



Terms of Reference (ToR) for a Consultancy to Conduct Gender, Inclusion, And Disability Sensitive Stakeholder and Target Group Analysis, Mapping and Needs Assessment in Shariatpur, Bangladesh

ABSTRACT

This Terms of Reference (TOR) serve as a request for applications/proposals from consultants/agencies interested in conducting Gender, Equity, Disability-Sensitive & Social Inclusion (GEDSI) Stakeholders and Target Groups Analysis, Mapping and Needs Assessment in **Shariatpur, Bangladesh**. The TOR outlines the process for a participatory analysis to identify and understand stakeholders, assess needs, and pinpoint barriers faced by target groups, to inform an inclusive project design and implementation. The analysis will focus on gender, inclusion, diversity, equity, accessibility and disability sensitivity in relation to a child rights and environment/climate change nexus overlay.

The Children & Youth Leading Inclusive Movements for Adaptation, Transformation & Environmental Resilience (CLIMATE) project under SDS (Shariatpur Development Society) invites applications from qualified national consultants/firms to conduct a comprehensive **Stakeholder Mapping and Consultation Exercise** in Shariatpur District, Bangladesh. The consultancy will identify key actors, analyze their influence and relevance and facilitate initial meetings to secure institutional buy-in. The analysis will emphasize inclusivity, focusing on children, adolescents, girls and persons with disabilities in climate-vulnerable, river-eroded areas.

- **Title of the Consultancy:** Gender, Equity and Disability-Sensitive Inclusive Stakeholder and Target Group Analysis, Mapping and Needs Assessment.
- **Project Title:** The Children & Youth Leading Inclusive Movements for Adaptation, Transformation & Environmental Resilience (CLIMATE)
- **Contracting Authority:** SDS (Shariatpur Development Society)
- **Project Duration:** 01/01/2026 to 31/12/2028 (Three Years)
- **Location:** Zajira and Naria Upazila, Shariatpur District
- **Partners:** Barnfonden – Sweden

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1. PROJECT BACKGROUND AND CONTEXT

1.1 Background

The Shariatpur Development Society (SDS), established in 1991, is a non-profit, non-political, non-governmental voluntary organisation. Founded by Mozibur Rahman and local Red Cross volunteers after the 1988 flood, SDS has since focused on humanitarian support, income generation and rehabilitation for vulnerable populations. Shariatpur is one of the most disaster-prone districts in Bangladesh, facing recurrent river erosion and flooding that threaten lives, livelihoods and essential infrastructure. While disaster management committees exist at the local level, they often lack adequate resources, regular functionality and meaningful engagement with communities, particularly in erosion-prone areas. As a result, vulnerable communities remain insufficiently prepared to respond effectively to disasters.

To address these gaps, SDS (Shariatpur Development Society) proposes this initiative to develop a network of trained and empowered young leaders, with a strong focus on girls and marginalized groups. Through capacity building, mentoring and linkages with local disaster management committees and civic platforms, these young leaders will strengthen early warning dissemination, evacuation support, emergency response and community advocacy. The project directly responds to the increasing climate and disaster risks in Shariatpur, particularly in Naria and Zajira upazilas, while promoting community resilience through youth leadership and participation.

1.2 Project's Goal, Objectives and Key Outputs

Overall Goal: To empower youth and children, especially girls, adolescents and persons with disabilities, to become leaders of inclusive climate adaptation and environmental resilience in Shariatpur's most climate-vulnerable river-eroded areas.

Outcome 1: Children and youth, especially girls, adolescents and those with disabilities, demonstrate increased capacity and agency to take informed, inclusive and safe climate adaptation and disaster risk reduction actions within the project's target areas.

- **Output 1.1:** Children, youth, communities and CSOs have improved knowledge by accessing high-quality climate, biodiversity and environmental education.
- **Output 1.2:** Children, youth, communities and CSOs engage in inclusive, rights-based climate and environmental advocacy and strengthen community-based, child-centred and youth-led climate adaptation and DRR systems.
- **Output 1.3:** Communities strengthen their resilience and preparedness by adopting climate-smart livelihoods, green skills and anticipatory adaptation measures that reduce climate risks.
- **Output 1.4:** SDS has strengthened organisational systems, practices and capacities to effectively plan, implement, safeguard and monitor inclusive, child- and youth-centred climate adaptation and resilience interventions.
- **Output 1.5:** Effective project management, monitoring, learning and accountability ensured.

1. ABOUT THE PROJECT IMPLEMENTING PARTNER

- **SDS (Shariatpur Development Society):** A leading local non-governmental organization with over 30 years of experience in disaster risk reduction, emergency response, climate resilience and community development across Shariatpur and surrounding regions.
- **Barnfonden (Sweden):** An international child rights organization and development partner supporting sustainable, child-centered and climate-resilient programmes through long-term partnerships with local organizations.

2. CONSULTANCY ACTIVITY AND FOCUS

3.1 The Consultancy background

The Consultancy is intended to conduct a participatory Gender, Equity Disability & Social Inclusion (GEDSI/GESI) Stakeholder and Target Groups Analysis/Mapping/Engaging/ Needs Assessment linked to child rights and environment/climate change. This activity is part of the project inception phase and will involve gaining a thorough understanding of key actors (both stakeholders and target groups) relevant to the different locations and contexts, and the sensitivities and dynamics at community level amongst different target groups. Importantly, this analysis will also consider gender, Inclusion, Disability and Power Dynamics that are important to the success of the action. This Analysis/Mapping will be based on a participatory approach to inform and strengthen the engagement of the target group and stakeholders and be led by SDS (Shariatpur Development Society). The



findings, articulated in an inception report, will be disseminated and communicated to stakeholders, target groups and donors as well as development of visibility and advocacy documents.

3.2 Purpose of The Consultancy

SDS (Shariatpur Development Society) invites applications from qualified Consultants to conduct a participatory stakeholder analysis/Mapping/assessment during the project preparatory phase to identify/map persons, groups, institutions or firms that are likely to affect or be affected by the CLIMATE Project, assess needs, and identify barriers faced by target groups to inform inclusive project design and implementation. The analysis will also give an understanding of the contributions that stakeholders can make to the CLIMATE Project and simultaneously identify those actors who could undermine its success.

3.3 Specific Objectives of the Consultancy

- a) Stakeholder Identification and Mapping: Identify and map all relevant stakeholders and actors, including individuals, government, groups, organizations, youth networks, CSOs, private sector and institutions, who are involved in or affected by the project. This includes understanding their roles, interests, and levels of influence on child rights and environment/ climate change, analysing their roles, power dynamics, and inclusivity gaps.
- b) Target Group Analysis & Needs Assessment: Assess the specific needs, priorities, constraints, opportunities and challenges faced by the target groups in relation to the project's objectives. These include: Children (0-9 years), Adolescents (10-17 years), Youth (18-24 years), Young Adults (25-35 years), Adults (36 years and above), Community Leaders, Teachers, Local Authorities, Government Officials, Private Sector Entities, Civil Society Organisations.
- c) Barrier Identification: Identify and investigate the barriers and challenges that hinder the participation and inclusion of 4700 Children / Youth, 670 Women and 29 PWDs.
- d) Informed Project Design: Provide specific concrete actions and steps to influence project implementation in a way that is inclusive, gender-sensitive, and responsive to the needs of all target groups.
- e) Relevant Promising/Best Practices: Identify good promising/best practices in child rights and environment/ climate change nexus, and lessons learnt related to the project operational contexts, actors engaged, strategies applied and provide recommendations for consideration by the project.
- f) Gender & Disability Capacity Assessment: Assess the capacity of relevant stakeholders to participate effectively in the project and evaluate barriers to participation (e.g., digital access, socio-cultural norms, economic constraints, etc.) and recommend inclusive engagement strategies to address gender, inclusion, and disability-related issues.
- g) Do No Harm Integration: Ensure analysis considers conflict sensitivity, power imbalances, and safeguarding risks.
- h) Recommendations: Develop actionable recommendations for inclusive project design and implementation based on the findings of the analysis.

3.4 Project Target Areas

- Zajira, Purba Naodoba, Kunder Char unions in Zajira Upazila &
- Noapara, Char Atra unions in Naria Upazila.

3. SCOPE OF WORK & METHODOLOGY

The scope of the Stakeholder Analysis/Mapping/Assessment should be comprehensive enough to provide clear evidence of the stakeholder identification and engagement throughout the process of assessment leading to the final consultancy outcomes, while offering actionable recommendations on the roadmap for implementation of the project and future designs. The Stakeholder Analysis/Mapping/Assessment will use both primary and secondary data sources for undertaking the assignment. To the extent possible, quantitative and qualitative data will be collected, validated, triangulated and analysed. The data collection process will include desk reviews, key

informant interviews and FGDs, and observations. The proposed methodology is suggestive and can be adjusted by the Consultant if considered necessary, in accordance with the purpose of the evaluation and in consultation with the Barnfonden management.

4.1 The consultant will be responsible for:

- Literature/ Desk-based Reviews: Conduct Desk-Based/Literature reviews of relevant documents, including project proposals, policies, and other materials related to the project and the target groups to identify and list various actors, institutions, groups and other major actors to be targeted during the assessment. Also, this should include reviews of National policies etc.
- Stakeholder Identification: Develop a comprehensive list of stakeholders, including their contact information and roles, using various methods, such as interviews, focus group discussions, and online surveys.
- Participatory Data Collection: Participatory Approaches: Co-design tools with youth groups already identified by partners and PWD organizations. Conduct participatory data collection activities, such as focus group discussions, key informant interviews, and workshops, with women, PWDs, and other relevant stakeholders. Employ participatory methodologies to ensure that the voices and perspectives of all stakeholders, particularly women and PWDs, are heard and valued.
- Data Analysis: Analyze the data collected to identify key themes, patterns, and insights related to stakeholder needs, barriers, power dynamics and potential solutions.
- Report Writing: Prepare a detailed report summarizing the findings of the analysis, including stakeholder maps, needs assessments, barrier analyses, and recommendations for inclusive project design and implementation.
- Dissemination: Disseminate the findings of the analysis to relevant stakeholders and facilitate discussions on how to integrate the recommendations into the project. Develop a one Pager Abstract for consideration in Conferences and workshops and other information sharing forums based on the findings of the Assessment.
- Qualitative and Quantitative Methods: Utilize both qualitative and quantitative data collection methods. We will expect the following:
 - Focus Group Discussions: FGDs (15-20nos.) segmented by gender, disability, and location
 - Key Informant Interviews (10-15nos.): Interviews with government ministries, CSOs, and private sector representatives.
 - Surveys: Disability-accessible surveys (e.g., braille, digital tools) for youth; and quantitative (e.g., surveys) data collection methods to gather comprehensive information.
- Gender Analysis Frameworks: Utilize appropriate gender analysis frameworks (e.g., Gender Analysis Matrix, Social Relations Analysis) to analyze the collected data and understand the gender dimensions of the project.
- Disability Inclusion Frameworks: Utilize disability inclusion frameworks (e.g., the UN Convention on the Rights of Persons with Disabilities) to analyze the data and understand the specific needs and challenges of PWDs.
- Intersectional Analysis: Examine overlapping vulnerabilities (e.g., women with disabilities in informal settlements).

Methodologies will prioritize ethical and inclusive practices (informed consent, child safeguarding, accessibility). The approach will build on best practices from similar assessments of child-focused programs but adapt tools for specific context and sectoral scope.

4.2 Key Deliverables

- Inception Report - Inception and planning. Finalize methods and tools, obtain any necessary ethical approvals or permissions, and conduct the desk review. Initiate stakeholder mapping and planning of field visits.
- Stakeholder mapping - A detailed stakeholder map, including a description of each stakeholder group and their roles, interests, and influence
- Field work and data collection - Conduct KIIs and FGDs in selected areas and administer surveys. Ensure inclusion of marginalized groups (girls, children with disabilities, etc.) during all activities
- Draft analysis report – Findings to be validated
- Needs Assessment & Barrier Analysis Report – A report summarizing the needs and priorities of the target groups, including women and PWDs
- Validation Meeting - Validation workshop with key stakeholders on preliminary findings
- Final Report & Engagement Strategy: Report summarizing the findings of the analysis, including stakeholder maps and matrix, needs assessments, barrier analyses, inclusive engagement plan and actionable recommendations for inclusive project design and implementation
- Dissemination - Presentations summarizing the key findings of the analysis to relevant stakeholders
- Timeline: 25th August to 25th September 2026.
- Annexes: Raw data, consent forms, accessibility protocols.

4.3 Inclusivity Requirements

- Accessibility: All tools/materials in accessible formats (e.g., sign language, simplified language).
- Participation: Ensure at least 55%+ women and 1%+ Persons with Disabilities (PWDs) in consultations.
- Safeguarding: Adhere to consortium's Child Safeguarding, Code of Conduct and PSEAH policies.

4.4 Consultant Qualifications

The consultancy can be undertaken by an individual expert or a team. The lead consultant and team must demonstrate the following qualifications and experience:

- Advanced degree: A Master's or higher in Development Studies, Sociology, Community Development, Education, Public Health, Disability Studies or a related field.
- Professional experience: Relevant experience in multi-sector program assessments focused on youth in green tech, digital inclusion, entrepreneurship, research or monitoring and evaluation, in development and humanitarian contexts. A proven track record of conducting gender & disability inclusion, child & youth-focused assessments in green and digital economy preferred.
- Sector expertise: Strong knowledge of gender & disability inclusion, youth, green tech, digital economy, safeguarding, livelihoods, policy influence, youth civic engagement & participation and social inclusion programming. Experience integrating gender analysis and disability inclusion into program design and research is essential.
- Research skills: Proficiency in mixed-methods research, including designing and implementing KIIs, FGDs, surveys and participatory methods. Skilled in data analysis (both qualitative and quantitative) and in presenting findings clearly. Familiarity with child & youth-friendly and inclusive research techniques is highly desirable.
- Contextual knowledge: Demonstrated understanding of social and policy context regarding children, gender and disability. Prior experience working in the context.
- Stakeholder engagement: Experience working with government agencies, NGOs/CSOs, and community groups. Excellent facilitation and communication skills to engage diverse stakeholders.
- Language and reporting: Fluency in English is required for report writing. Knowledge of local languages is a plus to facilitate fieldwork and interviews. Strong report-writing skills and attention to detail are essential.



- Ethics and safeguarding: Commitment to ethical research standards, including child protection and confidentiality. Must be able to ensure the safety and well-being of child participants throughout the assessment process.

4.5 Timeline

- Duration: 1 Month.
- Budget: Moderate (inclusive of logistics, accessibility accommodations, and taxes).

4.6 Evaluation and Selection criteria

Proposals will be evaluated based on:

1. Understanding of Assignment

- a) The consultant must present a clear, relevant, and robust technical approach aligned with the assignment's objectives.
- b) Methodology should demonstrate a strong understanding of participatory, inclusive, and child friendly research methods, with specific emphasis on gender, disability, and marginalized groups.
- c) The approach must include practical inclusivity measures and a strategy for addressing the specific needs of youth, and vulnerable populations.
- d) Demonstrated innovation in designing solutions that respond to the dynamic needs of target groups will be highly valued.

2. Relevant Experience and Expertise

- a) The consulting firm or team should have experience in conducting needs assessments, evaluations, or similar assignments in development programming contexts, particularly involving youth focused programming.
- b) Demonstrated expertise in child right and climate change nexus, gender equity programming, Gender Equity & Disability Inclusive development.
- c) The consultants will be requested to share 2 (two) Report Samples of work done in similar past assessments as evidence of successful implementation of similar participatory assessments and stakeholder engagement exercises is essential.

3. Detailed Implementation Plan and Work Schedule

- a) The proposal must include a realistic, well-structured implementation schedule outlining key milestones, timelines, and targets for each phase of the assignment.
- b) Flexibility to prioritize projects or deliverables that require urgent action such as rapid digitization needs; will be considered a strong advantage.

4. A clear Gantt chart reflecting the sequencing of activities and anticipated completion dates should accompany the proposal.

5. Gender and Disability Inclusion Capacity

- a) The consultant's team composition should reflect gender balance, diversity, and inclusion of persons with disabilities where possible.
- b) The proposal should outline concrete strategies to ensure accessibility and inclusiveness in both process and outcomes, aligned with recognized gender and disability inclusion standards.

6. Cost-Effectiveness and Value for Money

- a) The financial proposal should demonstrate a cost-effective approach with clear justification for all budget lines.
- b) The proposed budget should cover all the logistics such as enumerators training, facilitation of data collection, etc.
- c) The consultant should show value for money in relation to the scope, quality of deliverables, and proposed methodology



4. WORK PAYMENT SCHEDULE & CONSULTANCY APPLICATION PROCESS

5.1 Work Payment Schedule

- Submission and approval of inception report within two weeks of signing the contract- 20%
- Submission of the Draft Assessment report after dissemination workshop-50%
- Validation of the final Report by the Management after approval- 30%

NB:

- The Consultant's compensation shall be paid NET, within 30 days from receipt of a proper invoice unless otherwise specified.
- Applicable VAT (10%) and Tax (15%) shall be deducted at source in accordance with the prevailing laws and regulations of the Government of Bangladesh.

5.2 Application Process

Interested candidates or organizations are invited to submit the following:

- Technical Proposal: Detailing the proposed methodology, approach, and work plan. (max 10 pages)
- Financial Proposal: Detailed budget, including consultant fees, travel, and other costs. (Max 4 pages)
- CVs/ Profiles: For key team members, highlight relevant experience.
- 2 Samples of Previous Work: Examples of similar assessments conducted.
- References: Contact details for two previous clients.

The applicant should also submit the documents mentioned below along with the proposal and which will form part of the evaluation criterion to be used.

- Firm Certificate of Registration (if applicable)
- BIN/VAT Certificate and Tax Clearance Certificate
- Company /Organization Profile (if applicable)

7.0 How to Apply

Interested consultants / organizations should submit their application / proposal to recruitment@sdsbd.org with the subject line "Consultant for CLIMATE Project Stakeholder Mapping". All the applications should be sent before the close of business on **20th August, 2026**.

Incomplete applications will be disqualified. Only shortlisted consultants will be contacted.

Job disclaimer and notification: Beware of scams. SDS (Shariatpur Development Society) does not ask for payment during or after the recruitment process. SDS (Shariatpur Development Society) is committed to safeguarding the interests, rights, and well-being of children with whom it is in contact and to conducting its programs and operations in a manner that is safe for children.