

TERMS OF REFERENCE (TOR) of Baseline Study

ALOKITA – Advancing Livelihoods, Opportunities, Knowledge, Inclusion, Transformation & Action

Item	Details
Project period	01 May 2026 – 30 September 2027
Baseline completion	No later than 30 September 2026
Location	M. Baliatoli Union (Wards 6,7,8,9) and Burirchar Union (Wards 1,4,5), Barguna Sadar Upazila, Barguna
Implementing organization	Barguna Jagron Karmosuchi (JAGO NARI)
Assignment type	Independent/Third-party baseline study by individual consultant or Firm
Date line of the assignment	Approximately 45 working days, subject to proposed methodology

1. Background

JAGO NARI, with funding support from FH Canada, is implementing ALOKITA – Advancing Livelihoods, Opportunities, Knowledge, Inclusion, Transformation & Action. The 17-month project seeks to strengthen resilient and self-reliant communities in climate-vulnerable coastal areas of Barguna.

The project covers seven wards as a community: M. Baliatoli Union Wards 6, 7, 8, 9 and Burirchar Union Wards 1, 4 and 5. These wards represent approximately 7,069 households and 36,199 people. The project prioritizes women, youth, and children under five, smallholder farmers, vulnerable households and the Indigenous Rakhain community.

ALOKITA is multi-sectoral, covering gender equality and leadership; food security and livelihoods; child health, nutrition and WASH; and climate/community resilience. Activities include women's groups and gender-transformative dialogue, women and youth livelihood support, FARRM Schools, GMP/nutrition support, WASH and cyber-safety campaigns, youth volunteers, disaster preparedness, and service-linkage/advocacy.

2. Results Framework

The revised results framework identifies four outcomes:

- Outcome 1 – Gender Equality: Increased women's leadership, participation and gender-equitable decision-making at household and community levels.
- Outcome 2 – Food Security & Livelihoods: Increased income and livelihood resilience for women, youth and farmers through climate-resilient and diversified economic opportunities.
- Outcome 3 – Health: Improved child well-being, nutrition, hygiene practices and community health awareness.
- Outcome 4 – Climate/Community Resilience: Strengthened community systems, youth engagement and disaster resilience.

The project goal indicator is the percentage of households reporting improved resilience, with a target of 30% of households showing improvement by endline. The results framework also contains outcome and immediate outcome indicators requiring baseline measurement.

3. Rationale

The baseline will establish a credible pre-intervention benchmark for outcome-level change and provide evidence for adaptive management, monitoring, learning and the eventual end line. It shall assess not only participation but also current behaviors, practices, capacities, access, vulnerabilities and contextual barriers.

4. Purpose

To conduct an independent, rigorous and ethical mixed-method baseline study that establishes reliable baseline values for relevant ALOKITA indicators and provides actionable recommendations for implementation and learning.

5. Specific Objectives

- Establish baseline values for relevant outcome and immediate-outcome indicators.
- Assess women's agency, leadership, participation and gender-equitable decision-making, including relevant attitudes and norms among men and women.
- Establish the current livelihood, income, employment, entrepreneurship and climate-resilience situation of women, youth and farmers.
- Assess child nutrition, caregiver practices, hygiene/WASH behaviors and access to relevant services.
- Assess household/community disaster preparedness, early-warning access, and service access and youth/community engagement.
- Identify differences by sex, age, ethnicity including Rakhain, disability and relevant vulnerability categories.
- Identify barriers and enabling factors affecting achievement of project outcomes.
- Provide a clean baseline dataset, indicator measurement protocol and practical recommendations.

6. Key Study Questions

- What is the current level of women's participation in household and community decision-making and leadership?
- What gender norms, attitudes and behaviors may enable or constrain gender-equitable change?
- What are the main livelihood sources, income patterns, economic shocks and coping strategies? As well as the push & pull factor.
- What is the current employment/self-employment and entrepreneurship status of youth?
- What climate-resilient agricultural practices and weather-information use currently exist among farmers?
- What are current child feeding, nutrition, health-seeking and hygiene practices?
- What is the current status of household WASH facilities and behaviors?
- How prepared are households and communities for cyclones, tidal surges, salinity and other shocks?
- How do women, youth, Rakhain people, persons with disabilities and other vulnerable groups experience service access and participation?
- What contextual and institutional factors may facilitate or constrain ALOKITA?

7. Geographic and Population Scope

Area	Target wards	Population / households
M. Baliatoli Union	6, 7, 8, 9	Approx. 21,449 people; 4,118 households
Burirchar Union	1, 4, 5	Approx. 14,750 people; 2,951 households
Total	7 wards	Approx. 36,199 people; 7,069 households

The study shall ensure appropriate representation of:

- Women and men, including female-headed households and other relevant vulnerable categories.
- Youth, including youth volunteers and youth targeted for livelihood support.
- Children under five and their caregivers.
- Smallholder farmers, including women and Rakhain farmers.
- Indigenous Rakhain community members.
- Persons with disabilities and other groups identified during inception.

7.1. Key Project Parameters

Parameter	Current project information
Direct participants	850
Indirect reach	3,400
Children under five	500 targeted through GMP/nutrition interventions
Youth volunteers	140
Youth livelihood support	70 youth: 35 entrepreneurship/business development training; 35 start-up support
Women's groups	7 groups; 160 members total
Farmers	50 through FARRM Schools
Cyber-safety reach	10 schools; approximately 3,000 students
Rakhain context	Approx. 28 households / 188 people in Boro Baliatoli, Ward 9, as documented in project materials

8. Methodology

The consultant shall propose a rigorous mixed-method design proportionate to the project scale and indicators. The final methodology and sampling plan shall be approved during inception.

8.1. Sampling Requirements

The consultant shall calculate and justify the final sample size, including confidence level, margin of error, design effect where applicable and expected non-response. The sample must balance statistical precision, project scale, feasibility and budget.

Because the Rakhain population is relatively small, the consultant shall propose a suitable inclusion/oversampling strategy so that the baseline can meaningfully assess inclusion, access and vulnerability. Analytical implications of non-proportional sampling must be reported.

9. Core Baseline Measurement Matrix

The core baseline measurement matrix will share with the selected candidate.

10. Data Analysis

The consultant shall prepare an analysis plan before full data collection. Quantitative analysis should include indicator calculations, descriptive statistics and appropriate cross-tabulations. Statistical tests or modelling may be used where justified by the sample. Qualitative data shall be coded thematically and triangulated with quantitative findings.

The report must distinguish descriptive findings from interpretation and recommendations and shall not claim project attribution from baseline data alone.

11. Ethics, Safeguarding and Inclusion

- ✓ Obtain informed consent before interviews; use caregiver consent and age-appropriate assent where children participate directly.
- ✓ Participation must be voluntary and refusal must have no effect on access to project services.
- ✓ Maintain confidentiality and secure storage of data, recordings and consent documentation.
- ✓ Ensure all field staff understand child protection, safeguarding and PSEA and have a safe referral protocol.
- ✓ Do not investigate protection allegations; follow the agreed referral/escalation process.
- ✓ Use culturally appropriate methods with the Rakhain community and other vulnerable groups.
- ✓ Collect only information necessary for the study and avoid avoidable harm, stigma or discrimination.

12. Expected Deliverables

Serial	Deliverable	Minimum content	Indicative timing
1	Inception report	Detailed methodology, sampling, indicator definitions, tools, work plan, ethics/risk plan	Within 7 working days of contract
2	Final data collection package	Quantitative/qualitative tools, observation checklist, consent scripts, enumerator guidance	Before fieldwork
3	Training/pilot report	Training completion, pilot findings and revisions	Before full fieldwork
4	Clean quantitative dataset + codebook	Clean/anonymized dataset, dictionary and quality-control log	Within 7 working days after fieldwork
5	Qualitative data package	Coded thematic matrix and appropriately anonymized notes/transcripts	With draft report
6	Draft baseline report	Findings, methods, limitations, indicator values, disaggregation and recommendations	As per approved workplan
7	Baseline indicator matrix	Definitions, formulas, numerator/denominator, sources, disaggregation and baseline values	With draft/final report
8	Validation presentation	Presentation to JAGO NARI/FH Canada and response to comments	After draft
9	Final baseline package	Final report, executive summary, datasets, codebook and agreed annexes	By 30 September 2026

13. Required Qualifications and Experience

- At least 5 years of relevant experience in baseline studies, evaluations, impact assessments or socio-economic surveys.
- Demonstrated mixed-method research and evaluation experience in Bangladesh.
- Strong quantitative survey design, sampling, database management and statistical analysis skills.
- Experience in gender equality/women's empowerment and preferably gender-transformative programming.
- Experience in livelihoods, climate resilience/agriculture and/or community resilience measurement.
- Experience with Indigenous/marginalized communities and inclusive research.
- Strong Bangla and English communication skills.
- Demonstrated ability to deliver quality datasets and reports within tight timelines.

14. Proposal Evaluation Criteria

Criterion	Weight
Understanding and technical approach	20%
Methodology, sampling and indicator measurement	25%
Relevant experience of firm/consultant	15%
Qualifications and experience of team	15%
Data quality, ethics, safeguarding and data management	10%
Workplan and feasibility	5%
Financial proposal/value for money	10%
Total	100%

15. Safeguarding and PSEAH Commitment:

JAGO NARI is committed to maintaining a safe, respectful, and inclusive environment free from Sexual Exploitation, Abuse, and Harassment (SEAH). Selected consultancy firm and its associate persons engaged under this Agreement shall comply with JAGO NARI's Safeguarding and PSEAH Policies and shall perform their duties in a professional, ethical, and respectful manner. Respective Firm shall ensure that all personnel assigned to perform the services under this Agreement are informed of, understand, and comply with these safeguarding obligations. Any violation of JAGO NARI's Safeguarding and PSEAH Policies, including acts of sexual exploitation, abuse, harassment, or any other safeguarding misconduct, shall constitute a material breach of this Agreement and may result in immediate termination of the Agreement, removal of the concerned personnel, and any other appropriate action deemed necessary by JAGO NARI.

16. Child Safeguarding Commitment:

JAGO NARI is committed to protecting the rights, dignity, and well-being of all children and maintains a zero-tolerance approach to child abuse, exploitation, neglect, violence, and child labor. Selective Consultancy Firm and representatives engaged under this Agreement shall comply with JAGO NARI's Child Safeguarding Policy and shall uphold the highest standards of child protection throughout the duration of this Agreement. Respective Firm shall take all reasonable measures to ensure that its personnel do not engage in any conduct that may place a child at risk of harm. Any violation of JAGO NARI's Child Safeguarding Policy or Code of Conduct shall constitute a material breach of this Agreement and may result in disciplinary action, removal of the concerned personnel, immediate termination of the Agreement, and referral to the appropriate authorities where applicable.

17. Proposal Submission Requirements

- ❖ Cover letter and understanding of the assignment.
- ❖ Technical proposal including methodology, sampling, data collection and analysis.
- ❖ Workplan demonstrating completion by 30 September 2026.
- ❖ Team composition, CVs and roles.
- ❖ Comparable assignment examples and references.
- ❖ Quality assurance, ethics, safeguarding and data protection approach.
- ❖ Itemized financial proposal including professional fees, field costs, travel, taxes and other costs.
- ❖ Copies of NID, TIN, BIN, VAT registration, trade license, work permit (if applicable), and any other relevant documents
- ❖ Two professional references.

17.1. Submission Process

The completed proposals must be submitted on or before **August 19, 2026** through the following methods:

Soft Copy through Email	By Hard Copy / Courier (during office hours):
To Head of HR & Admin, JAGO NARI. head.hr.admin@jagonari.org Please mention "Baseline of ALOKITA Project" in the subject line of the email.	Convener Procurement Committee, 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 ALOKITA Project".

18. Reporting Misconduct

JAGO NARI encourages a safe and transparent working environment. Consultants may report any concerns related to fraud, corruption, misconduct, or safeguarding issues through appropriate reporting channels (For fraud, corruption, misconduct head.audit@jagonari.org and for safeguarding, safeguarding@jagonari.org). All reports will be handled confidentially.