

TERMS OF REFERENCE (ToR)

Consultancy Opportunity for Research on Nature Conservation

Research focus	Nature conservation, wetland ecosystems and dependent women and diverse peoples.
Primary field location	Tanguar Haor and its surrounding villages, Sunamganj District, Bangladesh
Type of assignment	Research based
Eligible Applicants	Individual consultant
Indicative duration	Approximately 45 calendar days from contract signing
Application Deadline	15 November 2026

1. Purpose of this ToR

To commission a focused, community-informed assessment that identifies feasible, locally appropriate nature-conservation priorities for Tanguar Haor and surrounding villages, while drawing clearly bounded comparative lessons from marine and coastal conservation.

2. Background and Rationale

Badabon Sangho is seeking to strengthen evidence-informed, community-responsive programming on natural resource conservation and environmental sustainability. Haor landscapes are shaped by seasonal inundation, open water, wetlands, vegetation and fisheries. The ecological condition of these connected systems affects biodiversity, water-related livelihoods, local resilience and the wellbeing of communities that depend on fishing in Haor. These ecosystems are affected by multiple pressures, which may include habitat degradation, loss of natural vegetation, unsustainable resource use, pollution, changes in hydrology and climate-related risks.

Conservation measures need to respond to local ecological conditions and community realities. Tree planting, for example, is not automatically appropriate in every wetland location: species selection, planting sites, flood depth and duration, land and water use, seasonal cycles, survival rates, maintenance responsibilities and community consent all affect whether planting is suitable. Similarly, wetland conservation requires attention to habitats, water flows, fisheries, biodiversity, pollution and local resource-use practices.

Badabon Sangho therefore intends to engage an individual consultant to conduct an applied research study in Tanguar Haor and surrounding villages in Taherpur, Modhonagar and Dharmapasa upazilas. Tanguar is an inland haor landscape; the research will therefore be treated as a comparative desk review and household surveys of the dependent populations.

The study is expected to provide actionable findings rather than a general descriptive review. Recommendations should be feasible for local contexts like name of villages, size of populations, other services sectors, recognize the knowledge and rights of communities who depend on Haor.

3. Overall Objective

To generate reliable, context-specific and actionable evidence on nature-conservation challenges and adaptation opportunities in Tanguar Haor and surrounding villages, with particular attention to ecological management, livelihoods, land and women fisherfolk's rights.

4. Specific Objectives

1. Document current conservation context of selected areas of Tanguar Haor key habitats, vegetation, natural-resource use, plants and flora.
2. Conduct house-to-house survey with Haor dependent women in surrounding villages and document specific information like income, education, access to services, health, land, early marriage, livelihood options, etc.
3. Assess the ecological, and practical considerations that should guide tree plantation in haor landscapes, including site suitability, species selection, seasonal flooding, maintenance and long-term survival.
4. Identify priority threats to wetland ecosystems and biodiversity, and examine conservation options for flora and plants
5. Understand the experiences, knowledge, priorities, challenges and participation of women and other groups
6. Review relevant Bangladesh laws, policies, institutional responsibilities and ongoing initiatives concerning wetlands, forests, biodiversity, fisheries and environmental protection.

5. Scope of Work

5.1 Inception, literature review and research framework

- Review relevant documents, previous assessments, environmental studies, maps, official publications, policies and other credible literature available to the organization.
- Develop a research framework that connects ecological conditions and threats with women's rights.
- Submit an inception report with the proposed methodology, site-selection rationale, stakeholder plan, research tools, analysis approach, ethical safeguards and detailed workplan for approval before fieldwork.

5.2 Field-based assessment

- Conduct field visits and stay in the village for a week and over to conduct structured observations in locations agreed upon subjected to access, season and weather conditions.
- Conduct households survey with at least 200 women fisherfolks especially women and girls living with disabilities and women-headed households living in Haor villages
- Conduct key informant interviews with relevant community members, women, fishers, farmers, local leaders, local government representatives, relevant government officials, civil-society actors and technical experts, as appropriate.
- Document existing plantation or restoration initiatives, resource-use patterns and govt priorities for future action.

6. Research Methodology

The consultant will propose a proportionate research design combining desk review and field assessments. The final methodology and sample distribution will be agreed with Badabon Sangho through final agreement.

6.1 Desk review

The review should use traceable sources, prioritizing relevant Bangladesh government publications, credible academic research, environmental assessments and reputable conservation organizations. The consultant should record source, date, geographic relevance and limitations for key materials.

6.2 Primary data collection

The consultant will develop and use semi-structured interview and discussion guides. Respondents and sites will be selected purposively to capture varied perspectives relevant to conservation and local livelihoods. Ensure accurate data collection and appropriate quality assurance procedures. Disaggregate data by relevant characteristics where feasible and ethically appropriate. Any changes to the agreed number of interviews, discussions or sites must be discussed with Badabon Sangho.

6.3 Data analysis and quality assurance

- Organize qualitative notes and apply thematic analysis to identify recurring patterns, differences and emerging priorities.
- Compare findings across respondent groups and sites and triangulate them against documentary sources and field observations.
- Clearly distinguish verified information, direct observations, participant perceptions, consultant interpretation and recommendations.
- Document the research limitations, including seasonality, access constraints, sample limitations and any lack of ecological measurements.

7. Ethical Considerations, Safeguarding and Inclusion

- Obtain informed consent before interviews, group discussions, photography or recording. Participation must be voluntary and respondents may decline questions or withdraw without consequence.
- Protect confidentiality and avoid collecting personal information that is not necessary for the research.
- Ensure consultations are respectful and inclusive, making reasonable efforts to hear women's perspectives and those of groups whose livelihoods depend on natural resources.
- Follow Badabon Sangho's safeguarding and research ethics requirements.

8. Key Deliverables

No.	Deliverable	Minimum content / acceptance requirements
1	Inception report and workplan	Research questions, methodology, site and stakeholder plan, tools, ethical safeguards, analysis framework and schedule.
2	Research tools	Household survey and FGD guides, observation checklist, consent approach and any other agreed tools.
3	Fieldwork assessment documents	Summary of locations and respondent coverage, field activities, data quality steps, constraints and mitigation.
4	Draft research report	Findings on data analysis, review and draft recommendations.
5	Findings presentation/validation	Presentation of key findings and proposed actions to Badabon Sangho; summary of feedback and required revisions.
6	Final research report and action framework	Revised report, executive summary, references, limitations, prioritized recommendations, proposed actions, potential partners, risks and monitoring indicators; editable Word file and PDF.

9. Indicative Timeline

The assignment is expected to be completed within 45 approximately calendar days from contract signing. The final schedule will be agreed with Badabon Sangho.

Phase	Indicative period
Tool and sample finalization, inception report and research framework	25 Nov 2026
Preparation of field report	30 Nov 2026
Field visits, household survey, KIIs and FGDs	1-15 Dec 2026
Data organization, analysis and triangulation	15-20 Dec 2026
Draft report and recommendations	25 Dec 2026
Validation, revisions and final submission	30 Dec 2026

10. Qualifications and Experience

The assignment is intended for an individual consultant. Applicants should demonstrate:

- A university degree in environmental science, ecology, forestry, natural resource management, fisheries, biodiversity conservation, environmental studies, development studies or a closely related discipline. A postgraduate qualification is an advantage.
- At least five to ten years of relevant experience in environmental or conservation research, wetland/haor ecosystems, biodiversity, restoration/tree plantation, fisheries or community-based natural resource management.
- Proven experience conducting mixed-methods research, including surveys, FGDs, KIIs, and IDIs
- Knowledge of relevant environmental and natural-resource governance in Bangladesh; familiarity with Sunamganj or haor communities will be an advantage.
- Ability to assess environmental interventions alongside local livelihoods, gender, community participation and access to natural resources.
- Strong skills in sampling, quantitative and qualitative analysis, report writing, and evidence-based recommendations
- Ability to work independently, coordinate field activities responsibly and deliver outputs within the agreed timeline and budget.

11. Application Requirements

Interested individual consultants should submit a technical and financial proposal containing:

- A cover letter confirming interest and availability.
- An updated CV highlighting relevant qualifications, research experience and assignments.
- A technical proposal of approximately 3–5 pages describing understanding of the assignment, proposed methodology, fieldwork plan, analysis approach, ethics and safeguarding, and workplan.
- A financial proposal in BDT with professional fees and anticipated direct costs itemized, and VAT/tax clearly identified.
- Reference link of relevant research reports, assessments, publications or similar work.
- Contact details for at least two professional references.

12. Budget and Financial Proposal

The financial proposal must show the professional fee and any direct costs required to complete the agreed assignment, such as local travel, accommodation where necessary, communication, transcription, translation, printing and report preparation. The consultant must state all assumptions and exclusions and ensure that the total amount does not exceed the stated ceiling of BDT.200,000.

VAT and tax will be handled or deducted in accordance with applicable Government of Bangladesh rules and Badabon Sangho's procedures. The consultant should state the basis used to calculate the total including VAT and tax. No additional costs or work outside the agreed scope may be incurred without prior written approval from Badabon Sangho.

13. Payment Terms

Payments will be made in three (3) installments, subject to satisfactory completion and acceptance of the agreed deliverables by Badabon Sangho:

The consultant must submit a detailed financial proposal covering the entire consultancy, including professional fees, field visits, travel, accommodation, data collection, report preparation and any other applicable costs. The proposed budget will be reviewed and finalised in consultation with Badabon Sangho

14. Evaluation and Selection

Applications may be assessed against the following indicative criteria. The final process will follow Badabon Sangho's procurement procedures.

Evaluation criterion	Weight
Understanding of the assignment and quality/feasibility of methodology	25%
Relevant conservation, wetland/haor and research experience	25%
Qualifications and analytical/report-writing capacity	20%
Workplan, ethical safeguards, inclusion and data quality arrangements	10%
Financial proposal and value for money	20%
Total	100%

15. Management, Reporting and Ownership

- The consultant will work under the supervision of a designated Badabon Sangho focal person and coordinate research activities with the organization.
- Badabon Sangho will review and approve the inception report, research tools, agreed fieldwork plan and final deliverables.
- The consultant will maintain regular communication, flag delays or risks promptly and submit deliverables according to the agreed schedule.

16. Ownership, Confidentiality, and Use of Findings

- All intellectual property rights, including ownership and copyright, in all research reports, datasets, research tools, questionnaires, interview guides, transcripts, analytical frameworks, presentations, photographs, recordings, documentation, and any other materials developed, collected, or produced by the consultant under this assignment shall belong exclusively to Badabon Sangho.
- The consultant must maintain strict confidentiality regarding all participant information, organisational documents, research data, and non-public findings accessed or generated during the assignment. All research materials, records, and data must be securely stored, anonymised where appropriate, and handed over to Badabon Sangho in full upon completion of the assignment or earlier upon request.
- The consultant shall not share, retain, publish, or disclose any research data, photographs, audio or video recordings, reports, or other assignment-related materials with any third party without the prior written authorization of Badabon Sangho and in compliance with applicable ethical, safeguarding, and data protection requirements. Any personal data or identifiable materials must be handled in accordance with the consent provided by participants and the organisation's applicable policies.

17. Submission Process and Deadline

Interested consultants are invited to submit their and financial proposals, along with the required supporting documents, by the deadline below.

- Application deadline: 15 Nov 2026
- Submission email: hr.badabonsangho@gmail.com
- Contact person for queries: wasima.badabon@gmail.com

Only shortlisted applicants may be contacted. Badabon Sangho reserves the right to seek clarification, negotiate the workplan within the approved scope and budget, or cancel the recruitment process in accordance with its applicable procedures.