be shared with these external bodies. Organizations may retain this data and use it to inform future decisions about you.

In addition, where we are working in partnership with another organization and where there are allegations of breaches in the above areas against you, we will cooperate with any investigation being undertaken and will share your personal details with investigation teams.

A breach of this policy will result in disciplinary action up to, and including, dismissal.

Pre-bid Discussion meeting

A pre-bid discussion session will be conducted on:

Date: 14 October 2024

Time: 11.30 am to 12.30 pm

Meeting link: [Join the meeting now](#)

Meeting ID: 384 022 206 315

Passcode: U5eaYk

Application Process and Instructions: Interested consultant (individual/agency are invited to submit the technical and financial proposal (**separate files**) to consultancy.bgd@concern.net with a **subject line** "SUFAL Study" **within 21 October 2024.**