

TERMS OF REFERENCE (ToR)

Engagement of Individual Consultant or Consultancy Firm for Conducting the Endline Survey of SHIELD Project

Particulars	Information
Organisation	JAAGO Foundation Trust
Project	SHIELD – Strengthening Hope, Integrated Emergency Leadership, and Disaster Preparedness
Assignment Title	Endline Survey of SHIELD Project
Assignment Type	Endline Survey
Geographic Coverage	Kamarkhola and Sutarkhali Union, Dacope, Khulna; Mongla Pourashava and Chila Union, Mongla, Bagerhat
Total Household Sample	1,200 households
DRR Assessment	1,200 households
Livelihood Assessment	350 livelihood-supported households, embedded within the 1,200 households
Start Date	29 September 2026
End Date	23 October 2026
Duration	25 calendar days
Donor Partner	ChorogUsan for Children, Korea
Proposal Submission Deadline	22 September 2026 (11:59 PM)

1. Background and Rationale

JAAGO Foundation Trust is a national non-government organisation in Bangladesh working through education, youth empowerment, gender equality, climate resilience and community development. The SHIELD project seeks to strengthen resilient communities in disaster-prone coastal areas through child and youth engagement, community-driven DRR and CCA, inclusive governance, early warning and climate-resilient livelihoods.

SHIELD is implemented in Kamarkhola and Sutarkhali Unions of Dacope Upazila, Khulna, and Mongla Pourashava and Chila Union in Mongla, Bagerhat. The project combines local-government coordination and advocacy, school-based DRR, community-based preparedness and emergency response, and climate-resilient livelihood interventions.

The baseline assessment established the starting position for household and institutional preparedness, early warning, school safety, shelter management, WASH, child-centred DRR, climate vulnerability and livelihoods. The endline assignment will use the baseline, Project Design Matrix, indicator definitions and implementation evidence to measure change and assess the contribution and sustainability of SHIELD interventions.

2. Project Overview

The project goal is to build resilient communities in disaster-prone areas by empowering children and youth as active agents of change, strengthening community-driven disaster risk reduction and climate change adaptation, and institutionalising inclusive governance, sustainable livelihoods and early warning systems.



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Project Objective	Endline Focus
Strengthen local and institutional DRR/CCA coordination	Coordination functionality, ownership, advocacy and institutionalisation
Strengthen inclusive DRR/CCA governance	Participation and functionality of SBDTRC, CBDTRC and CBERT
Sustain climate adaptation through diversified livelihoods	Adoption, economic resilience and sustainability among supported households

3. Purpose of the Assignment

The purpose is to conduct a rigorous endline survey and project performance evaluation that measures changes against baseline conditions and assesses the relevance, effectiveness, efficiency, contribution, inclusion and sustainability of SHIELD interventions.

- Establish endline values for relevant SHIELD indicators and compare them with baseline values.
- Assess changes in household, school, community and institutional preparedness.
- Assess the functionality and sustainability of SBDTRCs, CBDTRCs and CBERTs.
- Assess changes among 350 households that received livelihood training and support.
- Evaluate all major SHIELD activities and identify factors influencing results.
- Document successes, challenges, unintended effects and lessons learned.
- Provide practical recommendations for sustainability, future programming and advocacy.

4. Specific Objectives

- Measure changes in disaster preparedness, climate risk awareness, early warning access, evacuation readiness, shelter preparedness, WASH preparedness and household DRR practices among 1,200 households.
- Assess school-based DRR interventions, including SBDTRC establishment, training, awareness campaigns, action plans, coordination meetings and emergency equipment.
- Assess the functionality of CBDTRCs and CBERTs and their linkage with local government and formal disaster management mechanisms.
- Assess changes in climate-resilient livelihood practices among 350 supported households.
- Evaluate implementation and contribution of all major SHIELD activities.
- Assess inclusion and participation of children, youth, women, persons with disabilities and other marginalised groups.
- Generate evidence-based recommendations for sustainability, institutionalisation, scale-up and future advocacy.

5. Assessment Design and Sample

The assessment has two integrated components. The total household sample is 1,200. All 1,200 households will be assessed under the DRR component. Within the same 1,200 households, 350 households that received SHIELD livelihood training and support will receive the additional livelihood assessment. The livelihood sample must not be added to the DRR sample.

Component	Sample	Core Purpose
DRR Endline Assessment	1,200 households	Measure changes in DRR/CCA preparedness and related household indicators.



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Component	Sample	Core Purpose
Livelihood Endline Assessment	350 supported households within the 1,200	Measure livelihood adoption and sustainability.
Institutional Assessment	All relevant targeted structures	Assess schools, committees, shelters, equipment, preparedness and sustainability.

The consultant shall propose the final geographic allocation and respondent-selection approach and demonstrate comparability with the baseline. Any panel or matched design must be justified; otherwise, a repeated cross-sectional design with clear limitations may be used.

6. Scope of Work

6.1 Inception and Methodology

- Review the baseline report, baseline dataset where available, Project Design Matrix, indicator definitions, monitoring data and implementation records.
- Develop an evaluation framework linking indicators, evaluation questions, data sources and analysis methods.
- Develop sampling, respondent-selection, fieldwork, ethical and safeguarding protocols.
- Develop quantitative, qualitative and institutional assessment tools.
- Obtain JAAGO approval of the methodology and tools before field deployment.

6.2 DRR Endline Survey – 1,200 Households

- Measure household disaster preparedness, knowledge and practices.
- Assess access to and use of early warning information.
- Assess evacuation planning and emergency readiness.
- Assess WASH and shelter preparedness.
- Assess climate-risk awareness and adaptation practices.
- Assess participation in community DRR structures and awareness of CBERT/CBDRRC mechanisms.
- Measure relevant child-centred, gender-responsive and disability-inclusive indicators.
- Generate indicator values directly comparable with baseline where definitions remain unchanged.

6.3 Livelihood Endline – 350 Supported Households

- Assess livelihood training and support received.
- Measure adoption and continued use of climate-resilient livelihood practices.
- Assess market access, linkage and value-chain constraints.
- Assess positive and negative coping strategies.
- Assess women's and youth participation and decision-making where relevant.
- Assess continuation, expansion, barriers and sustainability of supported practices.

6.4 Institutional and Qualitative Assessment

- Assess functionality and sustainability of SBDRRCs, CBDRRCs and CBERTs.
- Assess school preparedness, safety planning, drills, awareness activities and action plans.
- Assess availability, use and maintenance of emergency response equipment.
- Assess early warning dissemination and local coordination.
- Assess shelter preparedness, accessibility, management and inclusion.
- Conduct KIs with local government, schools, DRR committees, CBERT/CBDRRC members and relevant stakeholders.
- Conduct FGDs with appropriate groups using safe, inclusive facilitation.



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7. Project Activity Performance Evaluation

The consultant shall evaluate all major SHIELD activities. The assessment shall go beyond participant satisfaction and examine implementation quality, results, contribution and sustainability.

Activity / Sub-activity	Key Evaluation Areas
1.1.1 Coordination with DRR Committees at District, Upazila and Union levels	Participation, coordination quality, ownership, follow-up and sustainability
1.1.2 Local/divisional advocacy for DRR and CCA integration	Relevance, participation, policy discussion, commitments, influence and sustainability
1.2.2 Capacity building and training for local DRR/youth/community organisations	Training relevance, knowledge/skill gain, application and institutionalisation
Module Development	Technical quality, contextual relevance, usability and uptake
2.1.1 Establishment of SBDRRCs	Representation, functionality, ownership, participation and sustainability
2.1.2 SBDRRRC training	Knowledge, skills, practical application and preparedness
2.1.3 School DRR and CCA awareness campaigns	Reach, participation, learning, practice/behaviour change and sustainability
2.1.4 SBDRRRC DRR and shelter action plans	Quality, relevance, implementation and use
2.1.5 Monthly SBDRRRC coordination meetings	Regularity, action tracking and preparedness contribution
2.1.6 Emergency response equipment for SBDRRCs	Appropriateness, use, maintenance and preparedness contribution
2.2.1 CSDRRRC formation/training	Representation, functionality, participation, linkage and sustainability
2.2.2 CBERT establishment	Selection, representation, readiness, role clarity and sustainability
2.2.3 CBERT emergency response training	Knowledge, skills, confidence, readiness and application
2.2.4 CBERT linkage with local government/district mechanisms	Recognition, coordination pathways, communication and sustainability
3.1.2 Alternative livelihoods and IGA	Participation, adoption, resilience, market linkage, inclusion and sustainability

8. Evaluation Framework

Criterion	Key Questions
Relevance	Were interventions aligned with identified disaster, climate, school, community and livelihood needs?
Effectiveness	To what extent were planned outputs and intended outcomes achieved?
Efficiency	Were resources, time and implementation arrangements used appropriately?
Contribution	What evidence suggests SHIELD contributed to observed changes, and what other factors influenced results?
Sustainability	Which mechanisms, practices and capacities are likely to continue after project support?
Inclusion	To what extent were children, youth, women, persons with disabilities and marginalised groups meaningfully included?
Coherence	How well did DRR, CCA, school safety, emergency response and livelihood components reinforce one another?
Learning	What worked, what did not, why, and what should be adapted?



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9. Key Evaluation Questions

9.1 DRR and CCA

- What changes occurred in household preparedness compared with baseline?
- Has early warning access and understanding improved?
- Are households better prepared for evacuation and emergencies?
- Have climate adaptation practices increased?
- Are children and vulnerable groups better considered in local DRR systems?

9.2 Institutional and School Systems

- Are SBDRRCs, CBDRRCs and CBERTs functional beyond establishment/training?
- Are plans, meetings, drills and equipment used in practice?
- Has coordination with local government improved?
- Which mechanisms are likely to continue without project support?

9.3 Livelihoods

- To what extent have the 350 supported households adopted promoted practices?
- Have livelihood diversification and economic resilience improved?
- Have negative coping strategies reduced?
- What market and sustainability constraints remain?

9.4 Activity Performance

- Which activities were most effective and why?
- Which activities produced weaker results and what constrained performance?
- What unintended outcomes or contextual effects were observed?
- What lessons should inform future DRR, CCA and livelihood programming?

10. Methodology and Data Collection

10.1 Quantitative

- Structured household questionnaire using an appropriate data-collection system.
- Linked DRR and livelihood modules, with the livelihood module administered only to eligible households.
- Baseline-endline comparison using identical indicator definitions where applicable.
- Disaggregation by sex, age, disability and location where appropriate and ethically collected.

10.2 Qualitative and Observation

- KIs with local government and institutional stakeholders.
- FGDs with community, youth, women and relevant participants.
- Selected case studies/outcome stories where evidence supports them.
- Observation of selected schools, shelters, committee activities and livelihood practices.

10.3 Document Review

- Baseline report and dataset, where available.
- Project Design Matrix and indicator definitions.
- Activity reports, attendance, training and monitoring records.
- Committee records, action plans, meeting minutes and equipment records.



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- Livelihood participant and support records.

11. Sampling and Statistical Analysis

The consultant shall provide a transparent sampling and analysis plan explaining the sampling frame, geographic allocation, respondent selection, non-response management and limitations. Causal attribution must not be claimed unless supported by the design.

- Report absolute numbers and percentages with appropriate denominators.
- Use baseline-endline comparisons for comparable indicators.
- Use appropriate statistical tests where justified.
- Clearly distinguish descriptive from inferential findings.
- Document missing data, non-response and data-quality limitations.
- Provide an indicator achievement table showing baseline, endline, change and interpretation.

12. Data Quality Assurance

- Recruit and train qualified enumerators and supervisors.
- Pre-test tools and document revisions.
- Use completeness, range and logical checks during collection.
- Conduct back-checks and spot checks.
- Maintain issue and corrective-action logs.
- Submit data-cleaning log and codebook.
- Provide reproducible analysis files/syntax where applicable.

13. Safeguarding, Ethics and Data Protection

- Obtain informed consent and ensure voluntary participation.
- Maintain confidentiality and secure personal data.
- Apply child safeguarding procedures whenever children participate.
- Ensure safe and respectful participation of women, persons with disabilities and marginalised groups.
- Collect sensitive demographic information only where justified and consented.
- Immediately report safeguarding concerns through JAAGO's designated mechanism.
- Comply with JAAGO safeguarding, child protection and PSEA requirements.

14. Deliverables and Timeline

Deliverable	Key Contents	Indicative Timeline
Inception Report	Inception Report with Evaluation framework, methodology, sampling, work plan, and validated survey tools	05 Oct
Draft Endline Survey Report	Draft report with dataset	19 Oct
Final Endline Survey Report	Final validated report, indicator matrix, datasets, tools and supporting files	23 Oct



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15. Required Qualifications

- The lead consultant must have at least five years of experience in baseline, endline, evaluation or large-scale survey assignments.
- Demonstrated experience in DRR, CCA, climate resilience, livelihoods or related programming.
- Strong mixed-method and household survey experience.
- Coastal/rural Bangladesh field experience preferred.
- Strong statistical analysis and indicator-based reporting capacity.
- Experience with child-sensitive, gender-responsive and disability-inclusive research.
- Capacity to mobilise and manage qualified field teams.

16. Support Provided by JAAGO Foundation Trust

- Relevant SHIELD project documents and baseline materials available to the project.
- Project indicator definitions and monitoring framework.
- Relevant activity and participant records, subject to confidentiality.
- Coordination support with relevant stakeholders where appropriate.
- Consolidated technical feedback on methodology, tools and reports.
- Participation in validation and interpretation of findings.

17. Evaluation and Selection Criteria

Criteria	Marks
Understanding of assignment and proposed evaluation approach	10
Methodology, sampling and analytical framework	30
Relevant experience	30
Work plan and feasibility within 30 calendar days	10
Financial proposal / value for money	20
Total	100

18. Payment Structure

Payment	Percentage	Condition
First Payment	40%	Approval of inception report, methodology, sampling framework and final tools.
Second Payment	30%	Completion of fieldwork, satisfactory data quality, cleaned dataset and draft report.
Final Payment	30%	Approval of final report and complete data handover package.

Payments will be made through bank transfer against submission of valid invoices.

Applicable VAT and income tax shall be deducted at source according to Government of Bangladesh regulations.

JAAGO Foundation Trust may adjust the milestone and deliverables structure during contract negotiation.

19. Proposal Submission Requirements



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Interested individual, research organisations, consultancy firms, academic institutions or survey organisations shall submit:

- Technical Proposal
- Financial Proposal

The two proposals must be submitted separately either in hard copies or soft copies.

The Submission Deadline is: 22 September 2026 (11:59 PM)

For Hard copy submission: Admin & Procurement Department, JAAGO Foundation, House #57, Road #7B, Block #H, Banani, Dhaka 1213, Bangladesh.

For Soft Copy Submission: procurement.jft@jaago.com.bd

Copies should be marked clearly as Technical Proposal or Financial Proposal.
Financial information must not be included anywhere in the Technical Proposal.

Any applicant including financial information within the Technical Proposal may be considered non-responsive.

19.1 Technical Proposal

Maximum Page Limit: 30 Pages

The Technical Proposal must be submitted as a single consolidated file

The proposal must include the following sections:

- i. Forwarding Letter (Maximum 1 Page)
- ii. Understanding of assignment and proposed evaluation approach (Maximum 2 Pages)
- iii. Proposed Methodology (Maximum 5 Pages)
- iv. Proposed Work Plan (Maximum 1 Page)
- v. Experience (Maximum 5 Pages)
- vi. Proposed Team Composition (Maximum 1 Page)
- vii. Annexes: CVs & Legal Documents (Maximum 15 Pages)

The applicant must attach:

- Short CVs
- Updated Trade License / Incorporation Certificate (where applicable);
- BIN Certificate (where applicable);
- TIN Certificate
- proof of latest tax return submission;
- latest Audit Report; (where applicable);
- bank account details;

19.2 Financial Proposal



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Maximum Page Limit: 5 Pages

The Financial Proposal must be submitted as a separate PDF file.

The proposal must include:

- Detailed Human Resource Cost Breakdown
- Detailed Activity-wise Cost Breakdown
- The financial proposal must be inclusive of VAT and Taxes as per govt rules

Late, incomplete or non-responsive submissions may not be considered.

JAAGO Foundation Trust reserves the right to request clarification from shortlisted applicants during the evaluation process.

For any kind of clarification, please send an email to Md. Rajvi Hasan, Project Manager, JAAGO Foundation Trust (Email: rajvi.hasan@jaago.com.bd)

20. General Terms and Conditions

20.1 Subcontracting

The selected consultant shall not subcontract any major component of the assignment without prior written approval from JAAGO Foundation Trust.

The selected organisation shall remain fully responsible for the quality and timely completion of all deliverables.

20.2 Team Replacement

The selected organisation shall deploy the proposed team members approved during selection.

Any replacement of key personnel must receive prior written approval from JAAGO Foundation Trust.

Replacement personnel must have equivalent or higher qualifications and experience.

20.3 Confidentiality

The selected organisation shall maintain confidentiality throughout and after completion of the assignment.

No information obtained through this assignment may be disclosed to any third party without prior written permission from JAAGO Foundation Trust.

20.4 Public Communication

The selected organisation shall not:



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1. issue press releases;
2. publish research findings;
3. share findings through social media;
4. present findings externally;

without prior written approval from JAAGO Foundation Trust.

20.5. Termination

JAAGO Foundation Trust may terminate the contract in cases including:

1. breach of confidentiality;
2. violation of political neutrality requirements;
3. safeguarding violations;
4. fraud or misconduct;
5. undisclosed conflict of interest;
6. repeated delays;
7. failure to deliver acceptable outputs.



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