

**CARE Bangladesh**  
**Terms of Reference**

**Consultancy for Developing Policy brief on Shock Responsive Social Protection (SRSP) Piloting through activating cash trigger during Monsoon and Flash Flood 2024**

**Project Summary:**

<b>Type of Study</b>	Develop Policy brief
<b>Name of the project</b>	Scaling up Flood Forecast-based Action and Learning in Bangladesh (SUFAL II)
<b>Project Start and End dates</b>	July 2021 to December 2024 north-western monsoon flood prone districts and June 2025 north-eastern flash flood prone districts
<b>Project duration</b>	47 months
<b>Project locations:</b>	Kurigram, Gaibandha, Jamalpur, Bogura, Sunamganj, Sylhet and Netrokona
<b>Thematic areas</b>	Disaster Risk Reduction
<b>Sub themes</b>	Anticipatory Action, Forecast-based Action, Forecast-based Finance, Monsoon flood
<b>Donor</b>	European Civil Protection and Humanitarian Aid Operations (ECHO)
<b>Estimated beneficiaries</b>	59,446 people and 41 institutions from 7 District in which 4 are from north-western monsoon flood prone districts and 3 are from north-eastern flash flood prone districts of Bangladesh
<b>Overall objective of the project</b>	Support communities and institutions to take Forecast-Based Action to protect lives, assets and livelihoods from the impacts of monsoon flooding in northwest and flash flood and lightning in northeast Bangladesh

**Introduction:**

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.

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 project focuses on reducing human suffering in the flood-prone Brahmaputra-Jamuna river basin areas through FbA approach and institutionalizing it in larger level. 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). By keeping communities at the centre and by being participatory in nature, the project assists local government and institutions in taking early action. By strengthening impact-based forecasting through tailored, sector-specific, timely and accurate data, SUFAL-II aims to support community and institutions in decision-making to act ahead of monsoon flood by utilizing suitable finance and resources with available time.

**Table 1.** Geographic Area and Population Coverage

District	Upazila	Union	Remark
Kurigram	Ulipur	Buraburi, Begumganj, Saheber Alga, Hatia,	Full Scale Implementation
	Chilmari	Raniganj, Thanahat, Nayarhat	Partially implementing Upazilas with technical support
Gaibandha	Saghata	Saghata, Ghuridah, Bharatkhal, Holdia, Jumarbari	Full Sclae Implementation
	Fulchari	Gazaria	Partially implementing Upazilas with technical support
Jamalpur	Madarganj	Charpakerdah, Balijuri, Jorekhali, Gunaritala	
	Sarishabari	Pingna	Partially implementing Upazilas with technical support
	Islampur	Kulkandi, Shapdari, Noapara, Chinaduli	SUFAL I upazila, currently implemented by Islamic Relief Bangladesh, and technically supported by SUFAL II.
Bogura	Sariakandi	Bohail, Kazla, Karnibari, Chaluabari	Full Sclae Implementation
	Sonatola	Tekanichukainagar	Partially implementing Upazilas with technical support
Sylhet	Gowainghat	Lengura, Rustampur	Full Sclae Implementation
Sunamganj	Dharmapasha	Shukair Rajapur Uttar, Joyosree	Full Sclae Implementation
Netrokona	Khaliajuri	Mendipur, Krishnapur	Full Sclae Implementation

**Table 2.** Key Participants, Target, and Impact Groups

Total	59,447
Female	26,751
Male	32,696
Number of organizations	41

### Background of Consultancy:

To ensure the third pillar of SUFAL project, “Financing mechanisms are developed through evidence generation and advocacy” consortium has been advocating with government to link any of Social Safety-net Programs (SSNPs) with forecast based financing. SUFAL conducted a study to generate evidence and understand the links between FbA and SSNPs. As the first stage of the study, a literature review and a consultancy workshop dated 12 May 2022 in Kurigram has been done that identified five (05) SSNPs showing the potential of being integrated into Anticipatory action:

1. Old Age Allowance (OAA) by the Department of Social Services (DSS) under the MoSW
2. Allowance for Widowed, deserted, and destitute women (VA) by DSS under the MoSW
3. The Gratuitous Relief (GR): an emergency relief programme by the MoDMR
4. The Employment Generation Programme for the Poorest (EGPP) by the MoDMR
5. Disability Allowance (DA) by DSS under the MoSW

The findings were presented in a consultation meeting on 14 September 2022 DG-DDM of that time and

proposed piloting of GR and EGPP under MoDMR. After the presentation as instructed By DG-DM a concept note was developed and submitted to DDM on 11 October 2022 which was later forwarded to MoDMR. Based on that SUFAL received a letter from Ministry on 27 February 2023 to organize a workshop. As per instruction of the Secretary of MoDMR The national stakeholder workshop by the project on Pilot Link Forecast-based Action with Social Safety Net Program was organized at DDM on March 2023. It is agreed that the proposed SSNP schemes (GR, EGPP) can be piloted for the study. For that, the existing guidelines will be reviewed and updated considering the proposed areas. Based on the stakeholder's feedback the concept note was revised and resubmitted to DDM and forwarded to Ministry on 29 March 2023. The project received a letter with queries on 17 August and responded on the same day. After that, it was stacked, and the project resubmitted the response on 22 November 2023. A desk review has been done which derived global evidence and lessons for shock-responsive social protection. In consultation at the national and sub-national levels, an option paper has been developed with the proposition of a phased approach. Finally, after several follow-up processes, on 02 April 2024, MoDMR approved to do the pilot in close collaboration with DDM and other stakeholders. Due to the heavy rainfall in the upstream of northeastern part of Bangladesh caused by cyclone Remal, SUFAL activated its first action trigger for cash support to the flash flood-affected households. on 29<sup>th</sup> May and total 210 households from Gowainghat upazila in Sylhet district received 7000 BDT (As per MoDMR approved concept note for piloting) for taking early action. In the second spell, on 18<sup>th</sup> June, SUFAL activated its action trigger for cash support in Sylhet, Netrokona and Sunamganj District and total 162 households from Dharmapasha upazila in Sunamganj district, 92 households from Khaliajuri upazila in Netrokona district and 90 households from Gowainghat upazila in Sylhet district received cash support for taking early action. And lastly on 4<sup>th</sup> July 2024, SUFAL activated its first action trigger in northwestern area of Bangladesh for monsoon flood. A total of 380 households from Kurigram districts and 380 households from Gaibandha received cash support for taking early action in this phase.

#### **Consultancy purpose:**

The purpose of the consultancy is to develop a policy brief capturing context, process and learning experience of piloting GR (Gratuitous Relief-Cash) as Shock Responsive Social Protection in Northeastern and Northwestern part of Bangladesh and its intended & unintended impact & way forwards.

#### **Specific objectives of the Consultancy:**

The specific objectives of the Consultancy are:

- To assess the existing policies framework on SRSP in Bangladesh and Global Context.
- To analyse the effectiveness of SRSP cash pilot during monsoon 2024 as one of the financing mechanism for anticipatory action.
- Identify enabler & barriers and competitive advantage & disadvantage in implementing SRSP and other Anticipatory Action (AA) financing tools.
- To develop a policy brief capturing context, process, impact, learning & recommendations for integrating SRSP approach in overall DRM framework and use as one the sustainable tools for financing Anticipatory Approach in Bangladesh.

#### **Methodology:**

The policy brief should be developed through both using primary and Secondary data and literature. The study will be primarily carried out through analysis of information collected from both sources in close coordination with SUFAL consortium and other stakeholders.

1. **Comprehensive desk review of background documents (1 weeks homebased):** Following an initial meeting with SUFAL II Project's PMU, the consultant/s will compile, review and analyze background documents and secondary data/information and publications related to the project. The consultant/s will draft a list of key stakeholders for data collection at national and subnational levels, along with data collection instrument. Schedule of interviews and assessment criteria will be finalized in consultation with SUFAL II project team. A list of background documentation for the desk review can be included and not limited to:

- Project documents (Will be shared by Project team)
  - Evaluation of Supporting Flood Forecast-based Action and Learning (SUFAL) Project in the 2020 Monsoon Flood
  - Midline (Monsoon Flood) and Baseline (Flash Flood) Study of SUFAL-II Project.”
  - Linking Forecast-Based Financing to Social Safety Net Programs In Bangladesh: Desk Review
  - Linking Forecast-Based Financing to Social Safety Net Programs In Bangladesh: Option Paper
  - SRSP laws and policies in Bangladesh
  - Utilization of District Disaster Management Funds and relevant Financing Mechanism for Anticipatory Action (AA)
  - Any other document seems to be useful
2. **Data collection (2 weeks):** The consultant/s will be primarily responsible for data collection through key informant interviews, focus group discussions, and case studies (depending on the methodology). SUFAL II consortium and partners will help set up interviews at the national and sub-national levels where required. A minimum of 2-3 representative districts will be selected as the study area. SUFAL II has done the SRSP piloting linked with anticipatory action in Kurigram, Gaibandha in northwestern part and Netrokona, Sylhet and Sunamganj in northeastern part of Bangladesh. Locations and detailed data collection plan will be finalized in discussion with the consultant/s.
  3. **Data analysis and first draft sharing (1 weeks homebased):** Based on the information collected and analysed, the consultant/s will draft a policy brief to present the findings from the study. This initial draft will be shared with the PMU for the first round of comments. If there are any gaps in information or findings, additional interviews can be set up in this period.
  4. **Presentation of findings to SUFAL-II team (1-day at Dhaka):** After the first draft of the policy brief is ready, the consultant/s will present the findings to stakeholders from government, NGOs, Red Cross, UN and AA Technical Working Group in Dhaka level. In coordination with the consultant/s and stakeholders, the PMU will set up the meeting. Based on the feedback received from stakeholders, the policy brief should be revised.
  5. **Finalize main Policy brief (1 weeks homebased):** A high quality, analytical policy brief of 4 pages (Max) will be developed. The structure of this policy brief should be proposed by the consultant and agreed by the consortium. The policy brief should be in English, however, considering easy dissemination of policy brief to local & national stakeholders consortium will take initiative to prepare a Bengali version of the brief.

#### Field Visit Location:

Selected 2 to 3 districts out of piloted Kurigram, Gaibandha, Netrokona, Sylhet and Sunamganj Districts.

#### Specific Tasks, Outputs and Time Frame:

Update this table as per bellow information

Activity	Week 1	Week 2	Week 3	Week 5
Contract signing	X			
Desk review	X			
Data collection		X	X	
Data cleaning and analysis			X	X

Draft Policy brief			X	X
Final Policy brief				X

Deliverables	Details	Timeline
a) Kick-off meeting and detailed methodology, tools, and field plan	After signing the contract with CARE Bangladesh, the consultant/s is expected to sit for a kick-off meeting with PMU where a layout, methodology, tools and field plan will be finalized on how the assignment will be carried out.	1 <sup>st</sup> week of November
b) Data Collection and Analysis <i>data base</i>	Consultant/s will collect data from the field level and analyze them as per methodology.	2 <sup>nd</sup> week of November
c) Draft Policy brief & presentation slide	The consultant/s will present the summary findings (2-4 pages) to SUFAL-II project team and take the feedback for finalizing the policy brief	4 <sup>th</sup> week of November
d) Final Policy brief & final slide deck	The final policy brief (4 pages) will be prepared in both Bengali and English version, for wider circulation.	4 <sup>th</sup> week of November

The consultant is accountable for maintaining the requirements for the content, format, or length of the final deliverables, overall quality and approved timelines. The contract will be a deliverables-based contract, and each payment will be contingent on receiving the agreed deliverables in their final versions at acceptable quality standards.

The policy report must include:

- A linkage between anticipatory action and financing.
- Key learning from the SRSP pilot.
- Key findings and recommendations.

**Shareable Evidence:** Evidence collected by the consultant from the conclusions and recommendations must be submitted along with the final policy brief. All datasets, qualitative interviews, and underlying data are owned by CARE and are included in final deliverables. Sources of all evidence must be identified, and conclusions must be based only on evidence presented in the policy brief, and recommendations must directly correspond to the conclusions.

**Minimum expertise requirement:**

- A master's or higher degree in a relevant field (e.g. development studies, disaster management, geography, natural resources management, environmental sciences, social science).
- At least 7 years continuous experience in DRR & Social Protection field is required

- Proven track record on developing policy brief, project evaluation is highly preferable.
- Familiarity with disaster management policies, framework and projects in Bangladesh.
- Ability to apply gender sensitive and inclusive lens to all work.
- Excellent English Report writing skills.
- Experience working with government, NGOs, UN and international agencies.
- Cultural sensitivity and respect others opinions.

#### **Evaluation Criteria:**

The consultant will be evaluated based on the following weight: 100 marks.

- Technical Score: 70%
- Financial Score: 30%

#### **Technical Evaluation Criteria: (Score is 100 and weight is 70%)**

The consultant/consultancy team will be assessed based on the following criteria:

<b>Technical Evaluation Criteria</b>	<b>Allotted Score(Maximum)</b>
Educational qualification of MSc. In disaster management/social science/political science or any other relevant subject	10
Knowledge and understanding on disaster management/Social protection policies, government funding mechanisms, and sector specific knowledge (if in team, composition and relevance)	10
Professional experience along with proven record of developing policy brief or conducting project evaluation.	20
Data collection, quality assurance, data management plan and smart tools/sound equipment usage	20
Interview and presentation	10
<b>Total</b>	<b>70</b>

#### **Financial Evaluation Criterion: (Score is 100 and weight is 30%)**

Only the participated bidders will be considered for this evaluation and the lowest bidders will be assigned with full/highest marks that is 100 and the subsequent highest bidders will get proportionate lower score out of 100. Bidders who get at least 50% mark on technical part will be assessed for financial scoring.

The total score derived from the mentioned proposals (technical and financial) will be the final score and converted to the score out of 100. CARE Bangladesh also reserves the right to cancel, disqualify any proposal without explaining any reason whatsoever.

#### **Application process:**

If you are interested and feel competent to carry out this very exciting consultancy work, please submit technical and financial proposal in two separate documents:

##### **Technical Proposal:**

1. Resume of team members/Organizational Profile with previous/ongoing client lists
2. A one-page application letter of expression of interest
3. Set of documents mentioned in the Technical Evaluation Criteria

4. Detailed Technical-narrative proposal with clearly outlined methodology, timeline, assessment approach and techniques, Level of Effort (LoE) of each member of the consultants/consulting firm and tools to be employed.
5. A sample of at least 2 recently written reports of similar assignments.

#### Financial Proposal:

1. Filled up Financial Proposal that outlines the fees and associated costs including govt. circulated VAT & TAX and provide budget notes.

Applications not including all of the above information will not be reviewed. CARE Bangladesh is an equal-opportunity employer.

#### Terms of Payment

The Consultant will be paid as per the following schedule:

PAYMENT MATRIX		
Deliverables	Measuring Criterion/ Indicator	% on total Purchase Value
<i>Deliverables 1</i>	Kick-off meeting and detailed methodology, tools, and field plan	20%
<i>Deliverables 2</i>	Draft policy brief and presentation of findings	40%
<i>Deliverables 3</i>	Final policy brief and slide deck	40%

Payments in local currency will be paid as per standard procedure. There will not be any scope to pay in advance before starting the work. Consultant shall provide CARE Bangladesh with periodic and final invoice statements indicating Services performed, expenses incurred, past payments made and any other information CARE Bangladesh shall reasonably request. Consultant shall provide a final invoice statement whenever requested by CARE Bangladesh up to sixty (60) days after the date set for the completion of the Services in this SOW.

CARE Standard Payment Terms are 30 days from receipt of goods or service and accurate & complete invoice acceptable to CARE Bangladesh.

#### Penalty Terms:

If the consultant/agency 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:

SI No.	Total Delay	% to be deducted on the contracted value
01.	First 5 days	2%
02.	From 6 to 11 days	4%
03.	From 12 to 20 days	6%
04.	Above 20 days	The termination clause may be applicable as per terms of PO

**\*\*Deduction of the penalty amount will not be applicable in case if any extended completion time/ period is officially agreed and accepted by CARE Bangladesh after the completion date mentioned in PO.**

#### Intellectual Property Rights

CARE Bangladesh's copyrights are reserved for every data set, report, and strategy documents generated by the consultant during the consultancy period for the said purpose. The consultant may not share these documents or

use the evidences without informing with CARE Bangladesh in written.

## Ethical Considerations

- **Participatory:** All stakeholders and beneficiaries type should be consulted during the study process ensuring the true participation.
- **Inclusiveness:** Ensure that beneficiaries from different ethnic, social and religious backgrounds have the chance to participate, as well as with disabilities and who may be excluded or discriminated against in their community.
- **Ethical:**

The B+M+E or research must be guided by the following ethical considerations:

- Systematic inquiry: Consultant conduct systematic, data-based inquiries
- **Integrity/honesty:** Consultant display honesty and integrity in their own behaviour and attempt to ensure the honesty and integrity of the entire study process.
- Safeguarding – demonstrating the highest standards of behaviour towards beneficiaries specially marginality
- Sensitive – to child rights, gender, inclusion and cultural contexts
- Openness - of information given, to the highest possible degree to all involved parties
- Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
- Public access - to the results when there are not special considerations against this
- Broad participation - the relevant parties should be involved where possible
- Reliability and independence - the baseline should be conducted so that findings and conclusions are correct and trustworthy

It is expected that:

- Data collection methods will be age and gender appropriate.
- Baseline activities will provide a safe, creative space where respondent feel that their thoughts and ideas are important.
- A risk assessment will be conducted that includes any risks related to children or young people's participation. Informed consent will be used where possible.

## Managing Unexpected:

The consultant must keep this in their prime consideration how to manage if any unexpected situation like strike and political uprising, natural disaster that may affect the overall consultancy work. They should keep options for contingency plan and alternatives without compromising the overall quality, purpose and timeline.

## Special Terms and Conditions related to submission of this tender:

1. Financial and technical proposal soft copy should submit in two separate documents.
2. Soft copy submission: no late submission **after..... (Date & time)** is going to be considered for evaluation. Rather it will be considered as disqualified unless otherwise a common valid reason is applicable for all other participants and considered by the procurement committee.
3. Timely submission by e-mail has to be maintained very strictly as well. To avoid any unnecessary hassle due to network quality or jamming it is requested to submit the proposal minimum 02-03 hours before the time is expired. However, if any sender sent their document at right time but it reached to us after the mentioned submission time will also be disqualified.
4. In case of soft copy submission please submit proposals to the correct email mentioned in RFP.
5. You are requested to submit your proposal or financial offer in your company letter head pad or if it is in white page then with company seal and sign.
6. Any kind of solicitation or effort to bribe any current CARE Bangladesh staffs is not going to be entertained to get any special facility. Rather reporting of similar kind of activities will be dealt severely and the proposals shall not be considered.

7. CARE Bangladesh (BD) does not require to receive any payment in cash or in kind for including a vendor to its Approved Vendor List, invite to submit quotation or for final selection as a supplier for goods and services. Likewise, it also strictly prohibits its employee to demand such payment from a vendor or involvement in any form of conflict of interest. In case of any attempted request for such kind of payment from any employee, as a vendor you are kindly requested to send complaint to CARE BD Country Director (CD) at email account [BGDProComplaint@care.org](mailto:BGDProComplaint@care.org) , or any of CARE BD's senior leaders. Please label the emails as "confidential & privileged". "Any proposals be submitted to the complaints email, they will be treated as spam and the sender will be blocked which will mean they will not be considered in the future for any submission". Moreover, the Vendor hereby declares and confirms that it and its employees do not attempt to make such unlawful payment directly or indirectly to CARE employee or allow involvement of CARE employee in any activity that lead to any form of conflict of interest. Such unlawful attempt and involvement shall be a ground for disqualification and blacklisting of the vendor and cancellation of any existing order."
8. The terms and conditions mentioned here shall remain same in the final agreement document.
9. CARE Bangladesh reserves the right to accept or reject partially or fully any or all quotations without assigning any reason whatsoever. CARE Bangladesh may not select the lowest bidder, if the quality, specifications etc. are not up to the mark and not bound to provide any explanation about the selection process.