

Terms of Reference (ToR)

for

Baseline Survey for “Civil Society–Led Transformation Toward Gender-Responsive Climate Resilience in Coastal Bangladesh” (CSGRC) Project

1. Background

ActionAid is an international non-governmental organization working in Bangladesh since the 1980s to promote social justice, gender equality, and climate resilience. The organization focuses on women’s rights, climate justice, youth engagement, and humanitarian response.

The SIDA-funded project titled “Civil Society–Led Transformation Toward Gender-Responsive Climate Resilience in Coastal Bangladesh” is led by ActionAid Sweden and implemented in Bangladesh by ActionAid Bangladesh (AAB).

The project will be implemented in Shyamnagar Upazila of Satkhira District and Pekua Upazila of Cox’s Bazar District. The initiative aims to strengthen civil society leadership and ensure meaningful participation of women and youth in climate adaptation and disaster risk reduction (DRR) decision-making. A baseline survey is required to establish benchmark values for project indicators and to understand the existing socio-economic, gender, and climate resilience context of the target communities.

2. Overview of the Project

The project adopts a **community-led, decentralized approach** through local resilience hubs and grassroots CSOs.

Target Groups:

Category	Target Group	Target/Reach
Direct	Women and youth, including members of CRGs and other community resilience groups	2,500 persons
Direct	Grassroots women-led, youth-led and women’s rights CSOs	10 CSOs: 6 in Shyamnagar and 4 in Pekua
Direct	Households benefiting from adaptation and livelihood initiatives	2,500 households, approximately 12,500 people
Direct Stakeholders	Government officials and community leaders	40 persons

Note: CRG members are included within the overall target of 2,500 women and youth and should not be counted separately.

Key Interventions:

- Capacity building of grassroots CSOs and networks on gender-responsive climate adaptation, DRR governance, public service accountability, evidence generation, advocacy and campaigning.
- Leadership development of women and youth on climate response, gender-responsive DRR, community action monitoring, GBV prevention and coordination with government disaster management systems.
- Participatory gender-responsive climate risk assessments, livelihood assessments and preparation of local adaptation and disaster preparedness plans with women, youth and community stakeholders.
- Support for women- and youth-led adaptation micro-projects and diversified climate-resilient livelihood initiatives, including access to extension services, processing and market opportunities.
- Strengthening localized climate and disaster advisory services, early warning dissemination, preparedness planning and community-based anticipatory response mechanisms through women and youth groups.
- Community-led social and behaviour change communication (SBCC), GBV prevention and response, SRHR awareness, referral linkages and actions to address harmful gender norms that increase climate vulnerability.
- Policy dialogue and evidence-based advocacy with local government institutions, national platforms, relevant ministries and decision-makers to promote gender-responsive climate adaptation, DRR and public accountability.

3. Objectives of the Baseline Survey

The overall objective of the baseline survey is to establish credible benchmark values for the Bangladesh project indicators so that progress and changes can be measured consistently at endline.

Specific Objectives:

- Establish baseline values for all relevant outcome and output indicators in the Results Framework, with data disaggregated by sex, age, disability status and geographic location, where applicable.
- Assess the current level of participation, leadership and influence of grassroots CSOs, women and youth in gender-responsive climate adaptation and DRR decision-making structures and processes.

- Assess existing household and community practices related to climate-risk reduction, early warning, preparedness, response capacity and climate-resilient livelihoods.
- Identify social, economic, cultural, institutional, gender- and disability-related barriers affecting the meaningful participation of women, youth and marginalized groups.
- Assess the existing capacity of grassroots CSOs, community groups and relevant local institutions, and provide practical recommendations for project implementation, target refinement and future baseline-endline comparison.

4. Scope of Work

The consultant/team will:

- i. Review project documents, logical framework, and indicators
- ii. Design a detailed methodology (quantitative + qualitative)
- iii. Conduct fieldwork in Shyamnagar Upazila, Satkhira District and Pekua Upazila, Cox's Bazar District.
- iv. Engage with:

Women and youth beneficiaries

- Grassroots CSOs
 - Community leaders and government representatives
 - Project staff and stakeholders
- v. Collect and analyze baseline data on:
 - Participation in climate governance and decision-making
 - Access to climate information and early warning systems
 - Adoption of climate-resilient livelihoods
 - Gender norms, GBV risks, and protection services
 - Capacity of CSOs in advocacy and service delivery
 - vi. Develop and document baseline values for all relevant Bangladesh project indicators, including indicator-wise data tables and disaggregation required for endline comparison.
 - vii. Prepare comprehensive baseline report

5. Methodology

A mixed-method approach will be used:

- **Quantitative Surveys:** Household/beneficiary surveys
- **Focus Group Discussions (FGDs):** Women, youth, CSOs
- **Key Informant Interviews (KIIs):** Government, NGOs, leaders

- **Case Studies:** Selected beneficiaries/CSOs
- **Secondary Data Review**

Special emphasis will be given to:

- Gender and inclusion (women, youth, PwSN)
- Participatory and rights-based approach

Tentative quantitative sample size: 560 respondents/households in total, comprising approximately 280 in Shyamnagar Upazila and 280 in Pekua Upazila. This indicative allocation is based on a 95% confidence level, 5% margin of error, a conservative proportion of 50%, allowance for clustered sampling and non-response. The consultant will review and validate the final sample size, sampling frame and allocation during the inception phase in consultation with ActionAid Bangladesh. All targeted grassroots CSOs will be covered through a census/organizational assessment, while the number of FGDs, KIIs and case studies will be proposed and justified by the consultant.

6. Key Questions to be Answered

Result 1: Enhanced participation and decision-making agency of grassroots CSOs, women, and youth in gender-responsive climate adaptation and DRR.

- To what extent do women- and youth-led grassroots CSOs currently influence gender-responsive local climate adaptation and DRR decisions, and what evidence or examples demonstrate this influence?
- What proportion of women and youth members of targeted grassroots CSOs currently hold formal or informal decision-making positions in climate adaptation and DRR bodies?
- How meaningful and consistent is the participation of women, youth and persons with disabilities in relevant meetings, committees, planning, budgeting and decision-making processes?
- Why are some CSOs, women and youth able to influence climate and DRR decisions while others are unable to do so, and what social, economic, cultural, institutional or accessibility factors shape this difference?

Output 1.1: Grassroots CSOs strengthened capacity on gender-responsive climate governance, DRR, accountability and evidence-based advocacy and campaigning.

- How do targeted CSOs and their networks currently develop and apply knowledge and skills related to gender-responsive climate governance, DRR, public accountability, evidence generation, advocacy and campaigning?
- How do CSOs engage ward-level disaster committees and other duty-bearers, and why are these accountability and coordination mechanisms functional or non-functional?

Output 1.2: Women and youth leaders are strengthened in leadership, climate response, DRR, GBV prevention, and response and coordination with government disaster management systems.

- How are women and youth groups currently organized, led and supported to perform leadership, climate response, DRR, GBV prevention, referral and community coordination roles?
- How do these groups coordinate with grassroots CSOs, government disaster management structures and Upazila-level federations or coalitions, and why does this coordination and representation work well or poorly?

1.3 Participatory gender sensitive climate vulnerability and capacity assessment led by LAPA facilitated by CSOs.

- How are participatory gender-sensitive climate risk, vulnerability, capacity and livelihood assessments and LAPA processes currently conducted, and how are women, youth, persons with disabilities and other marginalized groups involved?
- How are assessment findings used in community and local government planning, budgeting, advocacy and implementation, and why are some identified priorities addressed while others are overlooked?

1.4 CSOs, women, and youth engaged in policy dialogue and advocacy at local and national levels to influence national policies and plans.

- How do CSOs, women and youth identify priority issues, generate evidence and engage local and national duty-bearers through policy dialogue and advocacy?
- Why does their advocacy lead, or fail to lead, to commitments, planning or budget changes, improved services or wider policy influence?

Result 2: CSO-led integrated and nexus climate-DRR actions strengthening community resilience (mitigative, adaptive, transformative).

- What proportion of sampled households currently adopt at least one risk-reducing practice or technology, including ecosystem-based solutions, resilient infrastructure, climate-resilient livelihood practices or early-warning response actions?
- Which risk-reducing practices or technologies are currently used, and what factors enable or limit their adoption and continued use?
- What proportion of targeted groups currently demonstrate adequate preparedness and response capacity based on a consistent baseline-endline assessment framework?
- How do households and communities currently anticipate, prepare for, respond to and recover from climate and disaster risks, and why do important capacity gaps remain?

Output 2.1: Women- and youth-led community adaptation micro-projects are implemented to enhance climate resilience and protect local ecosystems.

- How are community adaptation micro-projects currently identified, designed, selected, implemented and led by women and youth, and how do they respond to local climate risks and ecosystem priorities?
- Why are existing adaptation initiatives effective or ineffective in terms of inclusion, community benefit, maintenance, sustainability and potential for scale-up?

Output 2.2: Climate-resilient livelihoods and market access for women and youth are strengthened while promoting local knowledge, best practices, and innovation.

- How do women and youth access and apply training, inputs, technical advice, finance, extension support, local knowledge and innovation for climate-resilient livelihoods?
- How do livelihood initiatives connect with markets and value-chain actors, and why do barriers related to finance, processing, market access and control over income persist?

Output 2.3 Community-based climate advisory and early warning dissemination mechanisms are strengthened.

- How does climate and early-warning information currently move from official and community sources to households, and how timely, understandable, trusted, accessible and actionable is it for different groups?
- How are women and youth involved in warning dissemination and coordination, and why are some households or marginalized groups unable to receive, understand or act on warnings?
- How are community disaster preparedness workplans, budgets and anticipatory pool funds developed, governed, reviewed and used, and what limits their functionality, inclusion and transparency?

Output 2.4 Community-led SBCC campaigns and GBV prevention and response initiatives are implemented.

- How are SBCC, GBV prevention, referral and response initiatives currently designed and delivered for different target groups, and which messages and communication channels are considered most trusted and effective?
- Why do harmful gender norms, unequal power relations, accessibility gaps and service or referral barriers persist, and how do they affect climate vulnerability, safety and participation?

7. Deliverables

The consultant/team will provide:

i. Inception Report

- Detailed methodology, validated sample size and sampling framework
- Indicator-wise quantitative and qualitative data collection tools in English and Bangla
- Workplan
- Deadline
- Team formation
- Data analysis plan
- Reporting structure

ii. Draft Baseline Report

iii. Final Baseline Report, including:

- Executive Summary
- Introduction
- Methodology and limitations
- Key Findings

- Indicator-wise baseline values and disaggregated data tables suitable for direct comparison at endline
- Recommendations
- Annexes

iv. Presentation of Findings

v. Evidence Brief (4/5 pages)

vi. Cleaned raw dataset, data analysis files/syntax, codebook and final data collection tools

8. Timeline

The baseline survey will be conducted within **30 days**, starting from **20 June 2026** and ending by **20 July 2026**.

A detailed timeline will be finalized during the inception phase.

9. Required Qualifications

Education

- Postgraduate degree in Development Studies, Climate Science, Gender Studies, Social Sciences, or related field

Experience

- Minimum 5–7 years of relevant experience
- Proven experience in baseline/endline studies
- Experience in climate resilience, DRR, gender, or CSO strengthening
- Experience working in coastal or climate-vulnerable regions

Technical Skills

- Strong quantitative and qualitative research skills
- Knowledge of MEAL frameworks, results-based management, indicator measurement, sampling and digital data collection tools
- Experience in gender and inclusion analysis

Soft Skills

- Strong communication and facilitation skills
- Ability to work with diverse stakeholders
- High-quality report writing

10. Application Process

Interested consultants should submit:

- Technical proposal
- Financial proposal
- CV(s)
- Sample of previous work

11. Reporting and Coordination

The consultant/team will report to:

- Project focal person (AAB)
- MEAL Unit, ActionAid Bangladesh

12. Budget

700,000 BDT (Vat and tax included)

13. Ethical Considerations

The consultant/team must follow ActionAid's ethical and safeguarding standards throughout the study. This includes:

- Obtaining informed and voluntary consent from all participants.
- Ensuring confidentiality, privacy and anonymity.
- Applying a do-no-harm, gender-sensitive and disability-inclusive approach.
- Following PSEAH, child safeguarding and data-protection requirements.
- Conducting sensitive interviews safely and maintaining appropriate referral procedures.
- Securing and anonymizing all collected data and using it only for the purpose of the study.

14. Proposal Submission:

Deadline for Proposal Submission: 11 July 2026

- Please click below the link to submit your proposals

Link: <https://jobs.actionaidbd.org/consultancy>

Disclaimer: ActionAid Bangladesh reserves the right to accept or reject any or all applications without assigning any reason thereof