

Terms of Reference for Conduction of Baseline Study for the Local Adaptation for Resilience Building Project (for individual consultant/Consulting Firm)

Introduction

SKS Foundation intends to conduct a baseline study for the project: Local Adaptation for Resilience Building to Flood Affected Communities in Gaibandha, thereby wants to seek technical and financial proposals from individual consultants or from consulting firms to be selected for the purpose. Some salient features of the project and relevant information concerning this baseline study are furnished below for convenience.

Summary of the Project

Title of the Project:

Local Adaptation for Resilience Building to Flood Affected Communities in Gaibandha

Overall Objective (Impact):

Improved living conditions, food security and resilience to flooding among marginalized households in the char areas of Phulchari Upazila.

Project Objective (outcome):

5,000 target households in 70 flood-prone villages improve their income and food situation, health and resilience to flooding.

Project Specific Objectives (Outputs)

1. Target households are organized in functional self-help groups and use strengthened collective capacities for planning, implementation and access to services and support.
2. Women producers have strengthened capacities to apply climate-adapted agricultural and livestock practices and to make practical use of market information, buyers, and public and private services.
3. Target households use functional and flood-adapted WASH infrastructure and apply basic hygiene practices.
4. Target households are better able to cope with natural disasters.

Components of Interventions

The project will be implemented through participation of target women in the char communities, Union Parishads, government stakeholders, non-government stakeholders, private business actors in agriculture and livestock-based activities etc. The project is focused on developing agriculture and livestock-based livelihoods and income generation, locally-led climate change adaptation, disaster risk reduction, WASH in the context of flood, environment protection, governance, women empowerment. However, the major components of interventions are listed below:

- ✓ Identifying flood affected families, mobilization, formation of self-help (SHG) groups,
- ✓ capacity building of the target women participants and relevant stakeholders,
- ✓ climate resilient livelihoods (agriculture, livestock-based)
- ✓ engagement of private service providers related to agriculture, livestock,
- ✓ market linkage for better prices,
- ✓ protection of environment, organic practices,
- ✓ small scale disaster risk reduction activities,
- ✓ WASH in flood context,
- ✓ community-led implementation and monitoring,
- ✓ access to services, influencing duty bearers,

Location:

Flood affected Phulchari Upazila of Gaibandha district. All the 7-Unions of the Upazila, the flood affected communities (chars, riverbank mainland adjacent to chars) are the location of project implementation.

Target Participants:

5000 women participants living in river islands and flood affected areas of **Phulchari Upazila** will be the direct participants of the project having a population of 18,500 (av. Household size in **Fulchari Upazila** is 3.70).

Stakeholders:

Flood affected poor families/communities, Local administration at Upazila and district level, Union Parishads, Government duty bearing departments (Social welfare, agricultural extension, livestock, women and children affairs, health and family planning, public health engineering), Service providers of private sectors, traders and market actors.

Key Strategies of Implementation:

The project will be implemented through active participation of target women participants and stakeholders from the very beginning of the planning stage to all stages of the project cycle. However, the key features of strategies would be: selection of flood vulnerable poor families, mobilization for formation of women groups, capacity building of target participants and stakeholders, social and economic empowerment of the target women, climate resilient agriculture and livelihoods, flood preparedness, flood adaptive WASH and risk reduction measures, influencing duty bearers for accountable services, social inclusion, social awareness, etc.

Purpose of this baseline Study

The objective of this study is to assess the specific baseline data, information in the target communities/locations concerning income indicator of the target families, climate change adaptation measures, risk reduction measures and flood resilient livelihoods (agriculture and livestock), WASH situation, environment protection etc. in the context of flood prone areas of project locations in Gaibandha district.

However, the Specific Objectives would be:

- (1) To assess the baseline data, information of flood vulnerable communities for adaptation and resilience building,
- (2) ***To assess and verify the baseline data, information set as the initial values in the project impact matrix,***
- (3) To assess the initial capacity, experiences, strength of target communities for implementation of such a project,
- (4) Scope of participation and socio-economic empowerment of the target participants,

Indicators to be Assessed

In conformity with the objectives the assessment data and information should have to be organized against the following expected indicators **but not limited to:**

Quantitative Indicators:**Attached as Annex 1****Qualitative indicators**

- Socio-economic, socio-political and socio-cultural situation in the flood prone (char) context,
- Life and livelihoods of the poor and extreme poor population in the flood vulnerable areas,
- Flood preparedness, flood adaptive and risk reduction measures,
- Community perception on climate resilient agriculture practices and their involvement,
- Present scenario of access to finance for resilient livelihoods/IGA activities,
- Women engagement, capacity building, access to appropriate skills, capital support to flood vulnerable target families,
- Context of women involvement, their mobility and market linkage for their agricultural products,
- Gender perceptive, socio-cultural barriers to address the flood vulnerabilities,

Expected Competencies of the Consultant:

It is expected that the competency of the contracted agency/consultant will include:

- Experience in **conducting baseline studies** by using qualitative and quantitative methods, able to triangulate data including methodology and instruments.
- Having strong analytical writing skills.
- Having sound understanding on the following:
 - ✓ char (river island) community context,
 - ✓ community-based Self-Help Group (SHG) activities,
 - ✓ climate change adaptation and community based DRR issues in flood context,
 - ✓ small holder's flood resilient livelihood interventions (agriculture and livestock-based),
 - ✓ income generation interventions in the context of flood prone areas,
 - ✓ women empowerment in the context of char,
 - ✓ flood adaptive WASH,
 - ✓ promotion of renewable energy and environment protection,
 - ✓ interactions of rights holders, duty bearers, private service providers,
- Experience in both quantitative and qualitative research, having team members experienced in data collection, data entry, editing and analysis and report preparation.
- Evidences of relevant experiences of baseline study assignments done earlier,

Study Methodology

We suggest mixed method approach for the study under this assignment with the involvement of target community people at the core (**women of poor and extreme poor families**) and relevant stakeholders of the project including government duty bearing departments. However, the consultant/consultancy firm will propose detailed methodology which should include but not limited to the following below mentioned methods for the study process.

Information and Data Collection: The following techniques would be used for collection of both quantitative data and qualitative information under this assignment; however, the techniques are not limited to these tools only, the consultant may propose as appropriate:

- Desk Review (study reports of local and national level);
- Consultation with target communities, project executing agency, donor agency etc.;
- **Sample Survey: Respondents are women only (poor and disadvantage),**
- Focus Group Discussion (FGD);
- Key Informant Interviews (KII);
- In-depth Interviews (IDI);
- Case Studies/Most Significant Change Stories;
- Interview with the representatives of donor/implementing agency,

The Consultant/consultancy firm will propose the detailed methodology of the study along with statistically representative sample size. However, the consultant/firm will finalize the sample size with consultation of SKS Foundation.

Role of the Consultant/Firm

Developing survey methodology, survey schedule, questionnaire development, facilitation to the enumerators, supervision of field data collection, supervision of FGDs, KII, IDIs, data cleaning, data analysis, report preparation and submission. Consultant need to stay in the field with the enumerators during data collection days as per agreed schedule.

Role of SKS Foundation:

Will deploy field staff/enumerators, organize the field for survey/data collection, conduction of FGDs, KII, IDIs, data collection, community consultations, submission of data/information to the consultant. SKS will bear all the costs of field enumerators regarding the survey (travel, food, any logistics), photocopies of the questionnaires, any other costs concerning field movement, data collection in the field.

Outline of the Study Report

The report of this study must contain a summary, introductory sections, sections presenting the data collected and in-depth analysis, a section with final ratings according to the OECD DAC criteria. The report should be data and information oriented and should be in English language. Analysis of the findings should be organized as per the indicators stated above. The narrative analysis should be accompanied with data table analysis along with graphical analysis/presentation also.

So, the skeleton of the report would be but not limited to:

- Cover page
- List of acronyms
- Table of contents
- Introduction (description of purpose, objective, short overview of the independent consultant, methodologies, tools used for the assessment, and limitations etc.),
- Executive Summary (mentioning summary of findings/analysis/data and information),
- Desk/literature review (Analysis of available secondary data/information/facts/practices etc.).
- Analysis of assessment findings based on the context, field data collection, information gathering following the indicators set for the study, project-relevant needs of the target group, other actors etc.
- Annexure: Data tables prepared for analysis linked with graphs/graphical presentation etc. List of the respondents of KII and IDI. Map of the survey areas. Tools used for the study etc.

We appreciate to limit the study report within 30 pages (excluding the annexes).

Use of AI in any form in data analysis, graphical presentation or preparing the report is not acceptable.

Expected Deliverables:

1. An Inception Presentation Report with the detailed work plan, methodologies (sampling, data collection methods, data quality assurance, data processing and analysis, etc.),
2. A set of the final data collection tools/instruments developed for conducting the interviews, FGDs, KII, etc. as a process of this study;
3. A cleaned dataset of quantitative survey in Excel/SPSS format;
4. Soft copy analysis table for all the variables of the questionnaire and checklists,
5. Presentation and soft copy of the draft report for discussion and feedback,
6. 3-hard copies along with the soft copy (PDF and editable form) of the final report and all data tables, annexure and database on which the report has been produced.

Study location:

This study will be conducted in the flood vulnerable communities of **Phulchari Upazila under Gaibandha District**. However, different relevant stakeholders might be needed to meet for interview/data collection at local (Upazila/district) level and national level as well.

Time Frame:

We are expecting to start this baseline study from 10 November 2026 latest and final report would be submitted by 31 December 2026. However, the time frame would be as it is agreed and as per the agreement signed.

Submission of Proposals

We discourage for sending any hardcopy proposal, rather the proposals should be pdf/soft copy only including (1) technical and (2) financial proposals. Interested consulting firm/individual consultant/expert are requested to submit the proposals for this assessment to the following e-mail ID: [<director_se@sk-s-bd.org>](mailto:director_se@sk-s-bd.org) **on or before 12 October 2026. Consultant should submit the proposals particularly the financial proposal considering the “Role of the Consultant” mentioned above.**

The proposal should include:

- A forwarding letter.
- Technical and financial proposals. It is appreciated to keep the proposal (technical and financial) within 15-pages (excluding forwarding letter, cover page and annexes).
- **The financial proposal must be including VAT and TAX as per government rules,**
- **One evidence of similar experience concerning baseline study need to be attached (is a must),**
- CV of the “Consultant” is requested to attach as annex,
- Font size: Preferably not smaller than 10

As part of the bidding/selection process, we may invite the potential consultants for discussion and presentation on the proposal submitted before final selection, ***several discussions might be required***. We expect it would be a physical discussion at SKS Foundation Dhaka Office.

Contract Value and Payment Schedule

The contract value for this assignment will be paid to the consultant in accordance with normal procedures of SKS financial policy. The payment will be made through Account Payee Cheque in favour of the name of the firm/individual by two (2) Instalments. SKS will deduct Tax and VAT at source according to the government policy.

1. Maximum 50% of the agreed and contract amount after signing of the contract,
2. And the rest 50% will be after submission of the final report (as final instalment payment),

Ethical Considerations

No one respondent would be forced to provide data, information for this study initiatives. It is expected that the study objectives are clearly explained to all the respondents before interview/collecting data. Verbal consent of the respondents would be taken before collecting data, information and written consent for taking any photographs will be necessary. It should be clear to the respondents that this study report will not reveal the identity of the respondents. Ownership and copyright of all data, drafts and final products of the study assignment will be the sole and exclusive property of SKS Foundation. The consultant in no way will use these data, information for any other purpose later without prior consultation with SKS Foundation.

Agreement Signing:

Signing of this ToR (customized version if applicable) will be the agreement document between the selected individual consultant/consulting firm and SKS Foundation. The revised proposal (if applicable) and the revised financial proposal (if required) should be considered as part of the agreement for the assignment.

The Consultant/Consulting Firm acknowledges that this ToR has been read, understood the contents, and agreed to follow its terms and conditions mentioned above.

Attachment:

**Project Impact Matrix,
(Draft) indicators to be assessed,**

**Date: 4 October 2026
SKS Foundation**