

Ministry of Disaster Management and Relief
Department of Disaster Management
Strengthening of Ministry of Disaster Management and Relief Program Administration
(SMoDMRPA) Project

Terms of Reference
Of
Implementation Support Firm for EGPP+ Program in Cox's Bazar District
[Contract Package No: SMoDMRPA/SF-8A]

Background

In the last two years, Bangladesh has been coping with a large inflow of people displaced from Myanmar. As at December 31, 2019, Bangladesh hosts over 1 million Displaced Rohingya Population (DRP)¹. They are concentrated mostly in congested camps, in the Teknaf and Ukhia upazilas of Cox's Bazar district where they exceed the host community population. Both host and Rohingya communities have enormous needs for social assistance and other services which places a significant strain on an already resource-constrained public service delivery system.

In the face of the crisis, a high level of economic vulnerability is prevalent in the host community. The population in Cox's Bazar is young and poorly educated and is hosting a displaced population that is overall younger and less educated than themselves. 40 percent of the district's population is below the age of 15, compared to 32 percent at the national level. Housing conditions are poor especially in areas close to the Rohingya camps. Nearly half of all host community households use shared water and sanitation facilities.

Since FY 2014, the Safety Net Systems for the Poorest (SNSP) Project (IDA 5281-BD, IDA 6137-BD and IDA Grant 5910-BD) has supported the Employment Generation Program for the Poorest (EGPP) to create rural employment throughout the country during lean periods. The EGPP is administered by the Department of Disaster Management (DDM) under the Ministry of Disaster Management & Relief (MoDMR). The EGPP aims to create employment for the able-bodied, unemployed poor for 80 days per year in two phases during seasonal lean periods, to reduce poverty and enhance disaster resilience of vulnerable households. As of FY20-21, the budget allocation is BDT 16.5 billion. The SNSP Project also provides support for the scale-up of the EGPP in Cox's Bazar district to address the vulnerabilities that the host community has been facing since the Rohingya displacement crisis began in August 2017.

The EGPP, which currently supports around 16,000 beneficiaries in Cox's Bazar District (see Table 1) will implement a new shock responsive modality which will be called "EGPP+". Through this new modality, the program will be expanded to cover an additional 24,000 beneficiaries (to total 40,000). The distinguishing features of the new modality include: (a) inclusion of a "top up" to the regular daily wages, (b) inclusion of "community services" as subprojects alongside traditional "public works"; (c) an implementation period which is open throughout the year and not limited to the lean seasons; and (d) gender-sensitive actions to increase the participation of women.

¹ According to the 2020 Joint Response Plan (JRP) for Rohingya Humanitarian Crisis, there are approximately 855,000 DRP, of whom approximately 459,000 are children.

Upazila	Number of Unions	Beneficiaries
Kutubdia	6	2298
Pekua	7	3138
Ukhia	5	4611
Cox's Bazar Sadar	10	4719
Teknaf	6	5413
Ramu	11	5377
Chakaria	18	7107
Maheshkhali	8	7511
Total	71	40,174

1. Objectives of the Assignment:

The objective of the assignment is to facilitate implementation of the EGPP⁺ in eight Upazilas of the Cox's Bazar district. The implementation support agency will be responsible for ensuring that:

- a) A team is mobilized to facilitate local level implementation and monitoring of EGPP⁺ subprojects.
- b) Program administrators/decision-makers, including community leaders and local government representatives, are made aware of the features of the EGPP⁺ and its implementation strategy.
- c) Beneficiary sensitization and onboarding.
- d) The EGPP⁺ is implemented in accordance with the Implementation Guidelines issued by MoDMR/DDM.
- e) The EGPP⁺ is implemented in accordance with the Environmental and Social Safeguards Framework issued by MoDMR/DDM.
- f) Coordination with other government entities, international organizations and local organizations.
- g) Timely and accurate recording of beneficiary attendance at sub-projects to which they are assigned.
- h) Relevant officials receive logistical support in processing beneficiary payments timely.

2. Scope of the Assignment:

- a) **Mobilization of field implementation unit.** The Agency/Consultant will mobilize a field implementation team, including *cooperating partners*, required for carrying out day-to-day implementation and supervision of activities of the EGPP⁺. The field implementation team will include professional staff with requisite skills sets as per the key positions mentioned in section 4 below.
- b) **Training and capacity building.** The Agency/Consultant will be responsible for arranging training and capacity building of relevant personnel and stakeholders at the District, Upazila and Union levels including the ward members, members of the Union and Upazila Committees, etc., on the new EGPP⁺ program and participate in the planning and implementation of it. DDM will be responsible for providing the contents as well as resource persons for the training while the Consultant will ensure all necessary

logistical supports including venue, refreshments, training materials have been arranged as per DDM requirement. In addition, the Consultant will also support training of beneficiaries on roles and responsibilities of the EGPP+ program, daily work activities, payment mechanism and GRM process, among others.

- c) **Outreach:** Ahead of beneficiary and sub-project selection, the Consultant will conduct outreach activities in the catchment areas to ensure citizens are made aware of the activities to be rolled out under EGPP+. The outreach campaign should be designed keeping with the demographic, social and cultural profile of the implementation area. To this end, the Consultant would carry out outreach activities, complementing the regional communication campaign to assure eligible interested households have the possibility to be considered for either regular public works or community services interventions; conduct a multi-stakeholder workshops in Cox's Bazar. The Consultant will ensure that all outreach activities pertaining to identifying, targeting and soliciting participation in works and services follow the requirements of the Environmental and Social Management Framework (ESMF) dated March 2, 2019.
- d) **Identification of sub-projects.** There are two categories of subprojects that can be implemented through EGPP+, i.e., Public Works, and Community Services. Sub-projects relating to public works are labor-intensive activities that focuses on light civil works for maintenance and rehabilitation, as well as cleaning and reforestation type activities. On the other hand, the community services include activities pertaining to service provision focused on increasing resilience by raising awareness and supporting the vulnerable, information campaigns, training & care giving, etc. as well as self-help and preventive work that the beneficiaries will carry out within their respective households to improve household resilience.

The Consultant will be responsible for supporting Ward-level community groups, Union committees and Upazila committees in the selection of sub-projects that comply with the program's guidelines and adhere to the social and environmental safeguards established in the project. Sub-projects will be prioritized based on their potential for asset creation and resilience-building, including environmental resilience. The Consultant will be responsible for facilitating the prioritization process by supporting relevant local authorities at the Union and Upazila levels. The final list of public works and community services sub-projects will be endorsed by the Union and Upazila Committees and approved by the District Committee. The Consultant will be responsible for facilitating the adequate screening as well as documentation of each of the selected subprojects. The eligibility of the sub-projects will be determined on the basis of the list of eligible sub-projects (a positive and negative lists) provided in the EGPP+ Guidelines.

- e) **Selection of Beneficiaries and Sub-projects.** The Consultant will be responsible for providing all necessary support to the Unions and Upazilas in identification and selection of beneficiaries. This will entail facilitating the community consultation sessions, documenting the decisions and outcome of the community consultations, verifying beneficiary lists, compiling beneficiary and sub-project information as required by the UP members. The Consultant will closely work with the UP members, Union Committees and Upazila Committees in compiling, revising and finalizing beneficiary and sub-project lists prior to final approval by the District Committee. Upon approval of the beneficiary and sub-projects, the Consultant will communicate and coordinate with the project implementation committee (PIC) to facilitate the timely enrolment of the beneficiaries and commencement of sub-project implementation.

- f) **Coordination and convergence.** The Consultant will also support coordination and convergence with other Government sectors, international agencies, international and national NGOs, for the implementation of Community Services in the Cox's Bazar District. This coordination is essential for three main purposes: i) assure that selected subprojects do not overlap with other activities being implemented in the union; ii) assure beneficiaries are not duplicated between different income earning activities available, and iii) coordinate with other areas of the government to use the community services modality to complement their work.
- g) **Monitor the implementation of the Safeguards and Gender Action Plan.** The agency will monitor the complete and correct screening of subprojects. Additionally, it will monitor a gender action plan that was developed to assure a gender focus is maintained in the planning (selection of subprojects), selection of beneficiaries and implementation of subprojects. This includes relevant training for district, upazila, union and ward-level stakeholders on a code of conduct. The agency will keep track that the required actions have taken place and will keep track of the evidence provided for such actions.
- h) **Monitoring Attendance.** This will be a core activity carried out by the agency. Each subproject will use a manual muster role that will be used to monitor the attendance of beneficiaries on a daily basis. The agency will be responsible for collecting each of the muster roles at the subproject work site, on a daily or weekly basis. The agency will digitize the muster role in DDM's MIS. The agency will notify DDM once the attendance has been digitized so that DDM can proceed with the calculation and transfer of the income support.
- i) **Data Entry Points:** The agency will establish data entering pools at designated locations in each Upazila through which it will digitize the muster roll on a daily or weekly basis depending on the agreed procedure with DDM. In addition, the data entry points are also expected to support beneficiary enrolment and onboarding by populating beneficiary data into the program MIS. The Data Entry Points will have internet connection computers and will be managed by a supervisor and data entry analysts.
- j) **Provide logistical support for e-payments:** The agency will support DDM is rolling out e-payments.
- k) **Grievance management.** Support in the implementation of the grievance redress mechanism as per the provisions laid down in the MoDMR's Operations Manual / Guidelines of the EGPP Program.

3. Personnel required for the Assignment:

In addition to others, the team undertaking the assignment must include the following personnel (proposals must indicate the input to be provided by such personnel).

Key Staff

Position	Number	Qualifications, Experience & Skills Required
1. Team Leader	1	<ul style="list-style-type: none">• Master's degree preferably in public policy, international development, economics, or other related subjects.• At least 10 years of direct relevant experience in the design, implementation and coordination of similar multi-faceted assignments.• Knowledge of relevant public/financial sector issues in relation to social protection programs and policy.• Knowledge/experience in using and managing quantitative and qualitative data.
2. Government Liaison, Coordination and Training Specialist	1	<ul style="list-style-type: none">• Bachelor's degree in relevant field.• At least 5 years of experience working with the Bangladeshi Government as well as implementing training sessions in the field• Knowledge on government structure and decision-making process at the central and local levels• Knowledge on Government of Bangladesh's work in Social Safety Nets in Bangladesh• Experience in social safety nets
3. Community Workfare Specialist	1	<ul style="list-style-type: none">• Bachelor's degree in relevant field.• At least 5 years' experience working in the field implementation of safety nets• Experience implementing cash transfer schemes• Knowledge on government structure and decision-making process as the central and local levels
4. Community Services Specialist	1	<ul style="list-style-type: none">• Bachelor's degree in relevant field.• At least 5 years' experience working in the field implementation of safety nets• Experience implementing cash transfer schemes• Knowledge on government structure and decision-making process as the central and local levels• Experience in social mobilization activities in Bangladesh

Non-key Staff

In addition to the key experts, the Consultant should propose other professionals, with expertise and experience relevant to the assignment e.g. data entry, attendance digitization. During the evaluation of technical proposals these non-key staff positions will not be evaluated separately, rather they would be assessed collectively with other support staff.

Position	Number	Qualifications, Experience and Skills Required
Data Entry Field Supervisor	1	<ul style="list-style-type: none">• 5 years working experience• Bachelor's degree in relevant field.• Experience of managing staff• Proficiency in the use of software
Data Entry Analyst	24	<ul style="list-style-type: none">• High School diploma• Proficiency in the use of basic software and in typing

4. Key deliverables and Timeline

List of deliverables	Timeline
a) Establishment of the Field Implementation Unit & Data Entry Points	6 weeks
b) Local implementor's Training Sessions (Minimum 8, one in each Upazila)	8 weeks
c) Report on beneficiary attendance in MIS	Monthly
d) Monthly report to include the following activities: i) beneficiary enrolment, ii) selection of beneficiary activities, iii) selection of subprojects; iii) coordination and convergence activities; v) gender action plan implementation, vi) Grievance management vii) Outreach viii) beneficiary enrolment ix) safeguard screening x) sub-projects record management xi) beneficiary payment	Quarterly
e) Draft Report	Quarterly
f) Final Report detailing outputs achieved	04 Weeks before contract completion

5. Payment Terms

Indicative payment terms/schedule would be as follows; however, this will be finalized during negotiation for contract signing:

- a) An advance payment of ten percent (10%) of the contract shall be made upon receipt of an Application submitted with an advance bank payment guarantee by the Consultant;
- b) Ten (10%) of contract price shall be paid upon submission and approval of the Inception Report submitted within 04 weeks.
- c) Sixty (60%) [@15% of each report] of contract price shall be paid upon submission and approval of four (04) Reports due quarterly after completion of above-mentioned deliverables.
- d) Ten percent (10%) of contract price shall be paid upon submission and approval of Draft Final Report with power point presentation.
- e) Ten percent (10%) of contract price shall be paid upon submission and approval of Final Report.
- f) The Timeline of the Reports is tentative.

6. Reporting Arrangements

The implementation support agency will work under the supervision of DDM and close cooperation of SMO DMRPA Project: Component 2: of SNSP Project. The agency will report to Project Director/DDM and Ministry of Disaster Management and Relief (MoDMR) Project and will appoint a focal point for the contract management. DDM would put in place the procedures and processes for reviewing the progress towards project implementation and related outputs/outcomes.

7. Code of conduct:

The implementation support agency shall keep all the official information, that is obtained in the course of implementation, strictly confidential. No information shall be divulged without prior written consent of Project Director/DDM. The agency must be prepared to adhere to the utmost highest standard of professional conduct in all aspect of service delivery. It will develop a code of conduct with zero tolerance for abuse or harassment and train all staff that will have direct engagement with beneficiaries on respectful and courteous conduct that promotes the well-being and empowerment of the beneficiaries. The agency will closely monitor staff's behavior with regard to beneficiaries and any grievance lodged will be closely followed up on.

8. Monitoring and Supervision

The performance and deliverables of the agency will be reviewed by a Working Group headed by Project Director/DDM and response shall be provided to the agency on their deliverables within 21 days.

The outcome indicators of the assignment will be finalized between SNSP PMU and agency at the time of approving the inception report.