

TERMS OF REFERENCE (TOR)

Learning Review of the Cyclone Anticipatory Action planning and response trial in Barguna, Bangladesh Project

Implemented by JAGO NARI
Ashahi Mansion, College Road, Barguna

01. Background and rationale of this assignment:

Barguna district is one of the most disaster-prone areas in Bangladesh due to its geographical location along the Bay of Bengal. The district is highly vulnerable to multiple natural hazards, particularly cyclones, storm surges, tidal flooding, and riverbank erosion. The Payra River to the east and the Bishkhali River to the west directly connect to the Bay, increasing exposure to tidal inundation and saline water intrusion. As a result, agricultural lands are regularly damaged by tidal water, and settlements—especially those located outside embankments—experience annual flooding. Barguna Sadar Upazila is identified as one of the most at-risk areas within the district.

This project represents the third phase of the Anticipatory Action (AA) trial in Barguna, building on the implementation experience and key learning from the previous two phases, including anticipatory cash support, trigger mechanisms, and community-level preparedness approaches.

The impacts of climate change have further intensified these challenges, forcing local communities to adapt to increasingly hostile environmental conditions. Therefore, strengthening community knowledge and capacity in disaster risk management and early preparedness has become essential for enhancing resilience. Frequent natural disasters—particularly cyclones and floods—cause significant damage to crops, fisheries, household assets, livestock, roads, housing, and educational institutions such as schools, colleges, and madrasas. To address these risks, an initiative titled **“Cyclone Anticipatory Action Planning and Response in Barguna, Project”** has been undertaken. The project aligns with national priorities, including the Government of Bangladesh’s NSAPR-II and Vision 2021.

JAGO NARI, with support from Oxfam in Bangladesh, is implementing this project to enhance both disaster coping mechanisms and anticipatory preparedness among vulnerable communities. The project utilizes Cash for Work (CFW) and direct cash grants, implemented in coordination with local disaster management committees formed under the Government’s Standing Orders on Disaster (SOD). Target groups include persons with disabilities, landless households, widowed and abandoned women, fishermen, agricultural laborers, small and medium farmers, as well as men, women, and adolescents. The project also emphasizes knowledge sharing and coordination with local government institutions, NGOs, CSOs, and other stakeholders. It aims to demonstrate the value of anticipatory action in complementing traditional disaster preparedness approaches, **and strengthening preparedness and response capacity, ultimately contributing to the reduction of vulnerability and potential loss and damage**, and decreasing reliance on post-disaster humanitarian assistance.

The primary purpose of this learning review is to generate practical and evidence-based learning on the preparedness, coordination, and implementation of anticipatory action interventions in a cyclone-prone coastal context. The review seeks to assess the relevance, effectiveness, and efficiency of the project’s strategies, document good practices and key challenges, and analyze how anticipatory action approaches contributed to strengthening early preparedness and

resilience among vulnerable communities. The review will also provide actionable recommendations to inform future programming and adaptive management.

The primary audience for this learning review includes JAGO NARI and Oxfam in Bangladesh, who will use the findings to strengthen institutional learning, improve programme quality, and inform future project design. Donors and funding partners are also a key audience, as the review will provide accountability and evidence on the value and feasibility of anticipatory action investments. In addition, government stakeholders, disaster management committees, and humanitarian actors will benefit from the findings to enhance coordination, policy alignment, and preparedness planning.

The learning review report will be used to inform the design and refinement of future anticipatory action and climate-responsive preparedness programmes. It will support knowledge-sharing within the wider humanitarian system, contribute to evidence-based advocacy on anticipatory action, and strengthen coordination among stakeholders involved in disaster preparedness and response. Ultimately, the report will serve as a learning product to improve anticipatory action practice and support more timely, effective, and context-appropriate humanitarian interventions in cyclone-affected coastal areas of Bangladesh and similar settings

02. Key information of the Project:

Funded by	Australian AID
Supported by	Oxfam In Bangladesh
Implemented by	JAGO NARI
Project duration	1st July 2025-30th June 2026
Location	5 no Aylapatakata Union, 6 no Burirchar Union and 9 no M Baliatali Union under Barguna Sadar Upazila in Barguna district.
Targeted Population	1100 HHs
Tentative date of review	13 June, 2026

03. Project overview:

In Barguna Sadar, 1100 families from 5 no Aylapatakata Union, 6 no Burirchar Union and 9 no M Baliatali Unions participated in cash-for-work (CFW) activities as part of the Cyclone Anticipatory Action Planning and Response in the Barguna Project. Each participant received 2,000 BDT through CFW. Through Cash for Work the project has completed total a total of 08 community-level infrastructure schemes, including 04 community link roads to cyclone shelters, 02 community ring dam repairs outside the main embankment, and 02 household-level yard raising with connecting roads. These interventions contributed to strengthening community preparedness and reducing exposure to risks from cyclones, cyclonic depressions, and tidal surges with all funds being transferred via mobile money transfer (MMT) In the event of cyclone signal 7 escalating to signal 8, an anticipatory cash grant of 5,000 BDT is planned to be provided through mobile money transfer (MMT).

04. The objective of the Learning Review:

- To identify and analyze the pre-project context, existing vulnerability and contextual situation of the target communities
- To assess the preparedness measures, coordination structures, and operational readiness of the anticipatory action approach.
- To review the relevance, effectiveness, and efficiency of the project's anticipatory action strategies in a cyclone-prone context.

- To assess the relevance and appropriateness, effectiveness and efficiency of the project's anticipatory action strategies in a cyclone-prone context.
- To analyze the project's contribution to strengthening early preparedness and resilience among vulnerable communities.
- To document best practices, key challenges, and lessons learned during project implementation.
- To generate actionable recommendations to inform future anticipatory action design, adaptation, and scaling.

05. Project Participants and Relevant Stakeholders:

Targeted 1100 households as Project participants, other community members, representatives of local government, DDMC, UDMC, UzDMC , and district and upazila-level CPP team leaders will mainly participate in the learning review. Besides GO, NGOs, relevant officials, representatives of social organizations, and print and multimedia journalists will also be engaged as relevant stakeholders.

06. Scope of Work:

Desk Review: Review relevant project documents, reports, and other materials from JAGO NARI & OXFAM.

Stakeholder Consultations: Conduct interviews and focus group discussions with key stakeholders including project staff, beneficiaries, partners, and other relevant parties.

Field Visits: Visit project sites to gather firsthand information and insights.

Data Analysis: Analyze quantitative and qualitative data to evaluate project performance including available monitoring data (e.g., PDM, cash transfer records, and beneficiary information), where applicable.

Report Preparation: Prepare a comprehensive learning review report including findings, best practices, lessons learned, and recommendations.

Methodology: The methodology of the 'Learning Review' should be described in the inception report by the consultant. It should be consistent with the eligibility for study and time constraints. Proposal should include the key study questions, data collection tools for the desk review and field work. The methodology should be blended with a variety of techniques of qualitative and quantitative research and tools for triangulation.

The study should ensure basic triangulation of data from multiple sources, including beneficiaries, project staff, and available secondary data.

The Learning Review will be conducted subject to the activation of the anticipatory action trigger during the project period. In the absence of trigger activation, the scope of this assignment may be revised in consultation with Oxfam and JAGO NARI.

07. Deliverables:

The consultant is expected to deliver the following:

- Inception Report: Outlining the methodology, work plan, and timeline for the review.
- Draft Learning Review Report: A draft report for review and feedback.
- Final Learning Review Report: Incorporating feedback, the final report including recommendations.
- Share the dataset collected and used in this study. A presentation summarizing the key findings of the research should be prepared.

Proposed content might be:

Title page
Acknowledgment
Table of contents
Acronyms/Glossary
Executive summary
Introduction
Purpose
Objective
Scope
Methodology
Findings Please Consider; <ul style="list-style-type: none">• Triggering mechanism (timeliness, effectiveness and appropriateness)• Effectiveness of the Cash Grant Size• Utilization of AA cash• Effectiveness of Cash transfer mechanism (MMT)• Effectiveness of CFW as an anticipatory action• Institutional, Infrastructural and governance capacity, gaps and recommendation of Financial Service providers for AA• Institutional, Infrastructural and governance capacity, gaps and recommendation of implementing NGOs for AA• Targeting criteria and process• How this AA support helped them to mitigate loss and damage?• What happened if they don't get the AA support?• Perspective of other Households who didn't receive AA support (non-project participants)• Comparison between project participants and Non project participants regarding loss and damage/ disaster risk management/ asset protection• Government and local government perspective on AA including recommendation
Regional Hazards (Cyclone, Tidal Surges)
Anticipatory Action in Disaster Management in Bangladesh
Framework and governance
Relevant actors and coordination
Learning and best practices
Challenges
Actionable Recommendations
Annexure
Annexure -1: Terms of Reference
Annexure -2: Questionnaire and Guide
Annexure -3: List of respondents

- Presentation of Findings: A presentation summarizing key findings and recommendations to JAGO NARI & OXFAM and other stakeholders.

○ Specific Deliverables:

Deliverable	Format	Length	Detail
The final version of the Learning Review report	Soft Copy	To be discussed	It should be ensured OXFAM standard design. It will be in both English and Bangla versions. A soft copy will be shared.
Printed Learning Review report	Hard Copy	As per the final version	A total of hundred (100) reports should be provided.
Digital evidence book	Soft Copy	To be discussed	The book will contain the Anticipatory Actions learnings, impact, results, method of implementation with relevant evidence and story. A soft copy will be shared.

08. Tentative Schedule for Learning Review:

Date	Task
03.05.2026	RFQ circulation
14.05.2026	Vendor selection
16.05.2026	Primary discussion and finalization of scope and content
The following activities will be undertaken subject to the activation of the anticipatory action trigger and subsequent implementation of the cash grant	
13.06.2026	Finalization of approach and submission of inception report by the consultant
14.06.2026	Desk Review
15.06.26 to 20.06.2026	Field Visit for necessary data collection.
23.06.2026	Draft report submission
25.06.2026	Feedback from JAGO NARI & OXFAM
26.06.2026	Final report sharing
30.06.2026	Submission of hard copy report

09. Qualification of consultant:

The ideal consultant will possess the following qualifications:

- ✓ Advanced degree in disaster management, development studies, social sciences, anthropology, project management, or a related field.
- ✓ At least five years of experience in conducting project evaluations and learning reviews, particularly in the disaster management and development sector.
- ✓ Demonstrated expertise in qualitative and quantitative research methods and scientific report writing.
- ✓ Strong analytical and report-writing skills.
- ✓ Excellent communication and interpersonal skills including adherence to safeguarding protocols.
- ✓ Familiarity with the coastal region and context of the Anticipatory Action project is an advantage.
- ✓ Publication on DRR and CCA in an international peer-reviewed journal will be considered an asset.

10. Application Process:

Interested candidates should submit the following documents:

- Technical Proposal: Outline the approach, methodology, relevant previous assignment documents or links, and work plan for the assignment.
- Financial Proposal: Detailing the costs associated with the assignment, including VAT & TAX.
- CV: Detailing relevant experience and qualifications. A Maximum 2-page profile highlighting related assignments completed including client name, contact person, and contact number.
- Team members (who will be involved in the assignment) must provide a paragraph short CV highlighting related assignments completed and their roles
- References: Contact information for at least two references who can attest to the consultant's expertise and experience.
- TIN certificate and any other relevant documents (if necessary)

Interested parties (consultant/firm) are requested to submit their technical and financial proposals separately with the details of organizational profiles including reference of relevant work experience (applicable for a consulting firm), relevant experience especially methodology including activities and milestones, budget details, time frame and CVs of experts and contact details.

The consultant will be hired for the assignment; however, commencement and execution of the Learning Review will be contingent upon the activation of the anticipatory action trigger during the project period.

Submission Process

The completed proposals must be submitted to the following address on or before 12th May 2026

By Hard Copy / Courier (during office hours):

JAGO NARI
Ashahi Mansion, 2nd Floor
College Road, Barguna-8700
Bangladesh
Cell Phone no.: +88 01711 322314

The envelope should be clearly marked with:
"Baseline of KOICA Funded Project"

11. Evaluation process:

Proposals will be evaluated based on the following criteria:

- ✓ Relevance and quality of the technical proposal.
- ✓ Qualifications and experience of the consultant.
- ✓ Cost-effectiveness of the financial proposal.
- ✓ References and past performance.

The consultant/firm receiving the highest combined score based on the weighted technical and financial criteria will be selected for the assignment

* Technical Criteria weight: [80%]

* Financial Criteria weight: [20%]

12. Confidentiality declaration: All information provided by JAGO NARI and gathered during the assignment shall remain confidential and shall not be disclosed to any third party without prior written consent.