

## TERMS OF REFERENCE

### **HIRING AN INDIVIDUAL CONSULTANT OR CONSULTANCY FIRM FOR PREPARING A COSTED WORKPLAN ON CCGAP ALIGNED WITH NAP FOR TARGET MINISTRIES**

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#### **1. About Christian Commission for Development in Bangladesh (CCDB)**

The Christian Commission for Development in Bangladesh (CCDB), founded in 1973, is a national NGO dedicated to empowering marginalized communities and fostering a just, inclusive society. Having reached over 100,000 households and supported more than 1,000 community-based organizations across 28 districts, CCDB focuses on including ethnic communities and youth while promoting entrepreneurship. A key initiative is the Climate Change Program (CCP), which builds community resilience through sustainable agriculture, capacity building, and innovative technologies. The program's four components include Resilience Building, Research, a Climate Centre, and Carbon Emission Reduction. The Climate Centre serves as a practical training hub for various stakeholders, and through its capacity building wing, CCDB also offers specialized training on climate change for both national and international professionals, demonstrating its strong institutional foundation and commitment to delivering sustainable results.

#### **2. Project Background**

Bangladesh is among the most climate-vulnerable countries globally, where women and girls—especially from marginalized groups—face disproportionate risks due to socio-economic inequalities and limited access to resources. While national policies such as the Climate Change Gender Action Plan (CCGAP) exist, gaps remain in ensuring effective, gender-responsive climate action at institutional and community levels.

Building on the regional *EmPower: Women for Climate-Resilient Societies* programme, UN Women is providing technical expertise to strengthen Bangladesh's implementation of the CCGAP. In 2023, the French Development Agency (AFD) extended its policy loan to the Government of Bangladesh to support climate change priorities, with UN Women identified as the technical partner for gender mainstreaming. Recognizing its strong track record in climate resilience and institutional capacity development, Christian Commission for Development in Bangladesh (CCDB) was selected as the implementing partner.

The project, *Increase the Resilience of Women and Girls through the Acceleration of Gender-Responsive Climate Change Action in Bangladesh*—also known as the Women's Resilience in Climate Change Project—aims to equip government institutions with knowledge and skills to effectively integrate gender equality into climate adaptation. Under the leadership of the Ministry of Environment, Forest, and Climate Change (MoEFCC), the project will:

1. Build the capacity of gender and climate change focal points across seven key ministries and departments;
2. Support MoEFCC in monitoring CCGAP implementation;
3. Strengthen the Bangladesh Climate Change Trust (BCCT) to plan and invest in gender-responsive climate adaptation initiatives.

### 3. Project Target Group

The primary target group of this project consists of government officials from key ministries and departments involved in climate change and gender-related policymaking and implementation. These officials will receive tailored capacity-building support to enhance their understanding and ability to integrate gender considerations into climate change adaptation and sectoral planning.

Specifically, the project will work with Gender and Climate Change Focal Points (approximately 75-80) from the following seven key ministries and departments:

- i. Ministry of Environment, Forest and Climate Change (MoEFCC)
- ii. Ministry of Women and Children Affairs (MoWCA)
- iii. Ministry of Disaster Management and Relief (MoDMR)
- iv. Ministry of Agriculture (MoA)
- v. Ministry of Finance (MoF)
- vi. Ministry of Water Resources (MoWR)
- vii. Local Governance Division (LGD)

### 4. The Work Purpose

The purpose of this assignment is to engage a qualified consultant (or consultancy firm) to prepare and deliver a comprehensive, economic, and time-bound costed workplan aligned with the Climate Change Gender Action Plan (CCGAP) and the National Adaptation Plan (NAP) for coordinated implementation across seven target ministries.

Specifically, the assignment will support Gender and Climate Change Focal Points (approximately 70 officials) from the **Ministry of Environment, Forest and Climate Change (MoEFCC)**, **Ministry of Women and Children Affairs (MoWCA)**, **Ministry of Disaster Management and Relief (MoDMR)**, **Ministry of Agriculture (MoA)**, **Ministry of Finance (MoF)**, **Ministry of Water Resources (MoWR)**, and the **Local Government Division (LGD)** to identify, prioritize, and translate relevant CCGAP actions into practical, sector-specific and consolidated implementation plans.

The consultant will develop short- and mid-term priority activities, estimate associated financial and technical resource requirements, and prepare a realistic budgeting and implementation framework through a participatory process in collaboration with the concerned ministries. The resulting costed workplan will serve as a strategic and operational roadmap to guide coordinated, gender-responsive climate action and resource mobilization across the target ministries.

### 5. Methodology

The assignment will employ a qualitative as well as a quantitative approach to ensure a comprehensive understanding of CCGAP and National Adaptation Plan (2023-2050). The methodology will be participatory, inclusive, and aligned with the objectives outlined in this Terms of Reference. In addition to qualitative methods (such as FGDs, KIIs, and IDIs), the consultant will apply quantitative techniques to develop a detailed costed workplan. These include reviewing the target ministries' (07) budget allocations from the past five (05) years, applying activity-based time-bound and costed plan for all the CCGAP activities under the 7 targeted ministries, and estimating costs related to staffing, training, logistics, monitoring and others. Standard costing templates and budgeting frameworks will be formed

to ensure accuracy and feasibility. The proposed methodology will include, but not be limited to, the following components:

- Desk Review of Relevant Documents

The consultant will conduct a comprehensive review of key national and sectoral documents to understand existing policy commitments and institutional mandates. These may include the Climate Change Gender Action Plan (CCGAP), National Adaptation Plan (NAP), ministry strategic plans, annual development programmes, and other relevant policies and reports. Previous climate-related programmes and initiatives implemented by the target ministries will also be reviewed to identify existing priorities and gaps.

- Stakeholder Mapping and Consultation

Relevant stakeholders within the seven ministries and associated departments will be identified. The consultant will conduct consultations with Gender and Climate Change Focal Points and other relevant officials to understand institutional priorities, current initiatives, challenges, and opportunities related to gender-responsive climate actions.

- Key Informant Interviews (KIIs)

KIIs will be conducted with senior officials and technical experts from relevant ministries, development partners, and other stakeholders to gather insights on policy priorities, financing mechanisms, and implementation challenges related to CCGAP.

- Focus Group Discussions (FGDs)

FGDs will be organized with focal points and technical officials from the participating ministries to collectively identify and actions relevant to their sectors. These discussions will also help ensure alignment between sectoral priorities and the broader goals of CCGAP and NAP.

- Budget Analysis and Costing

The consultant will conduct a financial analysis to estimate the resources required to implement the CCGAP activities. This may include reviewing relevant budget allocations from the participating ministries and applying activity-based costing to estimate expenditures related to staffing, capacity building, technical assistance, logistics, monitoring, and communication.

- Development of the Costed Workplan

The consultant will translate all the CCGAP activities into a structured, time-bound workplan with clearly defined outputs, responsible institutions, timelines, and estimated budgets. The workplan will categorize activities into short- and mid-term implementation phases and will be aligned with national climate and development frameworks.

- Validation Workshop

A multi-stakeholder validation workshop will be organized to present the draft costed workplan and gather feedback from representatives of the participating ministries and relevant partners. The feedback received will be incorporated to refine and finalize the workplan.

- Finalization and Submission

Following the validation process, the consultant will finalize the costed workplan and submit the final report, including detailed costing assumptions, implementation roadmap, and recommendations for monitoring and coordination among the participating ministries.

## 6. Scope of work

The consultant/consultancy firm will be responsible for supporting the development of a comprehensive, time-bound, and economically costed workplan for prioritized actions under the Climate Change Gender Action Plan (CCGAP), ensuring alignment with the National Adaptation Plan (NAP). The work will focus on facilitating coordinated planning and budgeting across the seven target ministries and their relevant departments.

The scope of work will include, but not be limited to, the following tasks:

- Review the Climate Change Gender Action Plan (CCGAP), the National Adaptation Plan (NAP), and other relevant national and sectoral policies to understand strategic priorities and implementation mechanisms. The review will also consider relevant planning and budget documents of the target ministries.
- Analyse the mandates, ongoing programmes, and existing climate-related initiatives of the seven target ministries to identify entry points for integrating gender-responsive climate actions and ensure alignment with sectoral priorities.
- Conduct consultations with Gender and Climate Change Focal Points and relevant officials from the seven ministries to gather inputs on priorities, implementation challenges, and opportunities for integrating CCGAP actions into sectoral planning.
- Identify and prioritize relevant CCGAP activities for each ministry, considering feasibility, alignment with mandates, and potential impact on gender-responsive climate action.
- Translate the prioritized activities into a structured implementation framework outlining timelines, responsible ministries or departments, and expected outputs.
- Estimate the financial and technical resources required for each CCGAP activity, including human resources, capacity building, logistics, monitoring, and technical support.
- Develop a consolidated costed workplan covering all seven ministries, including detailed budget estimates, implementation timelines, and clear institutional responsibilities.
- Present the draft costed workplan in a stakeholder consultation or validation workshop to gather feedback from relevant ministries and partners.
- Incorporate stakeholder feedback and finalize the costed workplan along with a narrative report outlining the methodology, costing assumptions, and recommendations for implementation and monitoring.

## 7. Key Deliverables

The consultant/consultancy firm is expected to deliver the following deliverables within the agreed timeline:

### **Inception Report**

An inception report outlining the understanding of the assignment, proposed methodology, workplan, timeline, and stakeholder engagement strategy for developing the costed workplan.

### Stakeholder Consultation Summary

A brief report summarizing consultations with the target ministries, including key findings, relevance with the ministries identified, and inputs from Gender and Climate Change Focal Points.

### CCGAP Activity Mapping and Prioritization Matrix

A matrix identifying and prioritizing relevant CCGAP activities for the seven ministries, aligned with the National Adaptation Plan (NAP) and categorized into short- and mid-term actions.

### Draft Time-Bound Costed Workplan

A draft workplan presenting CCGAP activities, implementation timelines, responsible ministries or departments, and detailed cost estimates.

### Presentation for Validation Workshop

A structured presentation of the draft costed workplan to be shared with representatives from the target ministries and relevant stakeholders for feedback and validation.

### Final Costed Workplan and Narrative Report

A finalized time-bound costed workplan (in Excel format) and a narrative report (in MS Word format) explaining the methodology, costing assumptions, and implementation roadmap aligned with CCGAP and NAP.

### Annexes and Supporting Documents

Any relevant tools, data sets, costing templates, and references used in the process.

## 8. Timeline

The consultant/consulting firm is expected to complete the assignment within the timeframe of **May-July, 2026**, over a period of **90** working days.

SL	Task	Activities	Deliverable	Timeline
<b>Developing Costed Workplan aligned with NAP</b>				
1	Inception Phase	Kick-off meeting, document review, develop inception report	Final Inception Report	10 days
2	Document Review	Capacity Needs Assessment Report analysis, CCGAP and relevant document review.		10 days
3	Development of the Costed Work plan		Draft timebound costed workplan for 7 ministries	60 days
4	Sharing the draft costed workplan for feedback	Consultation meeting with MoEFCC and other targeted ministries, UN Women and AFD	Draft economic costed workplan with feedbacks incorporated	5 Days
5	Finalization of the costed workplan			5 Days
Total				90 Days

## 9. Payment Terms

The payment will be made in three instalments:

Instalments	Percentage	Instalment Schedule
First instalment	40	After Signing the work order
Second instalment	30	Submission of draft costed workplan and presentation of validation workshop
Final instalment	30	Final costed work plan and narrative report

## 10. Bindings

All documents, papers, and data produced during the assessment are to be treated as Christian Commission for Development in Bangladesh's (CCDB) property and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials, and data to CCDB before receiving the final payment.

## 11. Negotiations

After receiving the proposal, CCDB will evaluate them and choose the consultant/ consulting firm for negotiation. CCDB will contact the next consultant/ consulting firm if the negotiations fail. If none of the invited proposals led to an agreement, then CCDB will go for the second round of calls for proposals.

Technical evaluation table:

Technical Evaluation Criteria	Obtainable Score
5-7 years of experience in developing costed workplans/action plans for government or donor-funded programmes, including multi-sector or multi-ministerial assignments.	30
Proven experiences of working in the fields of Climate change and gender, and in governmental ministries of Bangladesh, strong understanding of climate change and gender-responsive frameworks (e.g., NAP, CCGAP) with the ability to translate policy into actionable plans.	25
Proven experience in developing high-quality analytical reports, expertise in activity-based budgeting, cost estimation, and resource planning, with familiarity in government and donor budgeting systems.	25
Advanced university degree (Master's or higher) in Development Studies, Environmental Studies, Climate Change, Public Policy, Economics, or a related discipline.	20
<b>Total Obtainable Score</b>	<b>100</b>

## 12. Award of contract

The consultant/consulting firm is expected to commence the assignment immediately (within one week) of signing contract.

### 13. Contact

For any queries, please communicate with Ms. Mousumi Haldar, Coordinator (Capacity Building) at [mousumi@ccdbbd.org](mailto:mousumi@ccdbbd.org) or Salma Ahmed, Project Manager (WRCCP), CCDB at [salma.unw@ccdbbd.org](mailto:salma.unw@ccdbbd.org)

### 14. Applications/ Required submissions

Interested applicants should submit the technical and financial proposal. The technical proposal will cover below aspects:

- Understanding of the assignment
- Detailed response to the Scope of work (please use your own words)
- A detailed work plan with timeframe
- Consulting team composition and responsibilities
- Relevant experience with example
- Experience working with different government ministries especially MoEFCC

**The financial proposal** should clearly identify itemized summary of cost with a detailed breakdown. The applicants are requested to submit trade license and tax certificate as attachment with the budget.

#### **Proposal submission:**

The technical and financial proposals should be submitted electronically to the email address [hr@ccdbbd.org](mailto:hr@ccdbbd.org).

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