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Government of the People's Republic of Bangladesh
Ministry of Environment, Forest and Climate Change
Project on Combating the Impact of Climate Change through Public
Awareness and Training
Bangladesh Climate Change Trust (BCCT)
101 Mohakhali, Dhaka-1212.

Terms of Reference (ToR)

For

“Hiring a Consulting Firm to Conduct a Study on Adverse Climate Impacts and Public Awareness, Develop Training Manuals, and Organize Workshops, Training Sessions, and a National-Level Seminar under the Climate Resilience Initiative” project.

1. Background

Bangladesh is globally recognized as one of the country's most vulnerable to the adverse impacts of climate change due to its geographical location, deltaic landscape, low elevation, and high population density. Climate-induced hazards including cyclones, tidal surges, salinity intrusion, irregular rainfall, floods, droughts, and riverbank erosion continue to threaten human lives, livelihoods, ecosystems, and food security. The frequency and intensity of climate-related disasters have increased in recent decades, resulting in significant losses in agriculture, fisheries, livestock, water resources, and rural infrastructure. These impacts are particularly acute in vulnerable ecological zones such as the coastal belt, haor basins, charlands, and northern drought-prone areas.

Scientific assessments indicate that Bangladesh may experience sea level rise, potentially submerging coastal lands and affecting freshwater availability. Salinity intrusion is spreading inland, reducing crop productivity and drinking water access for millions. Rising temperatures and shifting rainfall patterns are affecting planting seasons, reducing yields of key crops like rice, wheat, pulses, and vegetables. Frequent cyclones, including recent severe events such as Amphan, Sidr, Fani, and Mocha, demonstrate the escalating climatic risks faced by the country. The combined effects of extreme weather events have exacerbated poverty, food insecurity, and environmental degradation in many high-risk regions.

Communities living in vulnerable areas face increasing challenges in maintaining livelihoods, ensuring food security, and adapting to climate variability. Despite ongoing government and development partner interventions, public awareness, behavioral readiness, and community-level adaptive capacity remain insufficient to effectively respond to escalating climate threats. Limited access to reliable climate information, inadequate knowledge of adaptation strategies, and lack of institutional coordination further hinder resilience-building efforts.

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Recognizing these challenges, the Government of Bangladesh has adopted several strategic frameworks, including the Bangladesh Climate Change Strategy and Action Plan (BCCSAP 2009), the Bangladesh Delta Plan 2100, the National Adaptation Plan (NAP 2023), and the Nationally Determined Contributions (NDCs) to reduce climate risks and build long-term resilience. The Climate Change Trust Fund (CCTF), established under the Climate Change Trust Act 2010, supports national initiatives and projects aimed at enhancing climate resilience, improving adaptive capacity, and promoting climate-smart development practices.

In alignment with these national frameworks, the project titled “Combating the Impact of Climate Change through Public Awareness and Training” aims to strengthen climate literacy, enhance adaptation knowledge, promote community resilience, and support sustainable local development. The project targets diverse stakeholder groups including students, government officials, civil society members, NGO personnel, environmentalists, teachers, community leaders, and advanced farmers. Through a combination of research, training, workshops, seminars, and advocacy campaigns, the project seeks to establish a strong foundation for climate awareness and practical adaptation measures across vulnerable regions.

To support the broader Climate Resilience Initiative, the Bangladesh Climate Change Trust (BCCT) intends to hire a qualified consulting firm to conduct a comprehensive study on climate impacts and public awareness, prepare region-specific training manuals, and organize workshops, training programs, and a national-level seminar. The consulting firm will develop evidence-based training materials, identify local vulnerabilities and adaptive practices, and deliver capacity-building activities that promote climate-resilient behavior at community and institutional levels. The collected data and insights will help refine climate-related interventions, improve policy formulation, and guide future awareness and adaptation initiatives.

By generating robust baseline knowledge, strengthening institutional and community skills, and raising awareness across sectors, this assignment will contribute significantly to Bangladesh’s national climate resilience goals and to the capacity-building priorities outlined in national climate strategies and international commitments.

2. Objectives of the Assignment:

Overall Objective:

To strengthen climate awareness, build institutional and community capacity, and enhance resilience by generating evidence-based knowledge on climate impacts and delivering targeted training and public engagement activities.

Specific Objectives:

- Conduct a comprehensive study on climate change impacts and levels of public awareness in the three selected regions (Coastal, Haor, and Barind areas).

- Develop three region-specific training manuals focusing on climate adaptation, mitigation, disaster preparedness, and community resilience.
- Organize regional workshops and a national-level seminar to promote knowledge sharing, stakeholder engagement, and policy advocacy.
- Conduct 32 structured training sessions for diverse target groups to enhance climate literacy and practical adaptive skills.
- Support the project's awareness-raising goals through participatory learning and dissemination of climate-smart practices.

3. Scope of Work:

The selected consulting firm will undertake the following tasks:

A. Study on Adverse Climate Impacts and Public Awareness

- Conduct baseline research on climate vulnerabilities, sector-specific impacts, and adaptive capacity in the project areas.
- Assess community awareness, perceptions, and knowledge gaps related to climate change.
- Conduct Training Needs Assessment (TNA) to identify skill gaps among target beneficiaries.
- Prepare an Inception Report detailing methodology, sampling strategy, and implementation plan.
- Produce analytical study reports covering the three selected regions (Coastal, Haor, and Barind areas).

B. Development of Training Manuals

- Prepare three region-specific training manuals (Coastal, Haor and Barind areas).
- Include practical guidelines on climate adaptation, mitigation, early warning, and disaster preparedness.
- Integrate local case studies, good practices, and context-specific recommendations.
- Ensure manuals follow a unified training theme with three regional models.

C. Capacity Building: Workshops and Seminars

- Organize 12 regional workshops across target districts.
- Conduct 2 national-level seminars to share findings, lessons, and recommendations.
- Ensure participation of government, NGOs, academia, media, civil society, and community representatives.



D. Training Programs

- Conduct 32 structured training sessions based on identified TNA results.
- Facilitate training for students, officials, civil society actors, environmentalists, NGO workers, and farmers.
- Strengthen participants' knowledge on climate impacts and practical adaptive responses.

4. Expected Outputs

- Study report on climate change impacts and public awareness in three target regions.
- Three region-specific training manuals.
- Twelve completed regional workshops with documentation.
- Two national-level seminars conducted with proceedings reports.
- Thirty-two trainings completed with attendance records, feedback, and evaluation reports.
- A final consolidated report with recommendations for scaling up climate awareness initiatives.

5. Methodology

The firm shall apply a mixed-method research approach, including:

- Household surveys
- Focus Group Discussions (FGDs)
- Key Informant Interviews (KIIs)
- Participatory rural appraisal methods
- Digital data collection tools (Kobo / Surveyor preferred)

Quality assurance will be ensured through field supervision, spot checks, data validation, and triangulation.

6. Deliverables and Timeline

To ensure systematic progress and timely completion of all tasks, the consultancy will follow a structured sequence of deliverables aligned with the project's operational schedule. Each output must be submitted within the specified timeline to facilitate review, feedback, and approval by the project authority. The overall assignment will be completed within 120 calendar days from the date of contract signing.

Deliverable	Timeline
<input type="checkbox"/> Inception Report	Within 15 days
<input type="checkbox"/> Draft Survey Tools & Manuals	Within 30days
<input type="checkbox"/> Data Collection Completion	Within 60 days
<input type="checkbox"/> Draft Study Report	Within 90 days
<input type="checkbox"/> Final Report & Training Materials	Within 120 days

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- Total Duration: 120 calendar days for completion of the Study Report and Training Manuals.
 - The consultancy firm will also conduct the training program, which will continue throughout the project period and is included in the final stage of deliverables.

7. Team Composition and Required Expertise

The firm must provide the following professionals:

- Team Leader (Environmental Science/Economics/Agricultural Science Expert) – 1
- Climate Change and Resilience Expert – 1
- Raining and Capacity-Building Expert – 1
- Communications, Awareness and IEC Expert – 1
- Gender and Social Inclusion (GESI) Expert – 1
- Statistical & Socioeconomic Analyst – 1

8. Qualifications and Responsibilities of Key Experts

Sl. No.	Position	Qualifications & Experience	Key Responsibilities
1	Team Leader)	A Master's degree in Environmental Science, Economics, or Agricultural Science is required, with a Ph.D. preferred. The candidate must have at least 10–15 years of progressive professional experience, preferably in socio-economic development.	<ul style="list-style-type: none"> <input type="checkbox"/> Provide overall leadership and direction to the baseline survey team. <input type="checkbox"/> Design survey methodologies and tools ensuring alignment with project objectives. <input type="checkbox"/> Coordinate and supervise the work of technical experts, field teams, and enumerators. <input type="checkbox"/> Oversee data collection, validation, and quality assurance processes. <input type="checkbox"/> Integrate technical, socio-economic, and climate-related findings into the final analysis. <input type="checkbox"/> Prepare and review draft and final baseline reports, ensuring high-quality outputs consistent with project standards <input type="checkbox"/> Liaise with government agencies, local stakeholders, and project management units to ensure collaboration and data accuracy.
2	Climate Change and Resilience Expert	The expert should hold a Master's degree in Climate Change, Environmental Science, Agriculture, or Natural Resource Management, with at least 7–10 years of relevant experience in climate vulnerability assessment, adaptation planning, or	<ul style="list-style-type: none"> <input type="checkbox"/> Lead the climate change and resilience component of the baseline study. <input type="checkbox"/> Assess the vulnerability of buffalo farming and feed production systems to climate variability and hazards. <input type="checkbox"/> Identify and analyze existing adaptive practices at the community level. <input type="checkbox"/> Develop climate-resilience indicators and integrate them into the baseline survey tools.

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Sl. No.	Position	Qualifications & Experience	Key Responsibilities
		resilience building within the agricultural or livestock sector.	<input type="checkbox"/> Analyze data to determine potential mitigation opportunities and low-carbon pathways in buffalo rearing and feed production. <input type="checkbox"/> Provide technical inputs on climate adaptation and mitigation strategies for inclusion in the baseline and future project interventions.
3	Training and Capacity-Building Specialist	Master's degree in Education, Training and Development, Rural Development, Agricultural Extension, or a related field.	<input type="checkbox"/> Design training curriculum and modules <input type="checkbox"/> Minimum 7 years' experience in training design, facilitation, and capacity-building <input type="checkbox"/> Experience developing training manuals, curricula, and participatory learning tools <input type="checkbox"/> Develop region-specific training materials/manuals <input type="checkbox"/> Facilitate training sessions and TOT programs <input type="checkbox"/> Ensure training quality and pedagogical standards <input type="checkbox"/> Evaluate training outcomes and refine approaches
4	Communications, Awareness, and IEC Specialist	Master's degree in Communication, Mass Media, Development Studies, or a related field, with 7–10 years of relevant experience.	<input type="checkbox"/> Lead communication and awareness components <input type="checkbox"/> 5–7 years' experience in climate communication, IEC development, advocacy, or public awareness campaigns <input type="checkbox"/> Experience with content development, graphic design oversight, and media engagement <input type="checkbox"/> Develop IEC materials, advocacy tools, and visual content <input type="checkbox"/> Support workshops, seminars, and community outreach <input type="checkbox"/> Design messaging strategies for climate awareness <input type="checkbox"/> Coordinate with media, stakeholders, and communication channels
5	Gender and Social Inclusion (GESI) Specialist	Master's degree in Gender Studies, Sociology, Social Science, Development Studies, or a related discipline, with 7–10 years of relevant experience.	<input type="checkbox"/> Integrate gender-sensitive approaches into all tools <input type="checkbox"/> 5–7 years' professional experience in gender analysis, social inclusion, and community engagement <input type="checkbox"/> Skilled in integrating gender perspectives into project design and research <input type="checkbox"/> Conduct gender analysis and ensure inclusive participation <input type="checkbox"/> Identify gender roles in climate vulnerability and adaptation <input type="checkbox"/> Provide guidance on GESI indicators and reporting <input type="checkbox"/> Support training design with gender-responsive content

বাংলাদেশ সরকার
 জনস্বাস্থ্য পরিদপ্তর
 (সি.সি. উন্নয়ন ও সেবার
 বিভাগ)

Sl. No.	Position	Qualifications & Experience	Key Responsibilities
6	Statistical & Socioeconomic Analyst	Master's degree in Statistics, Agricultural Economics, Data Science, or a related quantitative discipline is required, with 5–7 years of professional experience in survey design, data management, and quantitative or econometric analysis. The candidate must be proficient in statistical software such as SPSS and demonstrate the ability to analyze large-scale socio-economic and technical datasets.	<input type="checkbox"/> Master's degree in Statistics, Data Science, Agricultural Economics, or Quantitative discipline <input type="checkbox"/> 5–7 years' experience in survey design, sampling, and data analysis <input type="checkbox"/> Proficiency in SPSS, STATA, R, or similar statistical software <input type="checkbox"/> Manage databases, data cleaning, and validation <input type="checkbox"/> Conduct statistical/econometric analysis <input type="checkbox"/> Prepare tables, charts, and analytical summaries <input type="checkbox"/> Ensure methodological rigor and integration of qualitative & quantitative findings

9. Reporting and Supervision

The consulting firm will work under the supervision of the Project Director and coordinate with the M&E Unit. All reports must be submitted in English.

10. Required Qualifications of the Firm

- Minimum 10 years' experience in agriculture/livestock/climate-related surveys.
- Experience in climate-smart, low-carbon, or resilience-based projects.
- Demonstrated capacity for large-scale data management and analysis.

11. Payment Schedule


To ensure smooth implementation and accountability, payments to the consulting firm will be made in installments based on the successful completion and approval of key project milestones. Disbursements will follow the schedule outlined below.

Milestone	Payment**
Approval of Inception Report	10% of the total contract amount
Completion of Field Data Collection	20% of the total contract amount
Approval of Final Report	70% of the total contract amount

** This payment will be applicable for study report & training module preparation .

Note: Disbursement of the remaining payment shall be contingent upon the successful delivery and documentation of the training program.




 মোহাম্মদ রাজমুল হক
 পরিচালক (পরি: উন্ন: ও নেগো:)
 বাংলাদেশ জলবায়ু পরিবর্তন ট্রাস্ট
 ও
 প্রকল্প পরিচালক

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12. Confidentiality and Data Ownership

- All data, materials, and reports shall remain the property of the BCCT. Disclosure without prior written approval is strictly prohibited.

13. Ethical Considerations

The firm must ensure:

- Informed consent
- Confidentiality
- Non-discrimination
- Do-no-harm principles
- Compliance with national research ethics



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