

Date: 23/05/2026

Request for Proposal (RFP)

For hiring a Consultant/Consultancy Firm for Development of “**Operational Guideline, Training Module, and Institutional Capacity Development of Climate Information Service Center (CISC) Service Providers (SPs)**” under ACCESS Project.

Summary

RFP Name:	“Request for Proposal (RFP) For Operational Guideline, Training Module, and Institutional Capacity Development of Climate Information Service Center (CISC) Service Providers (SPs)”
Package No:	ESDO/ACCESS Project
Project Name:	“Actions to Climate Change Ensuring Sustainable Solutions (ACCESS)” Project
Location:	The project is being implemented in four highly climate-vulnerable districts: Bagerhat District, Khulna District, Satkhira District in the southwestern coastal belt, and Kurigram District in the northwestern region, covering 8 upazilas and 28 unions.
Purpose	<p>The primary objective of this assignment is to develop operational guidelines for climate information service center (CISC), design a structured training module, and deliver capacity-building training to Service Providers (SPs) to enhance the overall institutional effectiveness, operational efficiency, and outreach of CISCs.</p> <p>Specific objectives:</p> <ul style="list-style-type: none"> <input type="checkbox"/> Develop operational guideline for climate information service center (CISC). <input type="checkbox"/> Conduct assessment of existing CISCs systems, capacities, and service delivery mechanisms. <input type="checkbox"/> Develop context-specific, user-friendly training module on institutional management, and operational system of CISCs. <input type="checkbox"/> Provide capacity building training to Service Providers (SPs) on these issues.
Audience	ESDO, UTTARAN and HELVETAS Bangladesh
Reports to	ESDO
Deadline for the submission of proposals:	04-06-2026 before 4.00 pm
Expected start/end dates, number of work days	Expected start Date: 08-06-2026, End date: 15-07-2026, Number of work days: 40 days (Calendar days)
Terms and Conditions	Please follow the attached ToR for details information.

ESDO reserves the right to accept or reject any or all the proposals in full or in part, with or without assigning any reason whatsoever.

Terms of Reference (ToR) for hiring a Consultant/Consultancy Firm for Development of Operational Guideline, Training Module, and Institutional Capacity Development of Climate Information Service Center (CISC) Service Providers (SPs)

1. Background and Context

The “Actions to Climate Change Ensuring Sustainable Solutions (ACCESS)” Project is being implemented by DORP, ESDO, and UTTARAN with technical support from HELVETAS Bangladesh. The project is grounded in the belief that climate-vulnerable and marginalized communities can achieve greater resilience and reduced risk when they are empowered through an integrated approach combining climate justice, governance, disaster risk management, and inclusive water access, supported by strong local institutions and coordinated action among communities, civil society, and local government. Based on this, the project aims to strengthen community capacities, empower local governance, ensure equitable access to resources, and promote evidence-based advocacy for climate-resilient development.

The project is being implemented in four highly climate-vulnerable districts: Bagerhat District, Khulna District, Satkhira District in the southwestern coastal belt, and Kurigram District in the northwestern region, covering 8 upazilas and 28 unions. These areas are increasingly exposed to recurrent cyclones, tidal surges, salinity intrusion, prolonged waterlogging, river erosion, flash floods, erratic rainfall, and rising heat stress. These climate hazards are significantly disrupting agricultural production, damaging infrastructure, reducing access to safe drinking water, and weakening rural livelihoods. As a result, farming households face reduced crop yields, higher input costs, uncertain seasonal planning, and increasing livelihood insecurity, largely due to limited access to timely, reliable, and localized climate and weather information.

In many cases, farmers and vulnerable communities lack access to actionable forecasts, early warning messages, and location-specific agricultural advisories that are essential for informed decision-making on cropping patterns, irrigation, pest and disease management, fisheries, livestock, and preparedness. This information gap increases exposure to climate risks and reduces the effectiveness of local adaptation practices.

To address these challenges, the ACCESS project promotes a climate-smart and locally led adaptation approach by integrating climate and weather information into planning and decision-making processes at community and institutional levels. A key intervention is the establishment and strengthening of Climate Information Service Centers (CISCs) at the local level. These centers function as community-based platforms for collecting, interpreting, and disseminating climate information, early warnings, and agriculture-related advisories in accessible formats.

The CISCs are operated by trained Local Service Providers (LSPs), who are typically experienced lead farmers or locally trusted individuals with strong community networks and close coordination with the Upazila Agriculture Office and other relevant service providers. LSPs serve as a vital interface between technical agencies and vulnerable communities by translating complex climate and weather information into practical, locally relevant guidance. Through this role, they support farmers and households in making timely, risk-informed decisions that help protect livelihoods and reduce climate-related losses.

Despite their importance, CISCs currently face gaps in standardized operational systems, institutional arrangements, service delivery protocols, and capacity. There is also a need to strengthen governance mechanisms, stakeholder coordination, inclusive communication, and documentation practices to ensure effectiveness and sustainability.

In this context, the ACCESS project intends to engage a qualified consultant or consultancy firm to develop a comprehensive Operational Guideline for CISCs, design context-specific training modules, and facilitate capacity-building training for CISC Service Providers to strengthen institutional and operational effectiveness of the centers.

2. Objectives of the Assignment

The primary objective of this assignment is to develop operational guidelines for climate information service center (CISC), design a structured training module, and deliver capacity-building training to Service Providers (SPs) to enhance the overall institutional effectiveness, operational efficiency, and outreach of CISCs.

Specific objectives:

- Develop operational guideline for climate information service center (CISC)
- Conduct assessment of existing CISCs systems, capacities, and service delivery mechanisms
- Develop context-specific, user-friendly training module on institutional management, and operational system of CISCs.
- Provide capacity building training to Service Providers (SPs) on these issues.

3. Scope of Work and Key Tasks

The selected consultant/consultancy firm will be responsible for the following tasks:

3.1 Review of Relevant Documents and Secondary Information

The consultant will conduct a comprehensive review of relevant literature and project documents to understand the current context, practices, and institutional arrangements related to climate information services.

The review will include, but not be limited to:

- National policies, strategies, and frameworks related to climate information services, agriculture advisory services, and climate adaptation;
- Existing Climate Information Service (CIS) models and practices in Bangladesh;
- Relevant international good practices and community-based CIS models;
- Existing ACCESS project documents, reports, assessments, implementation strategies, and training materials;
- Relevant government systems and extension mechanisms related to climate and weather information dissemination.

The review findings should help identify gaps, opportunities, and recommendations for strengthening CISC operations and service delivery systems.

3.2 Assessment of Existing CISCs

The consultant will conduct a simple assessment of existing Climate Information Service Centers (CISCs) in the project locations at Northwestern and southwestern areas. The consultant may use participatory approaches including field visits, interviews, focus group discussions (FGDs), key informant interviews (KIIs), and stakeholder consultations.

3.3 Development of Operational Guideline for CISCs

Based on the review of good practices and assessment findings and, the consultant will develop a comprehensive Operational Guideline for Climate Information Service Centers (CISCs).

The guidelines should be clearly defined:

- Vision, objectives, and functions of CISCs;

- Governance and management structures;
- Roles and responsibilities of Service Providers and relevant stakeholders;
- Operational procedures and standard operating systems;
- Service delivery mechanisms and communication protocols;
- Climate information collection, interpretation, dissemination, and feedback systems;
- Coordination mechanisms with government departments and local government institutions;
- Community engagement and accountability mechanisms;
- Gender-responsive and inclusive service delivery approaches;
- Record keeping, reporting, monitoring, and documentation systems;
- Sustainability and resource mobilization considerations;
- Risk management and quality assurance mechanisms.

The guidelines should be practical, user-friendly, and suitable for implementation at community level.

3.4 Development of Training Plan and Curriculum

The consultant will prepare a structured training plan and curriculum for Service Providers (SPs) based on identified capacity gaps and operational requirements of CISCs.

3.5 Develop Training Content & Materials

Develop standardized, participatory, and user-friendly training modules in Bangla and English, including:

- Facilitator’s guide/manual;
- Participant handbook;
- Presentation slides;
- Practical exercises, case studies, and group work tools;
- Pre- and post-training assessment tools;
- Session plans and training agenda;
- Visual and interactive learning materials suitable for adult learning approaches.

3.6 Delivery Training

Facilitate the training sessions for the identified SPs, utilizing participatory methodologies, practical exercises, and real-world scenarios.

3.7 Evaluation, Documentation, and Reporting

Conduct pre- and post-training assessments to measure knowledge retention and submit a comprehensive completion report with recommendations for future interventions.

4. Expected Deliverables and Timeline

The assignment is expected to be completed within a period of 40 days after contact agreement.

Deliverables	Description	Timeline
Inception Report	Detailed methodology, work plan, implementation approach, and assessment framework	Day 1–7
Assessment Report	Findings on existing CISCs institutional capacities, operational gaps, challenges, and recommendations	Day 8–15
Draft Operational Guideline	Draft operational manual/guideline for effective management and service delivery of CISCs	Day 12–20

Deliverables	Description	Timeline
Training Plan and Curriculum	Structured training plan, session outlines, and competency-based curriculum for Service Providers (SPs)	Day 16–22
Draft Training Modules and Materials	Draft presentations, facilitator manuals, participant handouts, exercises, and assessment tools	Day 20–28
Training Delivery	Conduct training sessions and capacity-building workshops for Service Providers (SPs)	Day 29–35
Final Completion Report	Final report including training evaluation, key recommendations, finalized guidelines, and training materials	Day 36–40

5. Consultant Profile / Qualifications

The ideal consultant or team should possess the following qualifications:

- **Education:** Master’s degree in organizational development, human resources, public policy, development studies, international relations, Agriculture, Climate Change, Environmental Science, or a closely related field.
- **Experience:** Minimum of 10 years of proven experience in institutional capacity building, local government engagement, policy review training module/curriculum development, and delivering training in the agriculture sector.
- **Subject Matter Expertise:** Deep understanding of institutional strengthening and management, stakeholder engagement, Climate Information Services (CIS), early warning systems/dissemination,
- **Skills:** Excellent facilitation skills, proficiency in adult learning techniques, and strong report writing abilities.
- **Language:** Fluency in English and Bangla.

6. Institutional Arrangements

We will provide necessary background documents, facilitate access to the SPs, and review/approve all deliverables.

7. Evaluation Criteria

The assessment of the quotations will start with an assessment of the administrative criteria. That means that if these criteria aren’t met in your quotation, this quotation will be put aside, and the award criteria of this quotation will not be assessed.

The quotations that meet the administrative criteria will be assessed against the award criteria. The award criteria are assessed according to the following distribution of points.

SN	Criteria	Max. Point
1.	Administrative criteria	
1.1	Proposal/Quotation received within deadline	
1.2	Financial and technical proposal, including a time planning based on this ToR	
1.3	CV(’s) of the proposed consultant(s)/Firm and team, proving relevant experience	
1.4	Copy of valid Tax Identification Number (TIN), Business Identification Number (BIN) (applicable for Firms) and Trade License.	
2.	Award criteria (Technical and Financial)	
2.1	Technical proposal	70 out of 100
	Understanding of ToR and Scope of Services: Evaluation based on the depth of understanding of the ToR and the scope of services required.	10

	Methodology: Assessment of the quality, clarity, and appropriateness of the study tools, design, approach, and methodology proposed.	20
	Timeframe: Evaluation of the ability to meet delivery dates, including the reliability and feasibility of the proposed execution timeline and workflow.	10
	Skill and Experience: Consideration of the relevant skills and work experience of the consultant/consultancy firm/lead person in the specific sector.	20
	Team Composition: Evaluation of the structure and qualifications of the proposed team, including the roles and responsibilities of each member.	10
2.2	Financial Proposal: Assessment of the financial proposal, focusing on the cost-effectiveness and realism of the budget plan in relation to the services proposed.	30 out of 100

8. Financial Arrangement and Payment Schedule

Payments will be made upon satisfactory completion and acceptance of deliverables by the project. The payment breakdown will be as follows:

- 20% upon submission and approval of the Inception Report.
- 40% upon submission and approval of the operational guideline and draft final training materials.
- 40% upon successful delivery of the training and submission of the Final Completion Report.

Applicable vat/taxes will be deducted at source as per the laws of Bangladesh.

9. Submission Requirements

Specify the requirements for submitting proposals, including:

- **Deadline for submission:**
- **A technical proposal:** not more than 6 pages, with the following sections:
 - understanding of the assignment
 - technical approach and methodology
 - expected outcomes and draft content structure/table of content of the operational guidelines and training module
 - workplan and timeline
 - personnel and division of roles and responsibilities
 - risk management
- **A financial proposal:** 2 page maximum. The Consultant/Consultancy Firm will submit a financial proposal in Bangladeshi Taka. The budget should include an activity-wise cost breakdown for each activity, the total proposed amount with all applicable taxes, and a clear description of the payment modalities.

10. How to Apply

Interested consultants/firms are requested to submit their proposals to the said address by **04/06/ 2026**. The proposal should include:

Please submit applications via email to: procurement@esdo.net.bd with the subject line: "Consultant/Consultancy Firm for Development of Operational Guideline, Training Module, and Institutional Capacity Development of Climate Information Service Center (CISC) Service Providers (SPs)".

11. Ownership and Intellectual Property

All operational guidelines, training materials, manuals, tools, reports, and other outputs developed under this assignment shall remain the sole property of the ACCESS Project. The project reserves the right to use, adapt, translate, reproduce, and scale the materials without additional permission or royalty to the consultant/consultancy firm.

12. Special Note

The Consultant/Consultancy Firm must be able to undertake assignments in the project locations of the northwestern and southwestern regions of Bangladesh. Accordingly, the financial proposal should fully reflect all associated costs, including travel, logistics, accommodation, and other field-level operational expenses required for the effective and timely completion of the assignment.

Date: 23/05/2026

Request for Proposal (RFP)

For hiring a Consultant/Consultancy Firm for Development of “**Operational Guideline, Training Module, and Institutional Capacity Development of Climate Migration Hub (CMH) Service Providers (SPs)**” under ACCESS Project.

Summary

RFP Name:	“Request for Proposal (RFP) For Development of Operational Guideline, Training Module, and Institutional Capacity Development of Climate Migration Hub (CMH) Service Providers (SPs)”
Package No:	ESDO/ACCESS Project
Project Name:	“Actions to Climate Change Ensuring Sustainable Solutions (ACCESS)” Project
Location:	The project is being implemented in four highly climate-vulnerable districts: Bagerhat District, Khulna District, Satkhira District in the southwestern coastal belt, and Kurigram District in the northwestern region, covering 8 upazilas and 28 unions.
Purpose	<p>The primary objective of this assignment is to develop operational guidelines for climate migration hub (CMH), design a structured training module, and deliver capacity-building training to Service Providers (SPs) to enhance the overall institutional effectiveness, operational efficiency, and outreach of CMHs.</p> <p>Specific objectives:</p> <ul style="list-style-type: none"> • Develop operational guidelines for Climate Migration Hubs (CMHs); • Conduct assessment of existing CMH systems, capacities, and service delivery mechanisms; • Develop context-specific and user-friendly training modules on CMH governance, institutional management, and operational systems; • Build capacity of CMH Service Providers (SPs), Union Parishad representatives, Union Parishad Secretaries, and Union Digital Center (UDC) operators for effective service delivery and coordination;
Audience	ESDO, UTTARAN and HELVETAS Bangladesh
Reports to	ESDO
Deadline for the submission of proposals:	04-06-2026 before 4.00 pm
Expected start/end dates, number of work days	Expected start Date: 08-06-2026, End date: 15-07-2026, Number of work days: 40 days (Calendar days)
Terms and Conditions	Please follow the attached ToR for details information.

ESDO reserves the right to accept or reject any or all the proposals in full or in part, with or without assigning any reason whatsoever.

Terms of Reference (ToR) for hiring a Consultant/Consultancy Firm for Development of Operational Guideline, Training Module, and Institutional Capacity Development of Climate Migration Hub (CMH) Service Providers (SPs)

1. Background and Context

The “Actions to Climate Change Ensuring Sustainable Solutions (ACCESS)” Project is being implemented by DORP, ESDO, and UTTARAN with technical support from HELVETAS Bangladesh. The project is grounded in the belief that climate-vulnerable and marginalized communities can achieve greater resilience and reduced risk when they are empowered through an integrated approach combining climate justice, governance, disaster risk management, and inclusive water access, supported by strong local institutions and coordinated action among communities, civil society, and local government. Based on this, the project aims to strengthen community capacities, empower local governance, ensure equitable access to resources, and promote evidence-based advocacy for climate-resilient development.

The project is being implemented in four highly climate-vulnerable districts: Bagerhat District, Khulna District, Satkhira District in the southwestern coastal belt, and Kurigram District in the northwestern region, covering 8 upazilas and 28 unions. These areas are increasingly exposed to cyclones, salinity intrusion, floods, waterlogging, river erosion, erratic rainfall, heat stress, and other slow-onset climate impacts. The increasing frequency and intensity of climate-induced hazards are significantly affecting agricultural productivity, limiting access to safe drinking water, and creating severe livelihood insecurity for vulnerable households, displacement, loss of productive assets, and seasonal unemployment. As a result, many affected households are increasingly engaging in temporary, seasonal, or permanent migration to urban areas and other regions in search of alternative livelihood opportunities.

However, migration often occurs in an unplanned and uninformed manner, exposing migrants, especially women, youth, and marginalized groups, to multiple risks including unsafe migration practices, exploitation, trafficking, insecure employment, lack of access to information and services, and limited social protection support. Limited access to reliable migration information, referral services, skills development opportunities, and institutional coordination mechanisms at the local level further increases the vulnerability of climate-affected migrants and their families.

Recognizing climate-induced migration as an important adaptation strategy, the ACCESS project aims to strengthen community-level systems and institutional mechanisms to support vulnerable populations through improved access to migration-related information, services, and coordination support. As part of this initiative, the project is establishing and strengthening Climate Migration Hubs (CMHs) at the Union Parishad level.

The CMHs are envisioned as community-based information and coordination platforms that provide safe migration information, referral support, and access to relevant services for climate-vulnerable communities. Establishing the CMHs within Union Parishad structures is expected to strengthen local ownership, improve coordination with public service systems, and ensure accessibility of migration-related support for vulnerable households through existing local governance mechanisms.

The CMHs will work closely with Union Parishads, Union Digital Centers (UDCs), local youth groups, government service providers, and other relevant stakeholders to facilitate access to migration information, government services, skills development opportunities, and referral support. The hubs are also expected to strengthen coordination among migrants, intermediaries, local authorities, and service providers.

A key feature of the CMHs is the engagement of trained local youth as Service Providers (SPs). Youth engagement is considered critical due to their leadership potential, digital literacy, community outreach capacity, and ability to support potential migrants with timely, accessible, and understandable information. This youth-led approach is expected to strengthen community participation, sustainability, accountability, and responsiveness of the CMHs.

Despite their potential, the CMHs require standardized operational systems, governance structures, institutional management mechanisms, and service delivery procedures to ensure effective and sustainable functioning. In addition, CMH Service Providers, Union Parishad representatives, Union Parishad Secretaries, and Union Digital Center (UDC) operators require enhanced capacities on institutional management, migration governance, stakeholder engagement, inclusive communication, documentation, referral systems, and service coordination.

In this context, the ACCESS project intends to engage a qualified consultant or consultancy firm to develop a comprehensive Operational Guideline for Climate Migration Hubs (CMHs), design context-specific training modules, and facilitate institutional capacity-building training for CMH Service Providers and relevant stakeholders.

2. Objectives of the Assignment

The primary objective of this assignment is to develop operational guidelines for climate migration hub (CMH), design a structured training module, and deliver capacity-building training to Service Providers (SPs) to enhance the overall institutional effectiveness, operational efficiency, and outreach of CMHs.

Specific objectives:

- Develop operational guidelines for Climate Migration Hubs (CMHs);
- Conduct assessment of existing CMH systems, capacities, and service delivery mechanisms;
- Develop context-specific and user-friendly training modules on CMH governance, institutional management, and operational systems;
- Build capacity of CMH Service Providers (SPs), Union Parishad representatives, Union Parishad Secretaries, and Union Digital Center (UDC) operators for effective service delivery and coordination;

3. Scope of Work and Key Tasks

The selected consultant/consultancy firm will be responsible for the following tasks:

3.1 Review of Relevant Documents and Secondary Information

The consultant will conduct a comprehensive review of relevant literature and project documents to understand the current context, practices, and institutional arrangements related to climate migration services.

The review will include, but not be limited to:

- National policies, strategies, and frameworks related to internal climate migration/displacement;
- Existing models and practices in Bangladesh;
- Relevant international good practices and community-based service-delivery models to address climate migration;
- Existing ACCESS project documents, reports, assessments, implementation strategies, and training materials;
- Relevant government systems and extension mechanisms related to climate migration.

The output of this task will identify gaps, opportunities, and recommendations for strengthening CMH operational systems and institutional arrangements.

3.2 Assessment of Existing CMHs

The consultant will conduct a simple field-based assessment of existing Climate Migration Hubs (CMHs), Service Providers (SPs), and relevant stakeholders. The consultant may use participatory approaches including field visits, interviews, focus group discussions (FGDs), key informant interviews (KIIs), and stakeholder consultations.

3.3 Development of Operational Guideline for CISCs

Based on assessment findings, the consultant will develop a comprehensive and practical Operational Guideline for CMHs.

The guidelines should be clearly defined:

- Vision, objectives, and functions of CMHs;
- Institutional and governance structure;
- Roles and responsibilities of CMH actors and Service Providers;
- Standard operating procedures for service delivery;
- Client and migrant management;
- Migration information collection, processing, and dissemination systems;
- Referral and coordination mechanisms;
- Linkages with Union Parishads, UDCs, and service providers;
- Inclusion, gender responsiveness, and accountability mechanisms;
- Monitoring, reporting, and documentation systems;
- Sustainability and resource mobilization strategies;
- Risk management and quality assurance framework

The guidelines should be practical, user-friendly, and suitable for implementation at community level.

3.4 Development of Training Plan and Curriculum

The consultant will prepare a structured training plan and curriculum for Service Providers (SPs) based on identified capacity gaps and operational requirements of CMHs.

3.5 Develop Training Content & Materials

Develop standardized, participatory, and user-friendly training modules in Bangla and English, including:

- Facilitator's guide/manual;
- Participant handbook;
- Presentation slides;
- Practical exercises, case studies, and group work tools;
- Pre- and post-training assessment tools;
- Session plans and training agenda;
- Visual and interactive learning materials suitable for adult learning approaches.

3.6 Delivery Training

Facilitate the training sessions for the identified SPs, utilizing participatory methodologies, practical exercises, and real-world scenarios.

3.7 Evaluation, Documentation, and Reporting

Conduct pre- and post-training assessments to measure knowledge retention and submit a comprehensive completion report with recommendations for future interventions.

4. Expected Deliverables and Timeline

The assignment is expected to be completed within a period of 40 days after contact agreement.

Deliverables	Description	Timeline
Inception Report	Submission of detailed methodology, assessment tools, implementation approach, and work plan	Day 1–7

Deliverables	Description	Timeline
Assessment Report	Assessment of the existing CMH system, institutional capacities, and key findings	Day 8–15
Draft Operational Guideline	Preparation and submission of the draft CMH operational guideline	Day 12–20
Training Plan & Curriculum	Development of a structured training plan and curriculum for CMH Service Providers	Day 16–22
Draft Training Modules and Materials	Preparation of draft presentations, facilitator manuals, participant handouts, and assessment tools	Day 20–28
Training Delivery	Facilitation of training sessions for CMH Service Providers and relevant stakeholders	Day 29–35
Final Report	Submission of the final report incorporating training outcomes, feedback, recommendations, and finalized deliverables	Day 36–40

5. Consultant Profile / Qualifications

The ideal consultant or team should possess the following qualifications:

- **Education:** Master's degree in development studies, Migration Studies, Public Policy, Sociology, Disaster Management, Climate Change, or related fields.
- **Experience:** Minimum of 10 years of proven experience in institutional capacity building, local government engagement, policy review, training module/curriculum development, and delivery training.
- **Subject Matter Expertise:** Deep understanding of institutional strengthening and management, stakeholder engagement, climate induced migration.
- **Skills:** Excellent facilitation skills, proficiency in adult learning techniques, and strong report writing abilities.
- **Language:** Fluency in English and Bangla.

6. Institutional Arrangements

The ACCESS project team will provide necessary background documents, facilitate field access, and review deliverables. The consultant will report to the designated project focal person.

7. Evaluation Criteria

The assessment of the quotations will start with an assessment of the administrative criteria. That means that if these criteria aren't met in your quotation, this quotation will be put aside, and the award criteria of this quotation will not be assessed.

The quotations that meet the administrative criteria will be assessed against the award criteria. The award criteria are assessed according to the following distribution of points.

SN	Criteria	Max. Point
1.	Administrative criteria	
1.1	Proposal/Quotation received within deadline	
1.2	Financial and technical proposal, including a time planning based on this ToR	
1.3	CV('s) of the proposed consultant(s)/Firm and team, proving relevant experience	
1.4	Copy of valid Tax Identification Number (TIN), Business Identification Number (BIN) (applicable for Firms) and Trade License.	
2.	Award criteria (Technical and Financial)	
2.1	Technical proposal	70 out of 100

	Understanding of ToR and Scope of Services: Evaluation based on the depth of understanding of the ToR and the scope of services required.	10
	Methodology: Assessment of the quality, clarity, and appropriateness of the study tools, design, approach, and methodology proposed.	20
	Timeframe: Evaluation of the ability to meet delivery dates, including the reliability and feasibility of the proposed execution timeline and workflow.	10
	Skill and Experience: Consideration of the relevant skills and work experience of the consultant/consultancy firm/lead person in the specific sector.	20
	Team Composition: Evaluation of the structure and qualifications of the proposed team, including the roles and responsibilities of each member.	10
2.2	Financial Proposal: Assessment of the financial proposal, focusing on the cost-effectiveness and realism of the budget plan in relation to the services proposed.	30 out of 100

8. Financial Arrangement and Payment Schedule

Payments will be made upon satisfactory completion and acceptance of deliverables by the project. The payment breakdown will be as follows:

- 20% upon submission and approval of the Inception Report.
- 40% upon submission and approval of the operational guideline and draft final training materials.
- 40% upon successful delivery of the training and submission of the Final Completion Report.

Applicable vat/taxes will be deducted at source as per the laws of Bangladesh.

9. Submission Requirements

Specify the requirements for submitting proposals, including:

- **Deadline for submission:**
- **A technical proposal:** not more than 6 pages, with the following sections:
 - understanding of the assignment
 - technical approach and methodology
 - expected outcomes and draft content structure/table of content of the operational guidelines and training module
 - workplan and timeline
 - personnel and division of roles and responsibilities
 - risk management
- **A financial proposal:** 2 page maximum. The Consultant/Consultancy Firm will submit a financial proposal in Bangladeshi Taka. The budget should include an activity-wise cost breakdown for each activity, the total proposed amount with all applicable taxes, and a clear description of the payment modalities.

10. How to Apply

Interested consultants/firms are requested to submit their proposals to the said address by **04/06/ 2026**. The proposal should include:

Please submit applications via email to: procurement@esdo.net.bd with the subject line: "Consultant/Consultancy Firm for Development of Operational Guideline, Training Module, and Institutional Capacity Development of Climate Migration Hub (CMH) Service Providers (SPs)".

11. Ownership and Intellectual Property

All operational guidelines, training materials, manuals, tools, reports, and other outputs developed under this assignment shall remain the sole property of the ACCESS Project. The project reserves the right to use, adapt, translate, reproduce, and scale the materials without additional permission or royalty to the consultant/consultancy firm.

12. Special Note

The Consultant/Consultancy Firm must be able to undertake assignments in the project locations of the northwestern and southwestern regions of Bangladesh. Accordingly, the financial proposal should fully reflect all associated costs, including travel, logistics, accommodation, and other field-level operational expenses required for the effective and timely completion of the assignment.

Date: 23/05/2026

Request for Proposal (RFP)

For hiring a Consultant/Consultancy Firm for Development of “Capacity Building of Local Government Representatives on Climate Policies, Governance, and Loss and Damage” under ACCESS Project.

Summary

RFP Name:	“Request for Proposal (RFP) For Development of Capacity Building of Local Government Representatives on Climate Policies, Governance, and Loss and Damage”
Package No:	ESDO/ACCESS Project
Project Name:	“Actions to Climate Change Ensuring Sustainable Solutions (ACCESS)” Project
Location:	The project is being implemented in four highly climate-vulnerable districts: Bagerhat District, Khulna District, Satkhira District in the southwestern coastal belt, and Kurigram District in the northwestern region, covering 8 upazilas and 28 unions.
Purpose	<p>The overall objective of this assignment is to strengthen the institutional and technical capacity of local government representatives on climate governance, national climate-related policies and frameworks, loss and damage, disaster risk reduction, and sustainable development through the development of standardized training modules, delivery of Training of Trainers (ToT), and training sessions.</p> <p>Specific objectives:</p> <ul style="list-style-type: none"> • Develop comprehensive and user-friendly training modules and materials on relevant national and sectoral climate-related policies and frameworks; • Strengthen the facilitation capacity of selected trainers (such as CSO leaders) through ToT • Enhance the understanding of Union Parishad representatives and CSOs on national climate policies, local governance responsibilities, and Loss and Damage concepts and response mechanisms; and promote practical integration of climate resilience, adaptation, and Loss and Damage considerations into local development planning and decision-making processes.
Audience	ESDO, UTTARAN and HELNETAS Bangladesh
Reports to	ESDO
Deadline for the submission of proposals:	04-06-2026 before 4.00 pm
Expected start/end dates, number of work days	Expected start Date: 08-06-2026, End date: 07-07-2026, Number of work days: 30 days (Calendar days)
Terms and Conditions	Please follow the attached ToR for details information.

ESDO reserves the right to accept or reject any or all the proposals in full or in part, with or without assigning any reason whatsoever.

Terms of Reference (ToR) for hiring a Consultant/Consultancy Firm for Capacity Building of Local Government Representatives on Climate Policies, Governance, and Loss and Damage

1. Background and Context

The “Actions to Climate Change Ensuring Sustainable Solutions (ACCESS)” Project is being implemented by DORP, ESDO, and UTTARAN with technical support from HELNETAS Bangladesh. The project is grounded in the belief that climate-vulnerable and marginalized communities can achieve greater resilience and reduced risk when they are empowered through an integrated approach combining climate justice, climate governance, disaster risk management, and inclusive water access, supported by strong local institutions and coordinated action among communities, civil society, and local government. Based on this, the project aims to strengthen community capacities, empower local governance, ensure equitable access to resources, and promote evidence-based advocacy for climate-resilient and sustainable development.

The project is being implemented in four highly climate-vulnerable districts: Bagerhat District, Khulna District, Satkhira District in the southwestern coastal belt, and Kurigram District in the northwestern region, covering 8 upazilas and 28 unions. These areas are increasingly exposed to recurrent cyclones, tidal surges, salinity intrusion, prolonged waterlogging, river erosion, flash floods, erratic rainfall, and rising heat stress. These climate hazards are significantly disrupting agricultural production, damaging infrastructure, reducing access to safe drinking water, and weakening rural livelihoods.

Bangladesh is rich in its policies and plans. It was among the first countries to formulate a National Adaptation Programme of Action (NAPA) in 2005 and has since developed a wide range of national policies, strategies, and frameworks to guide climate change adaptation, mitigation, disaster risk reduction, sustainable development, and environmental governance. In recent years, Bangladesh has also taken significant steps toward developing a national framework and mechanism on Loss and Damage. The operationalization of the global Loss and Damage Fund has further underscored the importance of strengthening institutional readiness, local capacities, and policy coherence at all levels.

Union Parishads (UPs) are the frontline local government institutions responsible for coordinating disaster response, facilitating social safety nets, and implementing development activities at the community level. They are also key actors in translating national policies and climate commitments into locally relevant actions. Thus, there is a significant need to strengthen the understanding and institutional capacity of UP representatives — including elected chairpersons, members, and standing committee representatives — regarding the national policies, plans, frameworks, and operational mechanisms that guide climate governance, disaster management, and sustainable development processes. Strengthening their knowledge and practical application of these frameworks is essential to ensuring informed decision-making, effective resource mobilization, inclusive planning, and accountable local governance.

In this context, the ACCESS Project intends to engage a qualified consultant or consultancy firm to develop a standardized and user-friendly training module on relevant national policies, plans, and frameworks related to climate action, disaster risk reduction, loss and damage, and sustainable development for local government representatives. The assignment will also include facilitation of Training of Trainers (ToT) and training sessions for local government representatives and relevant stakeholders.

2. Objectives of the Assignment

The overall objective of this assignment is to strengthen the institutional and technical capacity of local government representatives on climate governance, national climate-related policies and frameworks, loss and damage, disaster risk reduction, and sustainable development through the development of standardized training modules, delivery of Training of Trainers (ToT), and training sessions.

Specific objectives:

- Develop comprehensive and user-friendly training modules and materials on relevant national and sectoral climate-related policies and frameworks;
- Strengthen the facilitation capacity of selected trainers (such as CSO leaders) through ToT
- Enhance the understanding of Union Parishad representatives and CSOs on national climate policies, local governance responsibilities, and Loss and Damage concepts and response mechanisms; and promote practical integration of climate resilience, adaptation, and Loss and Damage considerations into local development planning and decision-making processes.

3. Scope of Work and Key Tasks

The selected consultant/consultancy firm will be responsible for the following tasks:

3.1 Review of Relevant Documents and Secondary Information

The consultant will conduct a comprehensive review of national policies, plans, frameworks, and strategies related to climate change adaptation and mitigation, climate governance and climate justice, loss and damage, local governance and participatory planning, and relevant local government operational guidelines and standing orders. The review should also include, but not be limited to,

- similar training modules developed earlier/available, both nationally and internationally for capturing best practices
- relevant government systems and mechanisms
- relevant project documents. He/she/it will also review the capacity assessment report of local government to identify specific knowledge gaps related to the subject.

3.2 Development of Training Modules and Materials

Develop standardized, participatory, and user-friendly training modules in Bangla and English, including:

- Facilitator's guide/manual;
- Participant handbook;
- Presentation slides;
- Practical exercises, case studies, and group work tools;
- Pre- and post-training assessment tools;
- Session plans and training agenda;
- Visual and interactive learning materials suitable for adult learning approaches.

3.3 Delivery of ToT and Training

- Design and facilitate Training of Trainers (ToT) sessions for selected facilitators;
- Deliver orientation/training sessions for Union Parishad representatives and standing committee members, CSOs;
- Apply participatory and adult-learning methodologies during facilitation;
- Document training outcomes, participant feedback, and key recommendations.

3.4 Finalization, Evaluation, Documentation, and Reporting

Incorporate feedback from HELVETAS Bangladesh and partner organizations into final training materials and submit finalized modules; Conduct pre- and post-training assessments to measure knowledge retention and submit a comprehensive completion report with recommendations for future interventions.

4. Expected Deliverables and Timeline

The assignment is expected to be completed within a period of 1 month.

Deliverables	Key Details	Timeline
Inception Report	Detailed methodology, work plan, and implementation approach	Week 1
Training Plan and Curriculum	Structured training plan and curriculum	Week 2
Draft Training Modules and Materials	Draft presentations, manuals, handouts, and assessment tools	Week 3
Finalized training modules and facilitation materials	Finalized presentations, manuals, handouts, and assessment tools	Week 4
Delivery of ToT sessions	Deliver ToT sessions for selected facilitators	As per agreed schedule
Training Delivery	Conduct training sessions for local government representatives	As per agreed schedule
Final Completion Report	Final report including training evaluation, recommendations, and finalized materials	Within 7 days after completion of training

5. Consultant Profile / Qualifications

The ideal consultant or team should possess the following qualifications:

- **Education:** Master's degree or higher in Public Administration, Development Studies, Political Science, Disaster Management, Climate Change Adaptation, or a related field from a recognized Bangladeshi or international university
- **Experience:** Minimum 10 years of professional experience in local governance, Union Parishad capacity development, or disaster risk reduction in Bangladesh
- Experience facilitating training programs with local government representatives
- Demonstrated experience in developing training curricula, modules, or learning materials for government or NGO capacity building programs
- Familiarity with key national policy documents including NAP, SOD, NSIDM, and UPOM
- **Language:** Fluency in English and Bangla. Ability to write clearly in Bengali at a level appropriate for elected Union Parishad members (avoiding technical jargon)
- Prior experience working in north and coastal districts of southern Bangladesh or with climate-affected communities
- **Skills:** Excellent facilitation skills, proficiency in adult learning techniques, and strong report writing abilities.

6. Institutional Arrangements

We will provide necessary background documents, facilitate access to relevant stakeholders, and review/approve all deliverables.

7. Evaluation Criteria

The assessment of the quotations will start with an assessment of the administrative criteria. That means that if these criteria aren't met in your quotation, this quotation will be put aside, and the award criteria of this quotation will not be assessed.

The quotations that meet the administrative criteria will be assessed against the award criteria. The award criteria are assessed according to the following distribution of points.

SN	Criteria	Max. Point
1.	Administrative criteria	
1.1	Proposal/Quotation received within deadline	
1.2	Financial and technical proposal, including a time planning based on this ToR	
1.3	CV('s) of the proposed consultant(s) and team, proving relevant experience	
1.4	Copy of valid Tax Identification Number (TIN), Business Identification Number (BIN) (applicable for Firms) and Trade License.	
2.	Award criteria (Technical and Financial)	
	Technical proposal	70 out of 100
	Understanding of ToR and Scope of Services: Evaluation based on the depth of understanding of the ToR and the scope of services required.	10
	Methodology: Assessment of the quality, clarity, and appropriateness of the study tools, design, approach, and methodology proposed.	20
2.1	Timeframe: Evaluation of the ability to meet delivery dates, including the reliability and feasibility of the proposed execution timeline and workflow.	10
	Skill and Experience: Consideration of the relevant skills and work experience of the consultant/consultancy firm/lead person in the specific sector.	20
	Team Composition: Evaluation of the structure and qualifications of the proposed team, including the roles and responsibilities of each member.	10
2.2	Financial Proposal: Assessment of the financial proposal, focusing on the cost-effectiveness and realism of the budget plan in relation to the services proposed.	30 out of 100

8. Financial Arrangement and Payment Schedule

Payments will be made upon satisfactory completion and acceptance of deliverables by the project. The payment breakdown will be as follows:

- 20% upon submission and approval of the Inception Report.
- 40% upon submission and approval of the module and final training materials.
- 40% upon successful delivery of the ToT, training sessions, and submission of the Final Completion Report.

Applicable vat/taxes will be deducted at source as per the laws of Bangladesh.

9. Submission Requirements

Specify the requirements for submitting proposals, including:

- **Deadline for submission:**
- **A technical proposal:** not more than 6 pages, with the following sections:
 - understanding of the assignment
 - technical approach and methodology
 - expected outcomes and draft content structure/table of contents of the training module
 - workplan and timeline
 - personnel and division of roles and responsibilities
 - risk management
- **A financial proposal:** 2 page maximum. The Consultant/Consultancy Firm will submit a financial proposal in Bangladeshi Taka. The budget should include an activity-wise cost breakdown for each activity, the total proposed amount with all applicable taxes, and a clear description of the payment modalities.

10. How to Apply

Interested consultants/firms are requested to submit their proposals to the said address by 04/06/ 2026. The proposal should include:

Please submit applications via email to: procurement@esdo.net.bd with the subject line: "Consultant/Consultancy Firm for Capacity Building of Local Government Representatives on Climate Policies, Governance, and Loss and Damage"

11. Ownership and Intellectual Property

All training materials, manuals, tools, reports, and other outputs developed under this assignment shall remain the sole property of the ACCESS Project. The project reserves the right to use, adapt, translate, reproduce, and scale the materials without additional permission or royalty to the consultant/consultancy firm.

12. Special Note

The Consultant/Consultancy Firm must be able to undertake assignments in the project locations of the northwestern and southwestern regions of Bangladesh. Accordingly, the financial proposal should fully reflect all associated costs, including travel, logistics, accommodation, and other field-level operational expenses required for the effective and timely completion of the assignment.