

Terms of Reference (ToR)

Title: Developing a concept paper on Innovative Approaches and Multi-Stakeholder Solutions for Multi-Hazard Urban Disaster Risk Reduction and Preparedness in Urban Areas.

Background & Rationale

Bangladesh is one of the most disaster-prone countries in the world, and its urban centers, particularly Dhaka and Chattogram, face complex and escalating risks from multiple hazards. Rapid urbanisation, unplanned land use, population density, and aging or inadequate infrastructure have heightened the vulnerability of these cities to floods, waterlogging, fires, extreme heat, earthquakes, cyclones, storm surges, and climate-induced hazards. The concentration of people, economic activities, and critical infrastructure amplifies potential losses, affecting livelihoods, public health, and economic growth.

Traditional urban disaster management approaches in Bangladesh have largely relied on reactive measures such as emergency response, relief distribution, and ad-hoc infrastructure repairs. While necessary, these interventions are insufficient to address the complex, interlinked, and evolving risks posed by multi-hazard urban scenarios. Rapid urbanisation, informal settlements, aging infrastructure, and climate change have created vulnerabilities that cannot be managed through conventional methods alone.

Innovative approaches are therefore essential to shift from reactive management to risk reduction, preparedness, and resilience-building. These approaches leverage technology, data, and community participation to anticipate hazards, reduce vulnerabilities, and strengthen adaptive capacities. Examples include GIS-enabled hazard mapping, early warning systems, resilient building designs, and nature-based infrastructure such as urban wetlands and green roofs. Community-driven initiatives empower local populations to prepare for, respond to, and recover from hazards, ensuring that resilience is embedded at the grassroots level.

The private sector is a critical partner in enhancing urban disaster resilience. Businesses can provide technical expertise, financial resources, and scalable innovations in construction, ICT, logistics, and insurance that complement public initiatives. Engaging private actors fosters public-private collaboration, ensuring that DRR interventions are sustainable, replicable, and economically viable. Private sector participation also accelerates the adoption of innovative solutions, bringing efficiency, technology, and investment into urban preparedness efforts.

Dhaka and Chattogram, as Bangladesh's largest urban centers and economic hubs, serve as strategic focal points for piloting and demonstrating innovative urban DRR approaches. Developing and documenting effective solutions in these cities can provide a replicable model for other urban areas in Bangladesh and beyond. A forward-looking, collaborative approach that integrates community, government, and private sector efforts will enable these cities to move from reactive disaster management to anticipatory, resilient urban planning, reducing loss of life, protecting livelihoods, and sustaining urban development in the face of growing multi-hazard risks.

To do this, ActionAid Bangladesh will hire a consultant/consultancy organization to develop a concept paper on innovative approaches and multi-stakeholder solutions for multi-hazard urban disaster risk reduction and preparedness in Dhaka and Chattogram.

Title of the Assignment

Develop a concept paper on Innovative Approaches and Multi-Stakeholder Solutions for Multi-Hazard Urban Disaster Risk Reduction and Preparedness in Dhaka and Chattogram.

Objective of the Assignment

To develop a concept paper outlining the following areas-

- Identify and document innovative, practical, and scalable approaches for multi-hazard urban disaster risk reduction (DRR) and preparedness in Dhaka and Chattogram.
- Assess the effectiveness of technology-driven, nature-based, and community-centered interventions for reducing urban vulnerabilities and enhancing resilience.
- Explore and define the role of the private sector in co-creating and implementing innovative DRR solutions in partnership with local government and communities.
- Develop evidence-based, actionable recommendations for integrating innovative approaches into urban planning, disaster management policies, and public-private collaboration frameworks.

Scope of work:

- Reviewing existing multi-hazard risk profiles and urban vulnerabilities in Dhaka and Chattogram.
- Mapping innovative DRR solutions already piloted in urban contexts (local and international) relevant to flood management, early warning systems, resilient infrastructure, and emergency preparedness.
- Engaging local authorities, communities, and private sector actors to identify barriers, opportunities, and pathways for scaling innovative DRR solutions.
- Assessing institutional capacity for implementing public-private collaboration in DRR and urban resilience.
- Recommending strategies for integrating innovative DRR solutions into city master plans, disaster management plans, and private sector engagement frameworks.

Methodology

The consultant/consultancy organization will use a mixed-methods approach, which will include but not limited to:

1. **Literature Review and Secondary Data Analysis:**
A thorough review of existing reports, case studies and research on urban DRR and resilience innovations in Bangladesh and globally.
Review of existing policies, national and international frameworks in DRM.
2. **Stakeholder Consultations:**
KIIs will be conducted with representatives from the private sector, government agencies, donor organizations, NGOs, and INGOs involved in disaster management.
Focus group discussions with urban communities at risk to capture local perspectives.
3. **Field Assessments**
Site visits to hazard-prone wards in Dhaka and Chattogram to document existing interventions and gaps.
4. **Validation Workshop:**
Facilitate consultations with private sector actors, government departments, and relevant stakeholders to share initial findings and gather insights on existing policies, practices, and co-create recommendations.

Study Area:

Dhaka City Corporation (North and South) and
Chattogram City Corporation.

Deliverables

The consultant/consultancy organization will be expected to deliver the following:

1. **Inception Report:**
A report detailing the methodology, work plan, and timeline for the consultancy.
2. **Findings Report:**
A report describing a) Analysis of hazards, vulnerabilities, and existing interventions with recommendations for scaling innovations and private sector involvement. b) Gaps in current policies, resources, and capacities for multi-hazard scenarios and multi-stakeholder engagement. c) Key messages for policymakers on integrating innovative DRR approaches and public-private collaboration into urban planning and disaster management strategies.
3. **Concept Paper:**
An evidence-based concept paper with actionable recommendations for integrating innovative approaches into urban planning, disaster management policies, and public-private collaboration frameworks.

Timeline

The assignment is expected to be completed over a period of 2months, starting from November 2025. The following timeline will be followed:

Activity	Duration
Consultant/consultancy organization onboard	By the 1 st week of November

Inception Meeting with Consultant/consultancy organization	2 nd week of November
Inception Report and Work Plan Submission	2 nd week of November
Stocktaking and secondary data Review	By the end of November
KIIs and Stakeholder Consultations	1 st week of December
Draft Report and Concept Paper Submission	By mid-December
Final Report and Concept Paper Submission	By the end of December.

Application Requirements:

All interested applicants (person/firm) for the consultancy work have to submit a technical and financial proposal separately with their application. The proposal submitted by the consultant/organization should clearly reflect the following requirements:

- Understanding of the Terms of Reference (ToR);
- The skill set they are planning to engage in the consultancy work on Earthquake Preparedness/Urban Resilience/Disaster Risk Reduction context of Bangladesh and beyond;
- The skill to work with private sector, government and NGO stakeholders on relevant issue;
- Overall quality of the technical and financial proposal

NB: Cost effectiveness of the proposal will be evaluated. Interested applicants, in addition to the technical and financial proposal, need also to attach a brief summary of their experience reflecting in the below listed assessment criteria:

Qualification:

The consultant/team is expected to have experience and relevant credentials in:

- At least 7 years prior experience in conducting similar undertakings.
- At least 10 years of working experience with NGO/INGO/UN is preferable.
- Have a clear understanding and experience of working on private sector engagement in disaster risk management and emergency response.
- A strong academic background/ PhD /master's degree/ in Disaster Management/ Environment/ Civil Engineering or any other relevant subject.
- Demonstrate capacity to produce high-quality SoP/Guideline/Training Module/proposal for major donors from previous undertakings.
- The ability to meet deadlines
- Excellent written and verbal communication skills in Bengali and English.

Candidates are required to submit their team's CVs along with a technical and financial proposal. It will be a condition of the contract that CVs of all individuals shared along with the proposal, will be engaged in conducting the study. The work plan must clearly outline which individual will actively lead and deliver on each component of the assignment. The senior consultant/team leader will be responsible for the successful and timely delivery of each component of the assignment.

The consultant/team will report to the Head of Humanitarian Programme of ActionAid Bangladesh and maintain close coordination with the Head of Innovation and Resource Mobilization.

Budget and Payment Schedule

The budget for this consultancy is BDT 872,850 (including VAT & TAX) covering all expenses related to this assignment. No other cost will be covered by AAB.

The payment schedule will be as follows:

- 25% signing money after signing the contract.
- 50% after submission of the report on findings, and concept paper
- 25% upon submission and acceptance of the final report and concept paper
- All payment will be made through bank transfer/BEFTN/Pay order to the account mentioned in the agreement. VAT and tax will be deducted from the source as per the government policy.

Evaluation Criteria:

Evaluation Criteria	Weight distribution
Understanding of the assignment	15%
Appropriateness of the methodology	15%
Expertise of the consultant/consulting firm in the relevant areas of study	20%
Qualification of Key Personnel /Team composition	25%
Financial proposal	25%

Note: ActionAid Bangladesh reserves all rights to accept or reject any proposal or cancel this circular without giving any verbal or written rationale and whatsoever more happen in any context.

Application Process

Interested consultants/consultancy organizations are requested to submit:

1. A technical proposal outlining the proposed methodology and approach.
2. A financial proposal detailing the expected costs.
3. CV(s) of the consultant/team members, highlighting relevant experience.
4. A brief summary of previous work relevant to private sector engagement in DRR.

Contact Information:

For further information and to submit proposals, please contact:



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Submission of Proposal:

- Last date of Application is **11 November 2025**.
- Please click below the link to submit your proposals:

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