



## Terms of Reference (ToR)

Develop guidelines on establishment of community based Early Warning System-  
EWS

### 1. Background

#### Brief information about NSSS Project:

Cox's Bazar is one of the most vulnerable districts in Bangladesh, hosting both disaster-prone host communities and displaced Rohingya refugees. Uttaran and ESDO are implementing the Nari Shakti, Samaj Shakti (NSSS)-project with the financial support of Embassy of Switzerland and Helvetas Swiss Intercooperation. The project aims to build a gender-transformative enabling environment, empowering women and marginalised groups to foster safer, more inclusive, and resilient communities in the context of Cox's Bazar.

**Project Objective:** The project objective is to build a gender-transformative enabling environment, empowering women and marginalized groups to foster safer, more inclusive, and resilient communities in the vulnerable contexts of Cox's Bazar.

#### Project Outcomes:

**Outcome 1:** Economic empowerment of vulnerable and or marginalized women to become a lead change champion (Economic Empowerment).

**Outcome 2:** Transforming social norms and attitudes thereby reducing social conflict and improved cohesion (Social Protection).

**Outcome 3:** Building safer and more inclusive communities by strengthening resilience and response capacity (Climate Change adaptation, and DRR).

**Project Duration:** The duration of the project is 01 April 2025 to March 2028.

**Project Location:** The project is being implemented in the following Rohingya Refugee Camps: camps 3, 4, 11, 12, & 25. In addition, the project also implementing in the following Host Community: 3 unions (Jaliya Palong, Halodiapalong, and Palongkhali) under Ukhiya Upazila; 2 Unions (Hnila & Whykong) under Teknaf Upazila in Cox's Bazar district.

To strengthen the resilience and response capacity, the project providing support to strengthen community resilience against natural hazards (e.g. heavy rainfalls, cyclones, landslides, etc.), living environment (e.g. waste management, waterlogging, fire), in Host and Camp areas of Ukhiya and Teknaf upazila. Currently, gaps exist in terms of localized data, warning dissemination speed, or community-level action protocols. To address this,

the project seeks a qualified consultant to develop a functional EWS that connects technical forecasting with community-level action.

## 2. Objectives of the Assignment

The main objective is to develop guideline on establishment of community based early warning system (following UNDRR concept of four pillars).

### Specific Objectives:

- Conduct a comprehensive, intersectional and participatory risk assessment and gap analysis of current EWS practices in both host community and Rohingya refugee camps.
- Develop Standard Operating Procedures (SOPs)/guideline for establishment of community based Early Warning System (EWS).
- Strengthen the capacity of key actors of community and project staff on operation following SOP/guideline through ToT.

## 3. Scope of Work

This study/assignment consists of the following: desk review of existing documents and information; quantitative data analysis, including analysis of data of survey; qualitative data analysis, including focus group discussions and key informant interviews, with a gender-sensitive and participatory approach. The assessment will cover the 2 sub-districts (Teknaf and Ukhiya) and 5 Rohingya Camps (camp 3, 4, 11, 12 & 25) in Cox's Bazar where the project is implementing. The study/assignment will include a review of the project prodoc, and logical framework.

The assignment will apply a gender-transformative and intersectional approach, to understand how EWS works and for whom. The consultant will analyse how power relations, social norms, institutional arrangements, and access to resources and information influence Early Warning generation, dissemination, and response across different groups – women, men, PWD and other marginalized groups. It will also identify any risks of exclusion, unfair treatment, or misuse of authority in how warnings are shared.

The consultant is expected to apply data triangulation—cross-verifying findings from quantitative data, qualitative insights (e.g., FGDs, KIIs), and secondary sources—to enhance the reliability and validity of the findings. Special attention must be given to capturing diverse perspectives, particularly those of marginalized women and girls.

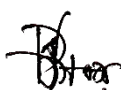
Findings must lead to clear, practical recommendations to ensure the system is accessible, safe, and works for everyone, especially those currently left out.

The following documents will be provided to the winning bidder before the work starts: Project Prodoc, Details Implementation Plan, Logical framework. and Other Relevant Documents.

The project will finalize the scope of work and methodology in consultation with the winning bidder.

**The consultant will be responsible for the following tasks:**

### Phase I: Assessment & Design



- Stakeholder Mapping & Assessment: Review existing EWS system actors, communication channels, and community capacities in the project locations.
- Power and Social Norms Analysis: understand how community roles, decision-making power, and social norms such as – mobility of women, who controls information etc. affect access to Early Warning and response. Identify risks of exclusion, favouritism, misuse of authority, or harmful practices (including exploitation or coercion) linked to control over information and decision-making. Risk Knowledge and Vulnerability Mapping: Develop community-based hazard maps and analyse who is most at risk, who has capacity to respond, and who is likely to be left out, considering different groups and local resources.
- Access and Communication Analysis: review how warnings are currently shared (SMS, miking, volunteers, etc.) and identify barriers such as phone access, language, distance, disability, or safety concerns that prevent people from receiving or acting on warnings.
- Gap Analysis: Identify system-level gaps across technological, institutional, and community-level gaps including weakness in inclusive access, coordination, and accountability in existing systems.

### Phase II: Technical Development

- Development of guideline for the establishment of community based Early Warning System (EWS) based on the four pillars of the UNDRR Concept.
- Communication Strategy: Develop a localized, inclusive, and gender-transformative, disability inclusive and context accessible communication mechanisms (e.g., sirens, SMS, miking, volunteer network).

### Phase III: Capacity Strengthening

- Develop a module and provide ToT to key actors of community and project staff

## 4. Key Deliverables

- Inception report within 3 workdays. The report should include a work schedule, methodology, sampling methodology, a list of people and groups to interview for the qualitative and quantitative analysis, and a field visit plan, community validation plan (community consultation meeting).
- Share draft guideline along with training module with project for feedback
- Accommodate project feedback and share the final guideline along with module feedback (both in soft-PDF and Word file and one hard copy with signature) with other necessary documents like cleaned data set (Excel file preferable), all transcripts, voice records (if any), data collection instruments, PowerPoint presentation, and photograph.
- Provide ToT to key actors of community and project staff.

## 5. The frame of the assignment

The consultancy is expected to be completed the assignment within 20 working days after getting the offer letter.

Activity	Deadline
Receive Request for Proposal (RFP) from interested consultants	
Negotiation and signing agreement with the selected consultant.	
Completion of contracting formalities with the selected consultant.	
Sharing of Inception report	

Field Work	
Sharing draft guideline and module	
Feedback from the project team	
Adjust feedback and submit final guideline & module	
Provide ToT to the key actors and project staff	

## 6. Evaluation/ Selection 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
<b>1.</b>	<b>Administrative criteria</b>	
1.1	Proposal received within deadline	Mandatory
1.2	Copy of valid Tax Identification Number (TIN), Business Identification Number (BIN) (applicable for Firms) and Trade License (if available).	Mandatory
<b>2.</b>	<b>Award criteria (Technical and Financial)</b>	
	<b>Technical proposal</b>	<b>70 out of 100</b>
	<b>Understanding of assignment:</b> Evaluation based on the depth of understanding of the assignment.	10
	<b>Methodology:</b> Assessment of the quality, clarity, and appropriateness of the study tools, design, approach, and methodology proposed.	20
2.1	<b>Work plan and timeframe:</b> Evaluation of the ability to meet delivery dates, including the reliability and feasibility of the proposed work plan and timeline.	10
	<b>Relevant experience:</b> Consideration of the relevant skills and work experience of the consultant/consultancy firm/lead persons/key team members in the specific sector.	20
	<b>Proposed team for the assignment:</b> Evaluation of the structure and qualifications of the proposed team, including the roles and responsibilities of each member.	10
2.2	<b>Financial Proposal:</b> Assessment of the financial proposal, focusing on the cost- effectiveness and realism of the budget plan in relation to the services proposed.	<b>30 out of 100</b>

## 7. Payment Schedule

- 1st Instalment (25%): Upon signing contract and submission of Inception Report.
- 2nd Instalment (25%): Upon submission of the draft guideline and module.
- 3rd Instalment (50%): Upon submission of final guideline, completion of ToT.

## 8. Terms and Conditions

- The selected consultant/consulting firm should implement the work in coordination with the focal person of project team. The consultant should prior inform the focal person of the schedule/programme to implement the assigned task.
- The information collection will be done in coordination with the project team.
- ESDO/Uttaran reserves the right to accept or reject any proposal without giving any verbal and/or written rationale.
- The final version of the assessment report prepared concerning the assignment will be treated as ESDO/Uttaran property.

- The assessment report or any part, therefore, cannot be sold, used or reproduced in any manner without the prior written approval of ESDO/Uttaran.
- ESDO/Uttaran/Helvetas or its representatives reserve the right to monitor the quality and progress of the work during the assignment.
- The consultant must adhere to safeguarding, PSEA, and do-no-harm principles
- Ensure confidentiality and safe participation of vulnerable populations

## 9. Application Process

Interested individual consultant/consulting firm should submit the following:

- A technical proposal not more than 8 pages, with the following sections:
  - Presentation and relevant experience of the consultant/consulting firm
  - Proposed approach, methodology, timeframe
  - References of similar assignments (including contracting body, scope, budget, duration, contact).
- A financial proposal: 2 pages maximum with detailed breakdown of costs (fees, travel, workshops etc). Vat and Tax applicable as per Government policies.
- Required documentation: Maximum 5 pages detailed CV of the key consultant, maximum 3 pages for other consultants/key team members, Company profile (if applicable as annex), Copy of Tax Identification Number (TIN) / Business Identification Number (BIN) and acknowledgement slip of the recent financial year, copy of VAT Registration Certificate (as annex), copy of Trade License Certificate (if available).
- Examples of previous relevant work.
- Font and size: Arial and size 11

Interested consultant/consulting firms are requested to submit their Request for Proposal (RFP) electronically with the subject line " Develop guidelines on establishment of community based Early Warning System-EWS for NSSS Project" to the following address on or before 1 June 2026.

**Email to: [procurement.uttaran26@gmail.com](mailto:procurement.uttaran26@gmail.com)**

If you have any queries, feel free to communicate at Cell # 01716-328299



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