

# **Performance Specifications**

## **Terms of Reference (TOR)**

### **For**

## **Community Engagement, Mobilization, Resilience and Capacity Building for Resilient Infrastructure for Adaptation and Vulnerability Reduction (RIVER) Project**

### **1. Introduction**

Bangladesh is extremely vulnerable to the effects of climate change. The Global Climate Risk Index ranks Bangladesh as the world's seventh most affected country over the period 1999-2018. Rising temperatures leading to more intense and unpredictable rainfalls during the monsoon season and a higher probability of catastrophic cyclones are expected to result in increased tidal inundation. Besides, Bangladesh is also a deltaic country consisting of floodplains created by over 300 rivers and channels, including three major rivers: the Ganges, the Brahmaputra, and the Meghna. 25 percent of the country is less than 1m above sea level and 50 percent is less than 6m above sea level. Bangladesh is located at the foot of the highest mountain range in the world, the Himalayas, which is also the world's highest precipitation zone. During monsoon seasons, the winds from the sea towards the land raise the water levels in the Bay of Bengal, inhibiting drainage from these rivers to the sea. As rainfall is also high during monsoon seasons, river flows, local rain, and raised levels for the Bay of Bengal result in flooding of vast areas in Bangladesh. Floods are especially destructive when peak flows in these rivers occur at the same time.

Flooding in Bangladesh is a near-constant phenomenon, recurring with varying magnitude and intensity, affecting a greater population than any other natural hazard. Floods and riverbank erosion affect about one million people annually in Bangladesh. Once every three to five years, up to two-thirds of Bangladesh is inundated by floods. Runoff and peak 5-day rainfall intensity (a surrogate for an extreme storm event) are projected to increase. Such disasters have both direct effects (such as loss of lives and property) and indirect effects (such as loss of employment and income, reduced access to products and services, and the opportunity cost of resources that need to be diverted to relief and rehabilitation) as well as disrupting effects on rural economies, accelerating rapid urbanization and migration. Recent studies estimate that by 2050 Bangladesh could have 13.3 million internal climate migrants. Additional rural-urban migration would have significant consequences for air and water pollution and unsustainable consumption of natural resources while putting additional pressure on urban labor markets. Addressing climate risks is increasingly becoming urgent to ensure sustainable economic development of the country.

The project development objective (PDO) of the Resilient Infrastructure for Adaptation and Vulnerability Reduction (RIVER) Project, aided by the World Bank, is to reduce the vulnerability of people in targeted communities to riverine and flash floods, and improve the country's capacity in disaster preparedness and response.<sup>4</sup>

Community engagement and community-level resilience activities, including vulnerable and marginalized groups, are essential to building disaster resilience and project's success. The RIVER project aims to collect and incorporate the views of the community into the project components before, during, and after the project to ensure long term sustainability of the project interventions. This builds on successful community-based disaster resilience projects such as the Cyclone Preparedness Programme (CPP). Key needs of communities located in flood-prone districts of the RIVER project include: safe shelters, community preparedness and response capacity, and early warning systems (EWS).<sup>5</sup>

<sup>4</sup> Please refer to the Project Appraisal Document for details of the entire project. <https://documents.worldbank.org/en/publication/documents-reports/documentdetail/510101656370254439/bangladesh-resilient-infrastructure-for-adaptation-and-vulnerability-reduction-project>

<sup>5</sup> A field survey was conducted in 2021 across flood prone districts using a mixed-method approach, with an emphasis on demographic variables such as gender, age, ethnicity and disabilities. A total of 2,415 face to face interviews, 16 mini group discussions, 16 in-depth interviews, and 45 key informant interviews were conducted.

A survey on the communities shows that a large majority of respondents (both female and male) were aware of the existence and location of flood shelters but did not use them because of the lack of amenities and long distance to reach them. Sufficient drinking water and food supplies, emergency treatment facilities, toilets, and space, were the primary needs identified by respondents for flood shelters. Only 4.1 percent of respondents had participated in meetings related to flood management and 4.4 percent had received training on how to respond to floods. However, 96 percent answered that training was important, signaling the willingness to acquire knowledge and skills to be able to better manage flood risks and events. A total of 95 percent received some kind of early warning for floods; despite this, gaps exist, such as difficulty in understanding the warning messages and lack of targeted warnings appropriate to the local context. Respondents also highlighted the importance of loudspeaker announcements as an accessible source of information for poor and illiterate community members since they often lack access to television and cannot read messages sent to mobile phones.

The project components of RIVER are listed below:

- I. **Resilient Flood Shelters and Community Infrastructure:** This component will finance the construction and/or rehabilitation of multi-purpose climate-resilient flood shelters as primary schools with related infrastructure that includes design features to meet the needs of women and vulnerable community members, including land-raising where feasible, provision of WASH facilities, distributed renewable energy systems like solar photovoltaic (PV) nano-grid schemes with related equipment and appliances and construction of climate-resilient shelter connecting roads. Climate resilient flood shelters will be built to replace existing primary school buildings in poor condition in flood prone areas, avoiding the need for land acquisition or resettlement to provide a safe haven from floods. Additionally, when feasible, the open land area of the school will be raised above flood level by filling with suitable earth and compacting mechanically to provide a safe haven for livestock. The shelters will be equipped with adequate community latrines to be usable throughout the year, including during floods. Selected shelters will include distributed renewable energy systems using solar PV Nano-grid schemes to increase access to clean and sustainable electricity. This component will also finance the construction of climate resilient shelter-connecting roads (above flood level) to ensure the connectivity of shelters with the existing road network even during prolonged flood periods. In addition, flood shelters will be designed considering the different vulnerabilities of community members including, women and people with disabilities. This component will also finance community infrastructure such as: (a) support the construction, rehabilitation and improvement of select community climate resilient infrastructure (such as rehabilitation and construction of all-weather access and evacuation roads, construction of climate resilient culverts and bridges repair, repair and rehabilitation of existing landing stages, etc.) to increase flood resilience and improve livability through community consultation and engagement; and (b) strengthen the facilitation capacity of existing community volunteers to enable community planning of the sub-projects. The construction, repair and rehabilitation of infrastructure conducted under this component will implement energy efficient practices and equipment to reduce greenhouse gas (GHG) emissions associated with the project activities. Additionally, where possible, the activities will use locally sourced material to reduce GHG emissions associated with transportation for procurement.
- II. **Strengthening Capacity for Disaster Preparedness and Response and Technical Assistance:** This component will support strengthening the LGED's capacity through: (a) developing contingency plans for emergency preparedness, response and evacuations for extreme events in collaboration with local LGED offices; (b) updating and improving of the existing disaster shelter database and enhancing data back-up and recovery systems, and sharing access of the same with relevant stakeholders; (c) operationalizing a systematic damage, loss and needs assessment methodology for local infrastructure; (d) strengthening LGED's database and systems capacity for project management and performance monitoring; and (e) providing resources to carry out strategic studies including: (i) feasibility studies and preparation of designs (including safeguards assessments) for the scale-up of Project interventions; (ii) preparation of a master plan for long-term O&M and rehabilitation plan of disaster shelters considering the future climate projections;

and (iii) geographic information systems (GIS) analysis to inform activities (i), and (ii) to minimize disaster and climate change impacts. This component will support improving community preparedness and resilience through: (a) carrying out CBDRM interventions and training and support for DRM and climate change; (b) training and behavioral change communication on WASH, health and nutrition, GBV, skills development of boys and girls, and other activities relevant for the community context; (c) carrying out community risk mapping activities; (d) supporting the design of protocols for the management of evacuees placed in emergency shelters, as well as the operation of shelters themselves; and (e) reviewing and updating the existing community O&M guidelines of the disaster shelters and other community infrastructure and provide technical support and targeted trainings to SMCs.

III. **Project Management, Design, and Supervision, Monitoring, and Evaluation:** This component will support to project management, implementation, and M&E. Specifically, it will: (a) establish and operate the PIU, provide consultancy and technical assistance for construction detailed design, procurement support, and construction supervision, preparation and implementation of environmental and social (E&S) instruments; (b) the capacity development of the PIU and communities in participatory planning and investment; (c) M&E activities; (d) technical assistance and training in areas such as disaster management and preparedness, climate change adaptation and mitigation, construction, contract management, financial management (FM), preparation of E&S assessments and to strengthen the flood preparedness and management program; and (e) the development of an information and communication technology (ICT) monitoring system to track the progress of the project on a real-time basis and carry out assessment of existing ICT and GIS infrastructure to enhance remote supervision capacity.

IV. **Contingency Emergency Response:** The objective of this subcomponent is to cater to unforeseen emergency needs. In case of a major natural disaster, the Government may request the Bank to re-allocate project funds to this component (which presently carries a zero allocation) to support response and reconstruction. Disbursements under CERC will be contingent upon the fulfillment of the following conditions: (i) the Government of Bangladesh has determined that an eligible crisis or emergency has occurred and the Bank has agreed and notified the Government; (ii) the Ministry of Finance has prepared and adopted the Contingent Emergency Response (CER) Implementation Plan that is agreed with the Bank; and (iii) LGED has prepared, adopted, and disclosed ES instruments required as per Bank guidelines for all activities from the CER Implementation Plan for eligible financing under the CERC.

## 2. Implementation Area and Scope

The project is being implemented in the following 78 upazilas of 14 districts under 4 divisions of Bangladesh across 500 communities who are living around the proposed shelter sites:

Division (4)	District (14)	Upazila (78)
Rangpur	Kurigram	Kurigram Sadar-10, Nageshwari-1, Bhurungamari-9, Phulbari-6, Rajarhat-13, Ulipur-4, Chilmari-1, Rowmari-10, Char Rajibpur-1
	Lalmonirhat	LalmonirhatSadar-5, Kaliganj-3, Hatibandha-9, Patgram-6
	Rangpur	Gangachara-4, Taragonj-6, Kaunia-1, Pirgacha-5, Pirganj-7
	Nilphamari	Nilphamari Sadar-6, Domar-13, Syedpur-5, Kishorganj-2
	Gaibanda	Sadullapur-6, Saghata-8, Gobindaganj-10, Sundarganj-6, Phulchari-4
Rajshahi	Sirajganj	Belkuchi-2, Kazipur-5, Shahjadpur-2, Sirajganj Sadar-2, Tarash-5, Ullapara-6
	Pabna	Bhangura-2, Bera-2, Chatmohar-5, Sujanagar-13
	Bogura	Shariakandi-9, Gabtali-12
Dhaka	Gopalganj	Gopalganj Sadar-19, Kotalipara-17, Tungipara-3, Kashiani-5, Muksudpur-23
	Rajbari	RajbariSadar-2, Goalanda-7, Baliakandi-6, Kalukhali-2, Pangsha-4
	Madaripur	MadaripurSadar-6, Rajoir-10, Shibchar-27,

		Kalkini-14
	Faridpur	FaridpurSadar-2, Alfadanga-7, Boalmari-5, Nagarkanda-3, Bhanga-8, Charbhadrasan-4, Saltha-3, Modhukhali-5, Sadarpur-9
Sylhet	Sunamgonj	SunamgonjSadar-9, Chhatak-9, Derai-3, Jagananthpur-6, Dharmapasha-7, Dowarabazar-9, Bishwambarpur-7, Jamalganj-1, Santiganj-3, Sulla-1, Tahirpur-1
	Hobiganj	Habiganj Sadar-11, Ajmiriganj-5, Baniachong-6, Lakhai-1, Shayestaganj-4

Detailed Information regarding site locations will be provided by the LGED PIU.

### 3. Scope of the Services and Expected Outcomes

This service is intended to cover the overall community engagement, consultation, mobilization and Strengthening Capacity for Disaster Preparedness and Response and Technical Assistance of component two. Specifically, it will support *Component 2.2 on Technical Assistance for Long-Term Community Flood Resilience*.<sup>6</sup> This subcomponent will support improving community preparedness and resilience through: (a) carrying out Community Based Disaster Risk Management (CBDRM) interventions and training and support for disaster risk management and climate change; (b) training and behavioral change communication on WASH, health and nutrition, gender-based violence (GBV), skills development of boys and girls, and other activities relevant for the community context; (c) carrying out community risk mapping activities; (d) supporting the design of protocols for the management of evacuees placed in emergency shelters, as well as the operation of shelters themselves; and (e) reviewing and updating the existing (otherwise develop) community operations and maintenance (O&M) guidelines of the disaster shelters and other community infrastructure and provide technical support and targeted trainings to School Management Committees (SMCs).

The subcomponent will prioritize the development of comprehensive communications strategies and training materials for the DRM and climate change upon which other investments can build. This will involve CBDRM interventions with organizations that work at the community level, such as Union Disaster Management Committees (UDMCs). The support and trainings will be provided (excluding any transfer of funds) based on an organization's presence on the ground, with the intention that the organization will then provide training to community-based organizations and groups. Special consideration will be given to working with women's organizations, such as GBV prevention committees (Nari O Shishu Nirjaton Protirodh Committees) in areas where they are active.

The expected outcomes of this subcomponent are to ensure an operational, institutional structure for CBDRM, where: community members understand actions for disaster preparedness and response (including search and rescue, first aid, WASH, nutrition, and GBV); understand risks and vulnerabilities of their communities; possess an actionable plan for evacuation and shelter management with roles and responsibilities; and have an effective coordination mechanism with key organizations such as UDMCs and SMCs. The communication materials, educational materials, awareness campaigns, and guidelines developed through the Task/Deliverables should support the envisioned outcomes.

### 4. Deliverables

The CBDRM Task and Deliverables are listed below and will be elaborated and finalized with the selected firm. The firm should suggest relevant activities as per the intended outcomes of the RIVER project as well as the components specific to CBDRM. All of the Deliverables and activities should include an inclusive approach which includes vulnerable and marginalized groups such as women, school children, and persons with disabilities.

<sup>6</sup>Please refer to p.12-14 of the Project Appraisal Document for details of the entire project: <https://documents.worldbank.org/oc/publication/documents-reports/documentdetail/510101656370254439/bangladesh-resilient-infrastructure-for-adaptation-and-vulnerability-reduction-project>

## **Deliverable-1: Analysis and Strategy Development**

Report commissioned at the outset of the project will identify the range of the institutions, agencies, institutional structures, committees, groups, key stakeholders, etc. related and relevant for project interventions, and also for community engagement, mobilization, resilience and capacity building. The capacity and operation level of stakeholders will be assessed. Special attention should be given to ensure that vulnerable and marginalized groups are included and represented in the identified structure through community consultations. The strategy, action plan and detailed work plan for community engagement, consultation and mobilization will be developed following the completion of the stakeholder identification. Along with the other resources, the Stakeholder Engagement Plan (SEP) of the project will act as one of the guiding resources.

### **Activities**

#### **Activity 1.1 Stakeholder Identification and Institutional Set-up for Community Based Disaster Risk Management (CBDRM)**

The activity will identify or develop institutional structures to carry out the CBDRM activities. Stakeholder mapping of communities and existing key stakeholders and networks vital for CBDRM at the community, school, and local government levels will be conducted. The Standing Orders on Disaster (SOD) is one of the resourceful guidelines to search for the community organizations and recommend some for selection. Organizations may include, but are not limited to, UDMCs, SMCs, women's groups, youth groups, and groups representing vulnerable and marginalized populations. Based on the stakeholder mapping and institutional assessment, the activity will further work on the formation of new community groups (i.e., Disaster Management Committee) or building on appropriate existing community groups to carry out the CBDRM activities. Trainings on the CBDRM process should be considered. Depending on the capacity level of the UDMCs and SMCs, trainings to support their operationalization should also be considered.

#### **Activity 1.2: Systematic Community Consultation Strategy and Work plan**

The selected firm will be primarily and mainly responsible for all the project related communication with all the relevant stakeholders in local, upazlia and districts all through the project period. The final list of stakeholders will also include additional stakeholders from identified list in Activity 1.1 and will be finalized after discussing with PIU and World Bank as relevant. The strategy will consider the following: i) the systematic strategy and plan for regular community consultation; ii) ensuring the GRM and GRC operation; iii) dissemination and systematic familiarization of the communities and selected stakeholders with project interventions; iv) discussion and dissemination of the design perspectives of the flood shelters and other community infrastructures; v) surveys (at least three) on the satisfaction on flood shelters and other infrastructures; vi) data collections of the shelter uses; vii) development of the community risk maps; viii) dissemination of EWS; ix) development and dissemination of the community awareness programs; ix) trainings on the selected topics (mentioned in the subsequent Task/Deliverables); x) ensure community participation and skilled facilitators who can motivate and encourage communities; xi) Consistency on the engagement, approach, message, message dissemination and overall systems, etc.

#### **Activity 1.3: Knowledge Building and Risk Identification**

This activity will proceed to the conduction of CBDRM activities through the institutional structure identified/formulated in Activity 1.1 and following the strategy and action plans developed in Activity 1.2. Outreach campaigns, including the use of social media, should ensure community participation and skilled facilitators who can motivate and encourage communities (with emphasis on inclusion) should be brought onboard. Two school-age boys and girls from each class of each school are expected

to join the activities and training sessions. Collaboration with key stakeholders is identified in Activity 1.1 and Activity 1.2 will also be critical.

#### **Activity-1.4: Knowledge building on disasters and climate change**

This activity will carry out knowledge activities on disasters and climate change with the communities. Localized impacts and risks should be discussed, along with existing local-level hazard vulnerability data collected from respective authorities. Knowledge building will include, but not limited to, disaster vulnerabilities in the surrounding area; existing practices of communities; accessibility of disaster information including EWS; major issues in times of disasters, especially during floods; water, sanitation, and hygiene conditions; and nutrition status especially for mothers and children. Interactive exercises and approaches such as seasonal hazard mapping and a Participatory Rural Approach should be considered. The activity will conduct awareness campaigns on disasters for wide dissemination.

#### **Activity-1.5: Hazard, Vulnerability, and Capacity Assessment (HVCA)**

This activity will build on Activity 1.4 and conduct an HVCA utilizing available toolkits and diagnostics including a Participatory Rural Approach. The HVCA should identify, at a minimum, hazards relevant to the community; groups who are vulnerable; factors that make them vulnerable and how they are affected; their needs and capacities; and ensure that project activities and existing programs/policies address such needs. The HVCA should include a detailed assessment on the availability and accessibility of EWS and evacuation shelters, as well as WASH/nutrition conditions. Special attention should be given for gender sensitive opinions/information/issues. Data collection on women's use and needs of shelters should be utilized. A targeted GBV safety audit for women and girls should be conducted to understand risk factors that affect women and men differently. HVCA should be conducted in an inclusive manner to ensure vulnerable and marginalized groups are able to fully participate and provide input. Detailed consultations with different groups need to be organized to socialize the assessment and determine actions to minimize the risks and impacts.

#### **Activity 1.6: Community Risk Mapping**

Based on the HVCA and information collected in Activity 1.6, community risk maps will be developed with each community (or communities depending on the size and local context) through workshops and consultations conducted in an inclusive manner. The maps will be critical for early warning dissemination, identification of appropriate locations for infrastructure (e.g., community roads to improve access to shelters). Verification and consultation with local government structures such as the UDMCs and SMC will be critical. This map should be included in the dissemination materials and communications campaigns and should be available to UDMCs and SMCs.

#### **Activity 1.7: Development and Checklist of Disaster Risk Management**

This activity focuses on developing a user-friendly, easy to understand checklist for i) UDMCs and SMCs on the disaster preparedness, during and post activities; for ii) communities for disaster emergency actions and iii) shelter usage to be distributed to communities through the most appropriate methods (i.e., posting in schools and markets, social media dissemination). The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

#### **Activity 1.8: Team Formation in set up the offices in District, Upazila and local level**

The firm should form Upazila and local-level teams along with the team in Dhaka. The offices of the firm in Dhaka and project coverage Upazilas will also be established. One of the Upazila offices in each district should act as the coordination office of the districts along with the other required responsibilities. Upazila offices and field officers are to coordinate with UDMCs, SMCs, and local-level LGED officers to define a particular location for each village/shelter location where they will be

working with the other groups when and as required. The total setup and team formation should be the inclusive part of the proposal and inception report.

### **Activity 1.9: Development of Detailed Training Schedule, Materials and Finalize the logistics**

The firm should finalize all the reports of Deliverables 1 and all the training materials and relevant documents and logistics within one year of the contract signing and follow the reporting timeline.

### **Deliverable-2: Training and Capacity Building**

Knowledge enhancement, training and capacity building including continues communication on various areas identified in the project appraisal document of RIVER will be an integral part of the selected firm. The areas and topics include but not limited to the following:

- (1) Capacity building trainings to be provided to Upazila Officials, members of UDMCs and SMCs, School Children and consultation events to be conducted with local NGOs and other organizations.
- (2) Trainings to be conducted in at least 5 Upazilas of each district, with 35 School Management Committees (SMCs), and consultation to be taking place with 45 Union Disaster Management Committees (UDMCs) and 20 local NGOs and other organizations, in each district. Forty (40) school children from each school to be selected for trainings, and at least 35 schools to be counted in a representative manner from every district.
- (3) The number of participants in the training events for the Upazila officials will be 20 in each Upazila, and provision of lunch, snacks, and briefing package comprising of bag, stationary items for each participant shall be ensured.
- (4) Twenty (20) participants from each UDMCs will be attending the consultation event in each Union, and lunch, snacks, and briefing package comprising of bag, stationary items for each participant shall be provisioned.
- (5) The number of participants in the training events for each SMC will be 20 at maximum, and similar provision for trainees as stated above for others will be ensured in those events.
- (6) Forty (40) school children from each school to be selected for trainings, and at least 35 schools to be counted in a representative manner from every district. School children from each school will be trained under the capacity building activities, and provision of snacks and briefing package comprising of training documents/materials and stationary items for each participant will be kept.
- (7) Consultation events will take place with 10 representatives from each organization/NGO in each session, and similar arrangement for all the participants, for example, lunch, snacks and briefing package comprising of training documents and stationary items will be made.

### **Table: Summary of the Training**

Name of training	Participants no /batch	Batch no/district	Participants/ Districts	Total participants in 14 districts	Remarks
Training of Upazila officials	20	05	100	1400	05 upazilla per district to be considered , 01 batch per upazilla
Consultation with UDMC's	20	45	900	12600	01 batch per union, 45 union per district
Training of SMC's	20	500	-	10000	01 batch per school
Training of School Children	40	500	-	20000	01 batch per school
Consultation with local NGOs and other organizations	10	20	200	2800	20 batch per districts

### **Activity 2.1: Early Warning System**

This activity will build on the Activity 1.5, 1.6 and 1.7 and formulate an early warning dissemination system within the community (or communities depending on the size and local context). Local authorities responsible for EWSs, disaster risk management, and weather services should be engaged to ensure effective coordination. Appropriate mechanisms (such as making, SMS, WhatsApp) with roles and responsibilities of the information dissemination should be identified. The firm will develop the relevant training modules and manuals, detailed training schedule for communities, groups, etc. This training should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

### **Activity 2.2: Search and Rescue and First Aid**

Search and Rescue and First Aid training will be conducted. The firm will develop the relevant training modules and manuals, detailed training schedule for communities, groups, etc. This training should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

### **Activity 2.3: HVCA, Risk Mapping, Checklist for DRM**

This activity will build on the Activity 1.5, 1.6 and 1.7 and the training module developed through those activities. This training should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.



#### **Activity 2.4: Evacuation Management Plan and Simulation**

Building on the HVCA, community risk maps, and further consultations, an evacuation management plan should be developed, which includes actions for pre-, post-, and post disaster management, with identified roles and responsibilities. The firm should consult with the D&S firm on this activity. The activity should arrange public consultations to understand perception on evacuation and potential barriers, including the level of willingness to evacuate and concerns regarding the possible living condition in shelters. Data on women's use and needs of shelters should be collected, recorded and utilized. Key stakeholders from the local government, SMCs, and women's groups should be involved. The plan should at a minimum include procedures for early warning information dissemination; search and rescue; first aid; evacuation route and support; as well as other activities deemed necessary by the communities. The findings from these consultations and the plan will be utilized to inform the PIU on its shelter construction. Disaster simulation activities should be conducted based on the evacuation management plan (riverine flooding should be a simulated disaster at least once per shelter and related community) and shelter management plan (described below), engaging local authorities and key stakeholders. This training should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

#### **Activity-2.5: Familiarization with the Project, Project Interventions, GRM and GRC process**

Systematic familiarization of the project, project interventions, environmental and social perspectives, GRM and GRC process will be continued throughout the project. This will ensure the involvement, ownership of the communities. The future needs and localized solutions of disaster risk mitigation will further help to refine the project interventions and future programs. This training should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

#### **Activity-2.6: Familiarization with the Shelter Design, shelter Facilitates and other intervention designs**

This activity will confirm the involvement of the communities and other relevant groups in optimizing the shelter design, facilities accommodated and any relevant areas considering the perspective of the communities. The design and facility related data will be available through PIU and D&S firm. The firm is expected to prepare the discussion point in simple community language based on the data and input received from the PIU and D&S firm. The feedback and recommendations of the communities will be recorded and further discussed with PIU and D&S firm. The agreed relevant changes will be disseminated to the communities and the rationale and detailed of other points which were not incorporated. Familiarization of the other interventions will be an integral part of the consultation process. This training should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

#### **Activity-2.7: Shelter Management Plan**

This activity will support the community to understand the basics of shelter management and develop a collective plan for evacuee and shelter management with designated roles and responsibilities. At a minimum, this will include a shared understanding and plan for usage of spaces (i.e., designated spaces for vulnerable groups, including women; spaces for livestock; spaces for cooking; separate bathrooms for men and women); food, water, and basic supplies; medical care; coordination with schools on education continuity; and gender-based violence and disability considerations. Special focus should be on gender sensitivity and disability considerations, including the prevention of Gender-Based Violence/ Sexual Exploitation and Abuse/ Sexual Harassment (GBV/SEA/SH) and referral pathways for GBV response, along with the planning for sheltering during disasters and processes to initiate and

operate the schools after the disasters. The Plan should be coordinated closely with the schools, SMCs, UDMCs, and women's groups. The D&S firm is expected to develop the above the plan and provide trainings to the SMCs, UDMCs, women's groups, community firm, etc. while the customized and detailed training materials will be developed and disseminated by the firm responsible for this assignment. Not depending on the plan and training from the D&S firm, the firm responsible for the community engagement will continue providing the training throughout the project. This training should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

#### **Activity-2.8: Shelter O&M guidelines**

This activity will develop community O&M guidelines of the shelters with actions, financing, and roles and responsibilities. The guidelines should be socialized with key stakeholders to ensure sustainable usage of the shelters. The D&S firm is expected to develop the above the plan and provide trainings to the SMCs, UDMCs, women's groups, community engagement firm, etc. while the customized training materials will be developed and disseminated by the firm responsible for this assignment. After receiving the training from the D&S firm, the firm responsible for the community engagement will continue providing the training throughout the project. This training should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

#### **Activity-2.9: Community Infrastructure O&M guidelines**

This activity will develop community O&M guidelines of all the community infrastructures included in the project with actions, financing, and roles and responsibilities. The guidelines should be socialized with key stakeholders to ensure sustainable usage of the community infrastructures. The D&S firm is expected to develop the above the plan and provide trainings to the SMCs, UDMCs, women's groups, community engagement firm, etc. while the customized training materials will be developed and disseminated by the firm responsible for this assignment. After receiving the training from the D&S firm, the firm responsible for the community engagement will continue providing the training throughout the project. This training should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

#### **Activity-2.10: Life skills and life enhancement skills**

This activity will use the existing training materials (if available and reviewed by PIU) or develop customized training materials related to life skills and life enhancement skills for the schoolboys and schoolgirls, women and marginalized groups of the community. The definition and detailed training on the life skills and life enhancement skills should be comprehensive and inclusive for the above-mentioned groups. This training should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

#### **Activity-2.11: Behavioural Change Communication (BCC) for WASH and GBV**

This activity will develop a strategy and prepare materials on necessary BCC including improvement of nutrition, WASH practices (personal hygiene, hand washing with soap, menstrual hygiene etc.), use of safe water, and elimination of open defecation. Subjects related to nutrition may include improving dietary diversity and increasing food quantities during pregnancy and lactation, supplementation during pregnancy and lactation, early initiation of breastfeeding (within one hour of birth), exclusive breastfeeding for the first six months of life, age-appropriate complementary feeding practices, and vitamin A supplementation starting at 6 months of age. Good practice from the Income Support Program for the Poorest (ISPP) should be included in BCC. ISPP has already developed a

comprehensive curriculum focused on maternal and child health and development which has been approved by the Ministry of Health & Family Welfare. For the WASH sector, material may be developed on safe drinking water and optimal WASH practices. BCC will also address GBV risks in shelters by raising awareness on prevention and response approaches in partnership with local women's organizations and GBV service providers. This activity will be integrated in the relevant Task/Deliverables above. Waste disposal, plastic disposal, and any relevant exercises should be included to the BCC and short videos of the demonstration should be included during previously mentioned trainings. Most of the materials are already developed and available through Ministry of Education, Ministry of Health and Family Affairs, Ministry of Disaster Management and Relief, Ministry of Local Government, Rural Development & Cooperatives, etc. These already developed materials should be reviewed by PIU before dissemination. The materials which are not readily available would be developed by the community engagement firm. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report. This training and BCC should be the part of the local level quarterly training. The firm is expected to include the details list of the required trainings along with the tentative training schedule in all the communities/villages (as required) in the final proposal and inception report.

### **Deliverable-3: Surveys, Data Collection and Communication**

#### **Activity 3.1: Surveys on the stakeholder satisfaction on flood shelters and other infrastructures constructed under RIVER:**

The activity will conduct the surveys among the community to assess the beneficiary satisfaction with the i) flood shelters and ii) other community infrastructures constructed under the project. At least two surveys are expected to be conducted. All the surveys will consider the gender disaggregated data and survey results along with the other parameters agreed with PIU and World Bank as relevant. The other particular focus should be given to the followings:

- Data collection that supports understanding on women's use and needs of shelters
- Data collection on the shelter user numbers
- Data collection for any other specific purposes requested by the PIU

#### **Activity 3.2: Video Documentary and other communication media**

This activity will develop at least three video documentaries, the detailed content will be developed discussing with the PIUs and LGED. The theme of the documentary would be:

- Damages of the historical and contemporary floods both riverine and flash floods in Bangladesh. The socio-economic condition, living condition, health, education and all the related services during and the floods. The needs of the people and different initiatives of the Government of Bangladesh to encounter flood and climate change effects.
- The overall improvement of the facilities of the infrastructure and systems before and after (during the project). The consultation, innovation of the project relating the future mission and vision of the Government of Bangladesh.
- The overall consultation, process, findings, outcomes, challenges, and opinions of the communities.

The other communication media which will be used (along with the training, community consultation and workshops) should be but not limited to the followings:

- Community radio programs in native language,
- Poster, leaflets, information kits, Pictorial booklet production and dissemination
- House-to-house awareness-raising with branded van and mic
- Billboards/ Signboards on early warning system signs
- Outreach via traditional media,

- Photo exhibition and discussion
- Photo stories
- Religious group meetings, etc.

### **Activity-3.3: Recommendations to LGED**

The firm will need to provide recommendations to LGED regarding effective communication mechanisms on disaster preparedness and response with a focus on community outreach.

### **Activity-3.4: Submission of Progress Report**

In addition to the above listed deliverables, the team will also submit quarterly and annual progress reports. The firm will need to set up a web portal for management of the Deliverables and the Activities, provide access to clients for getting information, and publish information/documents/materials which need to be disclosed publicly. The team may use the portal for their data collection, analysis and prepare useful outcomes similar to an MIS system, following the practice of LGED or as directed by the PIU. The web portal shall have a public interface which will provide access to the public documents for anyone visiting the site, and it shall have a private section accessible with username and password which may contain all the data, information, reports, outcomes, materials.

The quarterly and annual progress and training reports should include appropriate documentation mechanism for all the activities under Deliverables 2&3. The reports should be enough detailed so that every meeting can be identified evidently, while also short enough so that it is reasonable to study by the reviewers.

### **Monitoring and Evaluation**

The firm should design and carry out a monitoring and evaluation plan to measure the outputs and outcomes of the Deliverables and Activities mentioned above. The monitoring and evaluation framework needs to be developed by the firm and included in the inception report. All the relevant indicators in the results framework of RIVER project should be included and additional relevant indicators should also be proposed. Attention should be provided to the followings as well: People in the project areas benefitting from village level interventions; Schoolboys who have received skills training; Schoolgirls who have received skills training, etc.

### **5. Duration of the Services:**

Contract duration will be 05 (five) years from the date of Commencement.

### **6. Team Composition:**

The table below shows the expected key positions for the team. The team members must be familiar with the local context and experience working in the specific districts of the project is highly desirable:

<b>Designation</b>	<b>Academic Qualification</b>	<b>Minimum years of Relevant Experience (relevant to the job description below)</b>	<b>Number of positions</b>
Team Leader	Masters in Social Science, Sociology, Development Studies or similar	15 years	1
Deputy Team Leader	Bachelor degree in Social Science, Sociology, Development Studies or similar	12 years	1
Monitoring and Evaluation Expert	B.Sc. in Engineering or Masters in Science/ Social Science or MBA	10 years	1
Information Management Specialist/Database Expert	B.Sc. in Computer Science/ Engineering, MSc in Statistics, or similar	10 years	1
Web Developer/programmer	BSc in Computer Science, Computer Engineering, Software Engineering or similar	8 years	1
Communication Expert	Bachelor degree in Journalism, Social Science, Sociology, or similar	8 years	1
Health Expert/Doctor with Support staff	Bachelor degree in Medicine (MBBS), or Health Science	8 years	1
Education/Skill Development Expert	Bachelor degree in Education, or similar	8 years	1
Data Analyst	BSc in Computer Science, Statistics, Engineering or similar	8 years	2
Social Development Expert	Bachelor degree in Social Science, Sociology, or similar	8 years	2
Gender Expert	Bachelor degree in Social Science, Sociology, or similar	8 years	1
Water, Sanitation, Hygiene Expert	Bachelor degree in Engineering, or similar	8 years	2
Disaster Management Expert	BSc in Disaster Management, Engineering or similar	8 years	2
Civil Engineer	BSc in Civil Engineering	5 years	2
GIS Expert	Bachelor degree in Engineering, Geography, Environment, Urban Planning, Geology or similar	5 years	2
Community Mobilization Expert	Bachelor degree in an appropriate subject	5 years	30

Essential non-key positions are shown in the table below:

<b>Designation</b>	<b>Academic Qualification</b>	<b>Minimum years of Relevant Experience related to the designation</b>	<b>Number of positions</b>
Field Officer	Bachelor degree	5 years	70
Data Enumerators	Diploma in Engineering, or similar.	2 years	70
Admin/Accounts Officer/ Computer Operators/others	Bachelor or above	2 years	30
Supporting Staffs	HSC or above	2 years	15

#### **Task and responsibilities of Key Positions:**

##### **1) Team Leader:**

Plan and implement all the activities in an overarching manner under the Community Based Disaster Risk Management (CBDRM) interventions, ensuring that activities are aligned with the goals of this assignment and overall objectives of the project, and are being implemented effectively and efficiently.

Manage the budget and resources for the implementation of activities, ensuring that all activities are being carried out within the budget and that resources are being used effectively and efficiently.

Monitor overall and individual activities and evaluate impacts, ensuring that CBDRM interventions are achieving the desired results and making adjustments as needed to ensure the success.

Lead and coordinate all activities under the non-consulting services.

Lead and coordinate the team in conducting surveys among the community to assess the beneficiary satisfaction with the flood shelters and other community infrastructures constructed under the project considering the gender disaggregated data and survey results along with the other parameters agreed with PIU and World Bank.

Submit quarterly and annual progress reports and training reports, and monitor the progress of activities and evaluate the plan to measure the outputs and outcomes of the deliverables and activities.

Liaise with relevant stakeholders, including PIU, D&S consultants, and the World Bank to obtain support and guidance required for management and implementation of the proposed activities.

Manage and lead the team to ensure team members are motivated and informed, so they are able to develop and deliver high quality inputs and services.

### ***2) Deputy Team Leader***

Assist the team leader in overall planning and implementation of the CBDRM interventions, ensuring that activities are aligned with the goals of this assignment and overall objectives of the project, and are being implemented effectively and efficiently.

Co-Manage the team, track the progress of works of team members, provide feedback and support to the team members, and monitor overall and individual activities, and evaluate impacts.

Engage with stakeholders, including government agencies, non-governmental organizations, and community members, to ensure that activities are aligned with broader development goals and meet the needs of the community.

Assist the team leader and coordinate the team members in preparing periodic reports and documentation.

Coordinate and co-lead all the team members in conducting respective activities and evaluate the result or outcomes, in consultation with the team leader, along with addressing issues or obstacles in relation to performing the activities, whenever required.

### ***3) Monitoring and Evaluation Expert***

Develop Monitoring and evaluation plan to measure the outputs and outcomes of the Deliverables and Activities.

Coordinate the development of and provide inputs to project and activity specific information repository and database, financial tracking, periodic progress reports, ensuring data consistency and quality reporting on the resilience response.

Contribute to the development of the relevant M&E tools and conduct progress reviews to recommend adjustments and appropriations on the planned activities as set in the project document.

**Facilitate knowledge building and sharing on resilience monitoring including** support improvements to resilience data analysis and monitoring under the pre-established monitoring framework, and facilitating multi-stakeholder consultations on resilience measurement and monitoring issues.

**Support in work planning, monitoring and reporting exercises by helping draft annual work plans and progress reports under the agreements with LGED**

**4) *Information Management Specialist/Database Expert***

Liaise and consult widely to develop effective information and records management practices, coordinate needs and provide recommendations that align with the strategic direction for knowledge and records management, support management and workflows of information and records in a dynamic technological environment.

Assist the project team in conducting Hazard, Vulnerability, and Capacity Assessment (HVCA) utilizing available toolkits and diagnostics including a Participatory Rural Approach in order to identify, at a minimum, hazards relevant to the community, vulnerable groups, and factors that make them vulnerable including the availability and accessibility of EWS and evacuation shelters.

Assist in developing Community risk maps with each community (or communities depending on the size and local context) through workshops and consultations conducted in an inclusive manner.

Assist the team in knowledge enhancement, training and capacity building including continuous communication on various areas identified in the project appraisal document.

Formulate an early warning dissemination system within the community, with strong coordination with the local authorities responsible for EWSs, disaster risk management, and weather services.

Set up a web portal for management of the deliverables and the activities, provide access to clients for getting information, and publish information/documents/materials which need to be disclosed publicly, and make the portal user-friendly for data collection, analysis and prepare useful outcomes similar to an MIS system, following the practice of LGED or as directed by the PIU.

Coordinate the evaluation, development, implementation, maintenance and review of information and records management and assist in the management of the evaluation, development, implementation, maintenance, review and support of the electronic document and records management system(s).

Support the strategic and operational decisions for processing and analyzing data and information and present it in the format most useful for its analysis (e.g. reports, maps).

Identify and implement the data and information elements required to produce standardized information products and design and manage respective data/information collection plans for baseline and context-specific data and assist in the development and improvement of existing report templates.

Manage the data collection, data entry and use of standardized systems to support the work of the entire team and train team members in the development of databases to support the collection and processing of context specific data.

**5) *Web Developer***

Design and develop websites that support the objectives of these specific services, as well as websites for community members and other stakeholders, ensuring that the websites are functional and user-friendly, including testing and debugging websites to ensure that they are working properly.

Integrate data and applications into the websites, ensuring that users have access to the information and resources they need to participate in the activities, and build their resilience and capacity.

Maintain and update the websites over time, ensuring that they continue to meet the needs of the program and community members.

Collaborate with other stakeholders, including team members, community members, and technical experts, to ensure that the websites are aligned with broader development goals and meet the needs of the community.

#### **6) Communication Expert**

Develop strategy and work plan for systematic communication with all the relevant stakeholders in local, Upazlia and Districts all through the project period for dissemination and systematic familiarization of the communities and selected stakeholders with the project interventions, discussion and dissemination of the design perspectives of the shelters and other community structures, development of community risk maps, and dissemination of EWSs, training on the selected topics, *inter alia*.

Review and provide guidance for the improvement of tools and approaches, or to develop new ones, and methods for community engagement by the organization, draw lessons learned and successful practices, and provide recommendations for continuation and up scaling strategies.

Use participatory approaches and methodologies that generate interest and activate prolonged stakeholder engagement in relation to the project interventions.

Coordinate the team in preparing video Documentary and other communication media primarily on the damages of the historical and contemporary floods both riverine and flash floods in Bangladesh.

#### **7) Health Expert/Doctor with Support staff**

Design, implement and evaluate activities that aim to educate the community on various health issues and promote healthy behaviors, and conduct community assessments to identify emergency needs, resources, and barriers to accessing healthcare during the disaster period. This will help inform the design and implementation of activities that are tailored to the specific needs of the community.

Work on establishing partnerships and collaborations with community organizations, healthcare providers, and other stakeholders to ensure that health promotion and education efforts are coordinated and effective.

Develop a strategy and prepare materials on necessary Behavioural Change Communication (BCC) including improvement of nutrition, WASH practices (personal hygiene, hand washing with soap, menstrual hygiene etc.), use of safe water, and elimination of open defecation.

Work to engage and mobilize community members to participate in health promotion and knowledge building activities, and develop and deliver training activities and materials to build the capacity of community members, healthcare providers, and other stakeholders to address health issues in the community.

Conduct evaluations to assess the effectiveness of health education and knowledge building and promotion activities, and make recommendations for improvement.

Assist the team in developing community O&M guidelines of all the community infrastructures included in the project with actions, financing, and roles and responsibilities and socialize with key stakeholders to ensure sustainable usage of the community infrastructures.

#### **8) Education/Skill Development Expert**

Design, implement and evaluate activities that aim to educate and build the skills of community members, with a focus on enhancing their resilience and capacity to address challenges.

Conduct needs assessments to identify the educational and skill-building needs of the community. This will help inform the design and implementation of activities that are tailored to the specific needs of the community.

Develop and deliver training activity and materials to build the capacity of community members to address challenges and promote resilience.

Conduct awareness campaigns on disasters for wide dissemination and building knowledge on disaster vulnerabilities in the surrounding areas, existing practices, accessibility of disaster information, and major issues in times of disasters, etc. through interactive exercises and approaches.



Work to engage and mobilize community members to participate in educational and skill-building activity. This may involve developing outreach strategies, organizing community events, and leveraging social media and other communication channels to reach a broader audience.

#### **9) Data Analyst**

Collect and analyze data related to community's socioeconomic conditions including health, education, and skill development activity. This may involve analyzing survey data, monitoring activity metrics, and collecting data from other sources to measure activity impact.

Identify trends and patterns in the data to inform activity planning and decision-making using statistical software to analyze large datasets and identify correlations and trends.

In consultation with the Information Management Specialist, conduct surveys among the community to assess the beneficiary satisfaction with the flood shelters and other community infrastructures constructed under the project considering the gender disaggregated data and survey results along with the other parameters agreed with PIU and World Bank.

Conduct evaluations of community engagement, mobilization, resilience, and capacity building activities to assess their effectiveness and make recommendations for improvement.

Work with activity staff to identify data needs, develop data collection protocols, and analyze data to inform activity planning and implementation, and manage databases and data systems to ensure that data is collected, stored, and analyzed in a secure and efficient manner.

Provide technical assistance and support to the team members and stakeholders to help them use data to inform decision-making and improve activity -outcomes.

#### **10) Social Development Expert**

Conduct social analysis to understand the social, economic, and political factors that affect community engagement, mobilization, resilience, and capacity building. This may involve analyzing social systems, power dynamics, and cultural norms.

Facilitate community engagement by working with community members to identify their needs and priorities, and by ensuring that their voices are heard in activity planning and decision-making processes.

Build partnerships with community organizations, government agencies, and other stakeholders to ensure that social strategies are effectively implemented and that resources are leveraged to support community engagement, mobilization, resilience, and capacity building.

Participate in conducting Hazard, Vulnerability, and Capacity Assessment (HVCA) utilizing available toolkits and diagnostics including a Participatory Rural Approach including the availability and accessibility of EWS and evacuation shelters, as well as WASH/nutrition conditions and gender sensitive issues.

Assist the team in developing Community risk maps with each community (or communities depending on the size and local context) through workshops and consultations conducted in an inclusive manner.

Participate in formulating an early warning dissemination system within the community.

Monitor and evaluate the social impacts of community engagement, mobilization, resilience, and capacity building activities. This may involve collecting and analyzing data to measure social outcomes and impacts, and making recommendations for improvement.

#### **11) Gender Expert**

Identify the social, cultural, economic, and political factors that influence gender norms, inequalities and risk of violence in the community, and develop gender-sensitive strategies that promote gender mainstreaming in the workplace and the project areas to ensure that gender is integrated into all aspects of planning, implementation, monitoring, and evaluation of this service activities.

Encourage participation of women in community engagement, mobilization, resilience, and capacity building activities by identifying and addressing barriers to women's participation, and by promoting women's voices and perspectives in activity planning and decision-making.

Assist the team in conducting Hazard, Vulnerability, and Capacity Assessment (HVCA) utilizing available toolkits and diagnostics including a Participatory Rural Approach including the assessment on the availability and accessibility of EWS and evacuation shelters, as well as WASH/nutrition conditions and gender sensitive issues.

Conduct targeted GBV safety audit for women and girls to understand risk factors that affect women and men differently during the disaster, and period of evacuation and sheltering.

Participate in developing community risk maps with each community (or communities depending on the size and local context) through workshops and consultations conducted in an inclusive manner, evacuation management plan that includes actions for pre-, post-, and post disaster management and disaster simulation activities prioritizing women's participation and their gender specific issues.

Involve female communities and other relevant groups in optimizing the shelter design, facilities accommodated and any relevant areas considering the perspective of the communities, putting special focus on gender sensitivity and disability considerations, including the prevention of Gender-Based Violence/ Sexual Exploitation and Abuse/ Sexual Harassment (GBV/SEA/SH) and design the referral pathways for GBV response, along with the planning for sheltering during disasters and processes to initiate and operate the schools after the disasters.

Monitor and evaluate the gender impacts of community engagement, mobilization, resilience, and capacity building activities. This may involve collecting and analyzing gender-disaggregated data to measure gender outcomes and impacts, and making recommendations for improvement.

### ***12) Water, Sanitation, Hygiene Expert***

Conduct assessments to identify the WASH needs of the community, including water supply, sanitation facilities, and hygiene practices, during the disaster period and in the post-disaster scenario.

Facilitate community engagement by working with community members to identify their WASH needs and priorities, and by ensuring that their voices are heard in the activity planning and decision-making processes.

Develop WASH strategies that address the WASH needs of the community in the shelters, and that promote sustainable and equitable access to water, sanitation, and hygiene services.

Develop a strategy and prepare materials on necessary Behavioural Change Communication (BCC) including improvement of nutrition, WASH practices (personal hygiene, hand washing with soap, menstrual hygiene etc.), use of safe water, and elimination of open defecation.

Support the community to understand the basics of shelter management and develop a collective plan for evacuee and shelter management with designated roles and responsibilities.

Monitor and evaluate the WASH impacts of community engagement, mobilization, resilience, and capacity building activities. This may involve collecting and analyzing data to measure WASH outcomes and impacts, and making recommendations for improvement.

Provide technical assistance and support to the team members and stakeholders to help them implement WASH strategies and effectively engage with community members.

### ***13) Disaster Management Expert***

Conduct risk assessments to identify the potential hazards and risks faced by the each community, and to determine the level of preparedness for potential disasters, and put efforts in developing disaster management strategies that address the potential hazards and risks faced by the community, and that promote resilience and preparedness for disasters.

Conduct stakeholder mapping of communities and existing key stakeholders and networks vital for Community Based Disaster Risk Management (CBDRM) at the community, school, and local government levels and participate in awareness campaigns on disasters for wide dissemination and building knowledge on disaster vulnerabilities in the surrounding areas.

Conduct a Hazard, Vulnerability, and Capacity Assessment (HVCA) utilizing available toolkits and diagnostics, and develop Community risk maps with each community (or communities depending on the size and local context) through workshops and consultations conducted in an inclusive manner.

Participate in formulating an early warning dissemination system within the community, with strong coordination with the local authorities responsible for EWSs, disaster risk management, and weather services, along with developing evacuation management plan and work with the disaster simulation activities under these services.

Impart in developing community O&M guidelines of the shelters with actions, financing, and roles and responsibilities, and facilitate community engagement by working with community members to identify their disaster management needs and priorities.

Build partnerships with disaster management organizations, government agencies, and other stakeholders to ensure that disaster management strategies are effectively implemented and that resources are leveraged to support community engagement, mobilization, resilience, and capacity building.

Monitor and evaluate the disaster management impacts of community engagement, mobilization, resilience, and capacity building activities. This may involve collecting and analyzing data to measure disaster management outcomes and impacts, and making recommendations for improvement.

### ***14) Civil Engineer***

Assess the existing infrastructure in the community, including water and sanitation systems, roads, bridges, and buildings, to identify areas for improvement and potential risks.

Based on the assessment findings, design infrastructure solutions that address the community's needs and promote resilience and sustainability. This may involve designing new infrastructure or retrofitting existing infrastructure within the scope of this non-consulting service, in consultation with respective experts/team members.

Oversee the construction process, including hiring contractors, managing timelines and budgets, and ensuring that construction activities are safe, efficient, and meet quality standards, if required.

Provide technical expertise to the activity team and community members on infrastructure design, construction, and maintenance.

Collaborate with other stakeholders, including government agencies, non-governmental organizations, and community leaders, to ensure that infrastructure solutions are aligned with broader development goals of the project and meet the needs of the community.

Monitor the performance of infrastructure solutions over time, identify areas for improvement, and recommend maintenance and repair as needed.

### ***15) GIS Expert***

Collect and analyze spatial data, including satellite imagery, maps, and other geospatial information, to identify patterns and trends in the community's environment and infrastructure.

Use specialized software to create maps and visualizations that help team members and community members understand the spatial patterns and relationships within the community, and the disaster risk and evacuation pattern.

Provide technical support to the team by using spatial data and maps to inform activity planning and decision-making. This may include identifying areas of need or vulnerability, evaluating potential solutions, and predicting future trends.

Work to build the GIS capacity of team and community members by providing training and technical assistance on GIS software, data collection, and analysis, and collaborate with other stakeholders, including government agencies, non-governmental organizations, and community leaders, to ensure that spatial data and analysis are aligned with broader development goals and meet the needs of the community along with this particular assignment.

Actively participate in conducting Hazard, Vulnerability, and Capacity Assessment (HVCA) and Community Risk Mapping, and preparation of Evacuation Management Plan and simulation, Shelter and Community infrastructure O&M guidelines and periodicals and technical reports.

#### ***16) Community Mobilization Expert***

Conduct stakeholder mapping of communities and existing key stakeholders and networks vital for CBDRM at the community, school, and local government levels. Based on the stakeholder mapping and institutional assessment, further work on the formation of new community groups (i.e., Disaster Management Committee) or building on appropriate existing community groups to carry out the CBDRM activities can be undertaken.

Assist in development of strategy and work plan for systematic Communication with all the relevant stakeholders in local, upazlia and districts all through the project period for dissemination and systematic familiarization of the communities and selected stakeholders with the project interventions.

Participate in conduction of awareness campaigns on disasters for wide dissemination and building knowledge on disaster vulnerabilities in the surrounding areas, existing practices, accessibility of disaster information, major issues in times of disasters, etc. through interactive exercises and approaches.

Take part in conduction of Hazard, Vulnerability, and Capacity Assessment (HVCA) utilizing available toolkits and diagnostics including a Participatory Rural Approach, and develop Community risk maps with each community (or communities depending on the size and local context) through workshops and consultations conducted in an inclusive manner.

Systematic familiarization of the project, project interventions, environmental and social perspectives, GRM and GRC process continued throughout the project in order to ensure the involvement and ownership of the communities.

Develop community O&M guidelines of the shelters with actions, financing, and roles and responsibilities, and community O&M guidelines of all the community infrastructures.

Evaluate the types of engagement approaches that would be suitable for achieving the targets such as focused group discussion and community sensitization and engagement.

### **7. Implementation Arrangement and Reporting:**

The firm will work closely with the LGED's PIU Unit and coordinate their work with other relevant units of LGED, Ministry of Local Government, local administration and relevant ministries and agencies. The firm will establish their office in Dhaka and the field at convenient location from LGED offices to whom they will be reporting on a day-to-day basis. While working in the field, the team shall maintain communication with Executive Engineers of the districts, and Upazila Engineers.

After the inception stage, the Consultants shall prepare a detailed schedule and Task/Deliverable-flow diagram, which depicts the interrelationship of various Task/Deliverables in the assignment which lead to the completion of works and mechanism of coordination with the client and other related entities.

The Project Director would be designated as Head of the Project Implementation Unit (PIU) to coordinate all interfaces with the firm. The assigned deputy project director and focal point from D&S team will be responsible for day-to-day communication, coordination, and guidance to the firm. The Head of PIU, with support from the Chief Engineer, LGED, will also assist the firm in resolving various administrative issues which may arise during the project implementation period.

## 8. Reporting

The working language for this project shall be English for communication and all final deliverables shall be in English. The training materials will be both in Bangla and English.

Deliverable No.	Deliverable Name	Expected Timeline from contract signing (months)
1.	Inception Report with timeline, detailed deliverables, monitoring and evaluation plan, and community engagement plan, framework of next two deliverables.	2
2.	Activity 1.1 Report: outlining the type, name, formation, field presence, strength, weakness, relevancy and appropriateness of the stakeholders, community groups/organizations, recommendations on the selections.	3
3.	Activity 1.2 Report: Systematic Community Consultation Strategy and Detailed Work plan	4
4.	Activity 1.5 Report: Hazard, Vulnerability, and Capacity Assessment (HVCA)	6
5.	Report on findings from Activity 1.3, 1.4, 1.5 including community knowledge/experience and concerns, and GBV safety audit results.	6
6.	Community Risk Maps from Activity 1.6	8
7.	Activity 1.7: Development and Checklist of Disaster Risk Management	9
8.	Baseline report outlining findings from Activity 1.1-1.7 assessment community views towards disaster shelters, and other project infrastructures, knowledge/experience of evacuation during disasters, detailed monitoring and evaluation framework, etc.	10
9.	Final reports and all the training materials for Activity 2.1 to 2.6	12
10.	Final reports and all the training materials for Activity 2.10 to 2.11	15
11.	Final reports and all the training materials for Activity 2.7 to 2.9	18
12.	Quarterly Training on Activity 2.1 to 2.6	15-57
13.	Quarterly Training on Activity 2.10 to 2.11	18-60
14.	Quarterly Training on Activity 2.7 to 2.9	21-60
15.	Disaster simulation drills with lessons learned and recommendations (1 in each shelter).	30-60
16.	Baseline (project mid-term) survey reports on the stakeholder satisfaction on flood shelters and other infrastructures	30
17.	Functional Online Portal	12
18.	Community Consultation, Engagement and Mobilization	7-60
19.	Activity 3.2 Reports	30
20.	Video documentary.	24-60
21.	End term survey reports on the stakeholder satisfaction on flood shelters and other infrastructures	54
22.	Report on disaster simulations, community consultation and workshops.	As conducted

23.	Workshop (total 15, one national and 14 district level) and workshop reports.	As conducted
24.	Quarterly and Annual Progress Report	3-60
25.	Bi-annual Training Report	12-60
26.	Final Report on activities and outcomes.	60 months or six months after activity completion

In addition to the above listed deliverables, the team will also submit quarterly and annual progress reports. The team will need to set up a web portal for management of the Deliverables and the Activities, provide access to clients for getting information, and publish information/documents/materials which need to be disclosed publicly. The team may use the portal for their data collection, analysis and prepare useful outcomes similar to an MIS system, following the practice of LGED or as directed by the PIU. The web portal shall have a public interface which will provide access to the public documents for anyone visiting the site, and it shall have a private section accessible with username and password which may contain all the data, information, reports, outcomes, materials.

The quarterly and annual progress reports and bi-annual training reports should include appropriate documentation mechanism for all the activities under Deliverables 2&3. The reports should be enough detailed so that every meeting can be identified evidently, while also short enough so that it is reasonable to study by the reviewers.

#### **9. Disclosure**

Many of the deliverables will be disclosed publicly. The team will need to develop an online presence. Disclosure can be done with a combination of methods including over the internet, workshops, seminars.

#### **10. Workshops**

The firm in consultation with PIU and D&S firm will organize workshops (one national and 14 district level in 14 districts, 200 participants in each workshop), along with the seminars, and trainings to disseminate the study findings and results in project areas among various interest groups. Hands on training and field and central level workshops and closing workshops are to be organized. The trainings and the workshops will be organized with close discussion and taking suggestions from LGED. Arrangement and budgetary provision for renting venues, and providing lunch, snacks, briefing package (e.g., training materials, etc.) and stationeries (e.g., file, pen, notepad, etc.) for all participants in the events will be considered and ensured. It's anticipated that 200 participants will attend each workshop/seminar.

#### **11. Licensing and Data Transfer:**

Data collection, Results that are procured and developed for this project are done so on behalf of the LGED. Usage shall be guaranteed to the LGED; therefore, all licensing agreements must be made similarly. The license includes the right of LGED to freely use and distribute the results. All of the reports, presentations, GIS data will be handed over to LGED at the end of the service.