

House 798, East Mohammadnagar, (near Sachebunia More), Khulna

## Terms of Reference (ToR)

For

### Hiring an Institutional Consultant to Support Implementation of the Promoting Anticipatory Actions to Address Climate and Environment Risks for Community Transformation (PROAACT) Project.

#### 1. Background

The Local Environment Development and Agricultural Research Society (LEDARS) is a non-profit and non-political organization established in 1996, dedicated to improving the social, economic, and environmental well-being of poor and marginalized communities in the southwest coastal region of Bangladesh. LEDARS is registered with the Department of Social Welfare and the NGO Affairs Bureau under the Government of Bangladesh.

Over the years, LEDARS has developed extensive experience in climate change adaptation, climate resilience, gender equality and social inclusion, nature-based solutions, environmental conservation, safe drinking water and WASH, sustainable livelihoods, youth empowerment, and ecological sustainability. Through its innovative and locally driven interventions, LEDARS has gained national and international recognition, including the prestigious Zayed Sustainability Prize 2023 for its outstanding contribution to sustainable development and climate resilience.

Building on its long-standing experience in climate resilience and community-based adaptation, LEDARS is implementing the “**Promoting Anticipatory Actions to Address Climate and Environment Risks for Community Transformation (PROAACT)**” Project in the climate-vulnerable coastal areas of Satkhira District, Bangladesh. The project is supported by the **International Centre for Integrated Mountain Development (ICIMOD)** with technical support from the United Nations Environment Program (UNEP) and financial support from the European Union (EU).

The project aims to strengthen locally led climate adaptation and socio-ecological resilience through participatory risk assessment, community-led planning, and implementation of Nature-based Solutions (NbS). The intervention focuses on Locally Led Adaptation (LLA), climate and environmental risk assessment, ecosystem restoration, inclusive governance, and resilience building among vulnerable coastal communities.

The project will be implemented from May 2026 to August 2027 in Assasuni Upazila, Satkhira District, Bangladesh. To ensure high-quality technical guidance, evidence generation, policy alignment, and knowledge management under the PROAACT Project, LEDARS intends to engage a qualified technical institutional consultant through an open, competitive bidding process to provide research, technical, and knowledge-management support.

## **2. Purpose of the Assignment**

The purpose of this assignment is to hire a qualified technical institutional consultant to provide technical and research support for the effective implementation of the PROAACT Project. The consultant will support policy review, field scoping, climate and socio-ecological risk assessments, capacity-building activities, participatory planning processes, development of Local Adaptation Plans (LAPs), and knowledge management activities.

## **3. Objectives**

The objectives of the assignment are to:

- Provide technical guidance and research support for effective implementation of the PROAACT Project;
- Conduct policy review, scoping studies, and climate and socio-ecological risk assessments;
- Strengthening community and stakeholder capacity through training, workshops, and participatory processes;
- Facilitate inclusive community planning processes and support development of Local Adaptation Plans (LAPs);
- Support knowledge generation, documentation, learning dissemination, and networking activities;
- Conduct final assessment and learning synthesis to capture project outcomes, lessons learned, and recommendations.

## **4. Scope of Work / Key Tasks**

The technical expert/consultant will undertake, but not necessarily be limited to, the following tasks:

### **4.1. Inception, Policy Review, Scoping Study and Coordination**

- Facilitate inception and coordination meetings with LEDARS, local government institutions, and relevant stakeholders;
- Conduct policy and institutional review and analysis relevant to climate adaptation, LLA, NbS, NAP, and NDC;
- Conduct field scoping studies and provide recommendations for implementation planning and stakeholder engagement.

### **4.2. Capacity Building and Risk Assessment**

- Translate tools, guidelines, and training materials into local language where necessary;
- Facilitate community training workshops and orientation sessions;
- Conduct field surveys, Focus Group Discussions (FGDs), consultations, and data collection activities;
- Conduct climate and socio-ecological risk assessment analysis and prepare technical findings.

### **4.3. Participatory Planning and Local Adaptation Plan (LAP) Development**

Facilitate participatory planning processes for early warning of climate risks, anticipatory climate change adaptation, and sustainable natural resource management based on inclusive dialogue and consensus-building in consultation with communities and local government institutions.

**Key tasks include:**

- Facilitate community planning sessions on Locally Led Adaptation (LLA) and Nature-based Solutions (NbS);
- Provide facilitation and technical support for Local Adaptation Plan (LAP) drafting;
- Support LAP translation and publication (English and local language);
- Facilitate validation and approval meetings with stakeholders and local authorities.

**4.4. Knowledge Generation, Learning, Networking and Project Closure**

- Develop case studies on NbS implementation and community adaptation practices;
- Develop knowledge products including technical reports, case studies, presentations, policy briefs, and learning documents for national and regional platforms;
- Design communication and visibility materials related to project activities and outcomes;
- Support learning, networking, dissemination, and project closure processes.

**4.5. Final Assessment and Learning Synthesis**

- Conduct final evaluation and impact assessment of project interventions;
- Facilitate validation workshops and stakeholder consultations;
- Prepare final learning synthesis and assessment report.

**5. Expected Deliverables:**

The institutional consultant is expected to deliver the following outputs under the PROAACT Project:

5.1. Inception report including detailed methodology, implementation approach, work plan, stakeholder mapping, and coordination mechanism;

5.2. Policy and institutional review report on relevant climate and environment-related national frameworks and policies, including the National Adaptation Plan (NAP), Bangladesh Delta Plan 2100, Nationally Determined Contributions (NDC), Bangladesh Climate Change Strategy and Action Plan (BCCSAP), and other relevant policies related to climate adaptation, anticipatory action, Locally Led Adaptation (LLA), and Nature-based Solutions (NbS);

5.3. Field scoping study report with key findings and recommendations from target communities and local government consultations;

5.4. Translated tools, training modules, workshop materials, and community facilitation guidelines in English and local language, where required;

5.5. Facilitation of community training workshops and submission of workshop reports with participant information and key outcomes;

- 5.6. Field survey, Focus Group Discussion (FGD), and consultation reports including collected data, analysis, and documentation;
  - 5.7. Climate and socio-ecological risk assessment report with findings, vulnerability analysis, and adaptation recommendations;
  - 5.8. Documentation of participatory planning sessions on Locally Led Adaptation (LLA), Nature-based Solutions (NbS), early warning, and sustainable natural resource management;
  - 5.9. Draft and finalized Local Adaptation Plans (LAPs) developed in consultation with communities and local government institutions;
  - 5.10. Translated and designed versions of Local Adaptation Plans (English and local language) for dissemination and publication;
  - 5.11. Reports and documentation of validation and approval meetings with stakeholders and local authorities;
  - 5.12. Case studies and learning documentation on NbS implementation and community adaptation practices;
  - 5.13. Knowledge products, including technical reports, policy briefs, presentations, communication materials, and learning documents for local, national, and regional sharing;
  - 5.14. Final evaluation and impact assessment report with validation findings and recommendations;
  - 5.15. Final learning synthesis report highlighting project achievements, lessons learned, challenges, and recommendations for future adaptation programming.
- Additional deliverables may be finalized jointly by LEDARS and the consultant during implementation, based on project needs and donor requirements.

**5. Location:** The assignment will primarily cover Shyamnagar Upazila in Satkhira District of Bangladesh.

**6. Duration and Schedule**

The assignment will be implemented over a period of approximately 15 months, from June 2026 to August 2027. Throughout the project period, the consultant will provide both ongoing and need-based technical support to ensure effective implementation, learning, and coordination of project activities.

**Expected Start Date:** June 20, 2026

#	Assigned Task	Description of Activities	Timeline
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1	Inception, Policy Review, Scoping Study & Coordination	Conduct inception and coordination meetings; review climate and environment-related policies and frameworks (NAP, NDC, Delta Plan, BCCSAP, etc.); carry out field scoping visits and stakeholder consultations.	June 2026
2	Translation of Tools and Training Materials	Translate assessment tools, training modules, workshop materials, and facilitation guidelines into local language where required.	June 2026
3	Capacity Building and Community Training	Facilitate community training workshops and orientation sessions on climate risks, LLA, NbS, anticipatory action, and sustainable natural resource management.	June 2026
4	Field Surveys, FGDs and Data Collection	Conduct household surveys, Focus Group Discussions (FGDs), stakeholder consultations, and collect qualitative and quantitative field data.	June 2026
5	Climate and Socio-Ecological Risk Assessment	Analyze climate vulnerabilities, socio-ecological risks, local capacities, and adaptation priorities in the target communities.	July – September 2026
6	Participatory Planning and LAP Development	Facilitate inclusive community planning sessions and support drafting of Local Adaptation Plans (LAPs) focusing on early warning, anticipatory adaptation, and NbS.	July – September 2026
7	LAP Translation, Validation and Approval	Translate LAPs into local language and English; facilitate validation and approval meetings with communities, local government institutions, and stakeholders.	September 2026
8	Knowledge Generation and Documentation	Develop case studies, technical reports, policy briefs, presentations, communication materials, and learning documents on project interventions and NbS practices.	Throughout the Project Period
9	Learning and Dissemination	Support knowledge sharing, networking, and dissemination of project learning at local, national, and regional levels.	Throughout the Project Period
10	Final Assessment and Learning Synthesis	Conduct final evaluation and impact assessment; facilitate validation workshops; prepare final learning synthesis and recommendations.	July – August 2027

## **7. Required Qualifications and Experience**

Interested experts/consultants should meet the following requirements:

### **7.1 Institutional Qualifications**

- Demonstrated professional experience in climate change adaptation, resilience, environmental management, or related fields;
- Minimum 10 years of demonstrated experience in climate change adaptation, resilience, environmental management, or related fields;
- Proven experience in conducting climate vulnerability assessments, participatory research, or adaptation planning;
- Demonstrated expertise in Locally Led Adaptation (LLA), Nature-based Solutions (NbS), ecosystem-based adaptation, or climate resilience programming;
- Experience working in coastal Bangladesh or similar climate-vulnerable contexts;
- Experience working with local government institutions, civil society organizations, and vulnerable communities;
- Strong analytical, research, technical writing, and facilitation capacity.

### **7.2 Team Composition**

- The proposed team should include relevant expertise, such as:
- Climate change adaptation specialist;
- LLA/NbS expert;
- Socio-ecological or environmental assessment specialist;
- GESI specialist;
- Monitoring, Evaluation, and Learning (MEL) expert;
- Research and documentation specialist.

The consultant may propose additional supporting experts, if required, for effective implementation of the assignment.

## **8. Proposal Submission Requirements**

Interested firms are requested to submit:

### **8.1 Technical Proposal**

The technical proposal should include:

- Understanding of the assignment;
- Proposed methodology and approach;
- Work plan and timeline;
- Relevant organizational experience;
- Proposed team composition and CVs of key personnel;
- Examples of similar assignments completed.

### **8.2 Financial Proposal**

The financial proposal should include:

- Detailed budget breakdown with
- Applicable taxes and VAT.

### 9. Evaluation Criteria

Proposals will be evaluated based on the following criteria:

Criteria	Weight (%)
Understanding of the assignment and methodology	20
Relevant organizational experience	25
Technical expertise and team composition	20
Experience in LLA/NbS and climate adaptation	25
Financial proposal (value for money)	10
Total	100

### 10. Application Deadline:

Interested consultant (s) should submit the following necessary documents to [procurement.ledars@gmail.com](mailto:procurement.ledars@gmail.com), mentioning the subject line: “Proposal for Technical Institutional Consultant – PROAACT Project” by **June 18, 2026**.

**Disclaimer:** LEDARS reserves the right to amend or cancel the Terms of Reference (ToR) at any stage of the recruitment process, request additional information or clarification from applicants, and negotiate with shortlisted applicants if necessary. LEDARS also reserves the right to select the applicant that best meets the technical, financial, and organizational requirements of the assignment without being obliged to provide any justification for its decision.

### Further Communication: (if any relevant issues)

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