

Terms of Reference (TOR)

Sub-National roundtable on prospects of pro-poor, gender responsive and human right based CDRFI mechanism in coastal region of Bangladesh

1. Event Summary

Name of the project	Multi Actor Partnerships on Climate and Disaster Risk Finance and Insurance (MAP CDRFI)
Assignment timeline	1 Month
Tentative Date	8 April 2025
Tentative Location	Khulna City
Event focus	Gather insights and recommendation from different stakeholders regarding CDRFI mechanism, finalizing policy brief and publish media report and supplementary
Tentative stakeholders	25-30 Persons from sub-national level (Khulna division) Policy actors, government representatives, academia, private Sector, financial institutions (i.e. insurance companies, bank), CSO, NGOs, sub-national MAP actors

2. Introduction and Project Summary

CARE Bangladesh is implementing the BMZ funded 3-year MAP CDRFI project in the southwest coastal region of Bangladesh with the local implementing partner AOSED-An Organization for Socio-Economic Development. This is a multi-country consortium project which is now in 2nd phase and led by CARE Germany in cooperation with Germanwatch where other countries are Caribbean (Antigua and Barbuda, Barbados, Grenada, Dominica, St. Lucia), Malawi, Madagascar, Senegal, Philippines, Sri Lanka, including a regional and global focus. Bangladesh is being a part of this CARE Germany multi-country consortium project in the 2nd phase. The 'Global Shield against Climate Risks', looks for a more comprehensive application through this multi-country project considering poverty focused principles in a way that the CDRFI mechanisms established or under design focus on piloting, advancing and scaling up approaches which are adapted to the needs of poor and vulnerable populations and are poverty-focused, gender-equitable and human rights-based.

2.1 Project at a Glance

Project Duration	1 July 2023 – 31 March 2026
Geographical Coverage	Khulna Division Bagerhat District: Sarankhola Upazila - Rayenda, Southkhali & Dhansagar Union Satkhira District: Tala Upazila - Islamkati, Jalalpur & Khesra Union
Thematic areas	Climate and Disaster Risk Financing and Insurance
Donor	German Federal Ministry for Economic Cooperation and Development – BMZ
Estimated stakeholder participants	Approx. 2750 persons

2.2 Project Outcome and Outputs

The MAP CDRFI project of Bangladesh has the following outcome and three outputs.

Outcome: The structures, coordination and MAP stakeholders - governments, civil society, the private sector and academia – have consolidated their cooperation structure in the two focal areas, including increased involvement of vulnerable populations and local civil society working of MAP cooperating partners to promote poverty focused, gender-responsive and human rights-based CDRFIs have been strengthened with a focus on the two sub-national districts of Bagerhat and Satkhira.

- **Output 1:** MAP stakeholders - governments, civil society, the private sector and academia - have consolidated their cooperation structure in the two focal areas, including increased involvement of vulnerable populations and local civil society.
- **Output 2:** The structures of MAP collaborating partners and their networking together increase the evidence and awareness of the needs of local civil societies, especially women and vulnerable groups, and brings their perspectives to bear in modifying existing CDRFI mechanisms or developing new pilot approaches under the MAPs.
- **Output 3:** Local civil society develops positions and proposals on how climate and disaster damages faced by vulnerable populations can be addressed through poverty-focused, gender-responsive and human rights-based pre-agreed CDRFI solutions.

3. Background of the assignment

The primary focus of this event is to engage a well-reputed national newspaper in Bangladesh to effectively disseminate information on the prospects of pro-poor, gender responsive and human right based CDRFI mechanism in coastal region through the Sub-National roundtable event in Khulna. The dissemination will ensure that key stakeholders, policymakers, and communities are well-informed about the discussions and recommendations emerging from the event. This advocacy effort aims to enhance public awareness, support to informed policy decisions, and strengthen multi-stakeholder collaboration for climate risk financing initiative in Bangladesh. This event discussions will focus on climate risk financing and policy implementation at the sub-national level by bringing together policymakers, government agencies, stakeholders, and citizens. Besides, a policy brief will be finalized based on the recommendations that considering the vulnerable context of coastal communities and their suffering in the frequent impact of climatic loss and damage

An Organization for Socio-Economic Development (AOSED) will also support the assigned newspaper in the roundtable event arrangement at sub-national level (Khulna) in terms of inviting participants and logistic arrangements (venue, stationaries and food).

4. Objectives

The specific objectives of this task are -

- To gather insights and recommendations of MAP members and relevant stakeholders at sub-national level on climate risk financing and possibilities of CDRFI mechanism for reducing the impact of loss and damage of the coastal vulnerable communities.
- Collect the insights and recommendation on the existing draft policy brief on prospects of pro-poor, gender responsive and human right based CDRFI mechanism in coastal region of Bangladesh for finalization.

5. Scope of Work

The scope of the roundtable event will be focused on the following –

- The assigned leading national newspaper house in Bangladesh will be responsible for dissemination of the key discussions and outcomes of the roundtable to ensure widespread awareness and engagement in terms of CDRFI,
- The selected newspaper will be responsible for publishing a detailed meeting report (online and offline), producing an audio-visual documentary, and publishing a full-page supplementary on the proceedings.
- Invite participants as per the provided list by AOSED in discussion with CARE.
- Engaging MAP actors and relevant sub-national level stakeholders in the discussion.
- Disseminate the discussion report and the insights to the broader audience through newspaper reports and publications.
- Collecting insights from multi-stakeholders for finalizing the policy brief of CDRFI prepared through the MAP CDRFI project.

6. Key Deliverables

- The selected newspaper must ensure the delivery of the following
- A report published in the newspaper summarizing the roundtable discussions and key takeaways in both print and digital formats.
- A high-quality audio-visual documentary featuring key discussions, expert insights, and key participant's interviews.
- A full-page supplementary published providing an in-depth overview of the roundtable outcomes and recommendations.

7. Reporting and Communication

The hired/awarded newspaper will keep regular communication with project team. The draft report and deliverables shall be submitted to AOSED within **30 days** of signing the agreement for necessary review from CARE Bangladesh and AOSED.

8. Terms of Payment

- Payment method will be determined upon discussion with newspaper
- The payment would be made in account payee cheque in the name of the individual/institution/agency.
- VAT and AIT will be deducted from source as per government rule and policy.
- The hired/awarded newspaper house will bear the travel cost, accommodation, conducting workshops the honorarium and the travel cost (including VAT and AIT) of their representatives for conducting the workshops as per the Budget.

9. Terms and Conditions

- The selected newspaper house must ensure timely publication and high-quality reporting.
- The audio-visual documentary should be professionally produced and align with the communication principle of AOSED and CARE
- AOSED and CARE reserves the right to review and approve all materials before publication.
- Failure to meet deadlines may result in penalties or contract termination.

10. Evaluation Criteria:

The newspaper house will be evaluated based on the following weight: 100 marks.

- Technical Score: 70%
- Financial Score: 30%

Technical Evaluation Criteria: (Score is 100 and weightage is 70%)

Technical Evaluation Criteria	Allotted Score Maximum)
Understanding of the assignment and event objective	30
Relevant experience of conducting similar event	25
Relevant experience of publishing similar report and supplementary	30
Quality and reach of the newspaper's audience.	15
Total	100

Financial Evaluation Criterion: (Score is 100 and weightage is 30%)

Only the participating bidders will be considered for this evaluation and the lowest bidders will be assigned with full/highest marks that is 100 and the subsequent highest bidders will get proportionate lower score out of 100. The total score derived from the mentioned proposals (technical and financial) will be the final score and converted to the score out of 100. AOSED also reserves the right to cancel or disqualify any proposal without explaining any reason whatsoever.

11. Application Process

Interested newspapers must submit their quotation including their brief plan for the event along with the financial proposal by April 08, 2025, to the following address:

Nurul Imam Khan

Chairman, Procurement Committee
An Organization for Socio-Economic Development (AOSED)
334 Sher-A-Bangla Road (1st floor), Khulna-9100
Email: procurement.aosed@gmail.com

Technical Proposal:

- Application cover page
- Detailed technical proposal with clearly outlined methodology, timeline and plan for organizing the event along with final reporting (Maximum 4 page). (please don't include financial information in the technical proposal).
- Set of documents mentioned in the *Technical Evaluation Criteria*
- A sample of at least 1 recently published report and supplementary. (optional)

Financial Proposal:

- i. Filled up Financial Proposal that outlines the fees and associated costs **including** govt. circulated VAT & TAX and provide budget notes.

Required Supporting Documents: The interested newspaper house must submit the following documents –

- TIN and BIN certificate
- Acknowledgment of income Tax return
- Company profile
- A sample of at least 1 recently published report and supplementary. (optional)