

# Request for Proposal

Gender and Inclusive Development Analysis  
for Winrock - USAID ClimAct Activity

RFP No: 2024-001

**Issued: January 7, 2025**  
**Re-issued: January 8, 2025**

**USAID ClimAct Activity**  
**Winrock International**  
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Bangladesh

Cooperative Agreement:  
72038824CA00002  
Country: Bangladesh  
Geographic Code: 937



## Table of Contents

Introduction .....	2
Submission Details .....	2
Submission Deadlines .....	2
Submission Delivery Address .....	2
Submission Questions and Clarifications (optional) .....	2
Electronic Submissions .....	2
Instructions to Vendors .....	2
Bid Documents to Include .....	3
Award .....	3
Detailed SOW .....	4
Assumptions & Constraints .....	4
Evaluation Criteria .....	4
Certification of Independent Price Determination .....	5
Annex A: .....	6
Attachment 1: Technical Application .....	7
Attachment 2: Cost Application .....	8

## Introduction

Winrock International is a non-profit organization that works with people around the world to increase economic opportunity, sustain natural resources, and protect the environment. Winrock strengthens the capacity of women, children, youth, and civil society organizations to actively participate in local and national development and to transform their societies. Winrock International is implementing a five-year USAID -funded project titled “USAID ClimAct Activity”.

Winrock International is registered with the NGO Affairs Bureau (NGOAB). Acting under a Cooperative Agreement with USAID, Dhaka, Winrock invites quotes from Bangladeshi-qualified vendors on **“Gender and Inclusive Development Analysis”** for USAID ClimAct Activity.

## Submission Details

### Submission Deadlines

Proposals must be received no later than 5:00 PM Bangladesh Standard Time (BST 5:00 PM) on Tuesday, January 21, 2025. Late submissions will not be accepted. All proposals are to be submitted following the guidelines listed below. Telephone requests will not be honored.

Winrock International may request additional documentation after the bid deadline.

### Submission Delivery Address

The delivery address to be used for all hard copy submissions is:

**Procurement Team**  
USAID ClimAct Activity  
Winrock International,  
Road 56, House 07 (1<sup>st</sup> floor), Gulshan 2,  
Dhaka 1212, Bangladesh.

### Submission Questions and Clarifications (optional)

Inquiries/technical questions must be received no later than Sunday, January 12, 2025, (2:00 PM) and must be submitted via e-mail to [Ayesha.Kona@winrock.org](mailto:Ayesha.Kona@winrock.org) who will review and respond to all questions by 5:00 pm on Monday, January 13, 2025.

Winrock will evaluate the complete vendor proposals to determine which proposal represents the best value to Winrock. This is an unsealed solicitation request. Winrock reserves the right to negotiate with the vendors through discussion.

### Electronic Submissions (mandatory)

Electronic submissions in response to this Request for Proposal should be submitted to [ClimActProcurement@winrock.org](mailto:ClimActProcurement@winrock.org) and cc'd to [MohammadNowroz.Mollah@winrock.org](mailto:MohammadNowroz.Mollah@winrock.org) with the subject line “Gender and Inclusive Development Analysis Proposal Submission”. The maximum size of the submission must be less than 25MB.

## Instructions to Vendors

- Validity of bid: 60 days starting from the submission date.
- Delivery time: Technical Services must be delivered **on Tuesday April 21, 2025**.
- By submitting an offer in response to this RFP, the offeror certifies that it and its principal officers are not debarred, suspended, or otherwise considered ineligible for an award by the U.S. Government. Winrock will not award a contract to any firm that is debarred, suspended, or considered to be ineligible by the U.S. Government.
- Cost quoted must include unit price and total price in Bangladesh Taka (BDT).
- All quoted prices must be included with AIT and VAT (VAT amount must be shown separately).
- Payment terms and complete banking information.
- Winrock reserves the right to make changes or cancel this solicitation as required by USAID.

## Bid Documents to Include

### Compliances:

The proposal must be submitted in two parts, Technical and Cost Application. See Attachment 1 and 2.

- **In case of Individual/s:**
  1. CV of the consultant/Individuals
  2. NID copy/Proof of Nationality.
  3. TIN Certificate along with recent tax return copy.
  4. List of previous clients who worked for.
- **In case of firms/organizations:**
  1. CVs of the proposed experts for the work.
  2. BIN certificate
  3. Valid Trade license copy
  4. TIN Certificate along with recent tax return copy.
  5. VAT registration certificate.
  6. Previous client list
  7. Legal Business Name
  8. list of previous similar contracts completed successfully with the names and contact information of buyers.

## Award

Winrock anticipates notifying the successful vendor and providing an agreement for signature the week of January 27, 2025.

- Winrock will run an open and fair competitive bidding process.
- As warranted, Winrock may change, add or delete tasks in the SOW.
- Preference will be given to offerors who can address the full technical requirements of this RFP, WI-ClimAct may issue a partial award or split the award between more than one service providers, if it is in the best interest of the ClimAct Activity.
- Winrock may cancel this RFP at any time without assigning any reason.
- Please note that in submitting a response to this RFP, the offeror understands that USAID is not a party to this solicitation and the offeror agrees that any protest hereunder must be presented—in writing with full explanations—to the ClimAct

Project for consideration, as USAID will not consider protests regarding procurements carried out by implementing partners. WI-ClimAct, at its sole discretion, will make a final decision on the protest for this procurement.

## Detailed SOW

Please see below

## Assumptions & Constraints

- Awarded vendor will have to deliver the goods/services at their own cost.
- The deadlines specified in this document must be adhered to. Any change in dates or deliverables must have clear written approval from the ClimAct authority
- Total quoted price and VAT (if applicable) amount must be shown separately.
- AIT shall be applicable as per existing GOB rules.
- ClimAct, being VAT exempted shall issue coupons in lieu of VAT.

## Evaluation Criteria

All proposals shall be evaluated using Winrock's standard evaluation criteria. Awards will be based on a variety of factors including, but not limited to, technical acceptability (concept designs, approach, implementation plan, technical team deployed, FGDs, timeline, geographies, logistical and support services), budget, delivery time, and past work performance and references.

Technical evaluation shall be made based on the following criteria:

Evaluation Criteria	Score (100)
<b>1. Clarity of Objectives</b>	<b>10</b>
Are the goals clear and specific?	0
Does it explain what the analysis will achieve within the timeline?	0
<b>2. Methodology</b>	<b>15</b>
Is the research plan practical and well-thought-out?	0
Does it use a mix of methods (like surveys and interviews)?	0
Does it consider potential biases?	0
<b>3. GESI Focus</b>	<b>20</b>
Does it understand gender, equity, and social inclusion?	0
Does it identify the specific GESI issues to address?	0
Does it show how GESI will be part of the research?	0
<b>4. Data Collection and Analysis</b>	<b>25</b>
Is the data collection plan detailed?	0
Are the analysis methods appropriate?	0
Does it consider ethical issues?	0
<b>5. Dissemination and Utilization</b>	<b>10</b>
Are they clear about the process of sharing findings/recommendations?	0
Will the findings be used to improve the program's details?	0

<b>6. Budget and Timeline (20)</b>	<b>20</b>	
Is the budget realistic?	0	
Is the timeline feasible?	0	
<b>TOTAL</b>	<b>100</b>	

## Certification of Independent Price Determination

(a) The offeror certifies that—

- (1) The prices in this offer have been arrived at independently, without, for the purpose of restricting competition, any consultation, communication, or agreement with any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor relating to (i) those prices, (ii) the intention to submit an offer, or (iii) the methods or factors used to calculate the prices offered;
- (2) The prices in this offer have not been and will not be knowingly disclosed by the offeror, directly or indirectly, to any other offeror, including but not limited to subsidiaries or other entities in which offeror has any ownership or other interests, or any competitor before bid opening (in the case of a sealed bid solicitation) or contract award (in the case of a negotiated or competitive solicitation) unless otherwise required by law; and
- (3) No attempt has been made or will be made by the offeror to induce any other concern or individual to submit or not to submit an offer for the purpose of restricting competition or influencing the competitive environment.

(b) Each signature on the offer is considered to be a certification by the signatory that the signatory—

- (1) Is the person in the offeror's organization responsible for determining the prices being offered in this bid or proposal, and that the signatory has not participated and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; or
- (2) (i) Has been authorized, in writing, to act as agent for the principals of the offeror in certifying that those principals have not participated, and will not participate in any action contrary to subparagraphs (a)(1) through (a)(3) above; (ii) As an authorized agent, does certify that the principals of the offeror have not participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above; and (iii) As an agent, has not personally participated, and will not participate, in any action contrary to subparagraphs (a)(1) through (a)(3) above.

(c) Offeror understands and agrees that –

- (1) violation of this certification will result in immediate disqualification from this solicitation without recourse and may result in disqualification from future solicitations; and

(2) Discovery of any violation after award to the offeror will result in the termination of the award for default.

### **Annex A: (To be complied by the awarded vendor) If Applicable**

#### **889 COMPLIANCE**

In compliance with Section 889 of the John S. McCain National Defense Authorization Act (NDAA) for Fiscal Year (FY) 2019 Section (a)(1)(B) and Section(b)(1) and in accordance with FAR 52.204-25 and 2 CFR 200.216, Winrock prohibits procurement of Chinese telecommunications technology which includes equipment, systems or services provided by:

1. Huawei Technologies Company
2. Dahua Technology Company
3. Hangzhou Hikvision Digital Technology Company
4. Hytera Communication Corporation
5. ZTE Corporation
6. Any subsidiary or affiliate of the above entities
7. Any company owned by the government of China

Equipment is defined as, but not limited to, routers, mobile phones, mobile WiFi stick/dongle, closed caption TV, WAP (wireless access point), and ISP routers.

To be compliant with Section 889, Winrock cannot: (1) procure or use the above identified Chinese telecommunication technology or (2) contract (or extend or renew a contract) with an entity that uses any of the above identified prohibited equipment, systems, or services as a substantial or essential component of any system, or as critical technology as part of any system which connects to Winrock's network.

We would greatly appreciate it if you could provide us with written confirmation along with your quotes for the Internet Service and related equipment or services to be utilized in the provision of any services to Winrock that meet the above criteria. If none of the equipment or services offered is owned or controlled by the entities above, please advise us accordingly.

Thank you very much in advance for your interest in participating in this bid.

## ATTACHMENT 1: TECHNICAL APPLICATION

BIDDER INFORMATION			
Name of Bidder			
Address			
Name of Applicant's Authorized Representative			
E-mail Address			
VAT Number, if applicable			
Phone Number			
<b>Bidder Capability</b> (Please provide a brief narrative describing your organization's mission and primary activities)			
<b>Key Personnel</b> (Please list key personnel that will perform the service indicating who is Team Leader, who are supporting etc.); CVs demonstrating qualifications must be submitted along the technical application.			
Name	Title	Description	
<b>Project Work-Plan and Timeline</b> (Please provide a summary narrative of the work-plan and timeline in addition to attaching a copy of the proposed work-plan table. Include a description of how the project will be managed and operated administratively; for example, which staff will perform certain tasks.)			
<b>Past Performance</b> (Please provide a list of at least 2-3 projects have been completed successfully in the last 2 years – This information should match with the similar contracts you provided in the technical application)			
Company name	Contact	Contract value	Contracted date
<b>Delivery time</b> (Please provide your commitment for delivery and completion of installation of products after awarded)			

## **ATTACHMENT 2: COST APPLICATION**

The cost application shall include: A deliverables table based on the scope of work and corresponding price of each deliverable inclusive of labor, travel per diem, other direct cost and overhead/profit (supported by audited statement).

# **SCOPE OF WORK**



## ACRONYMS AND ABBREVIATIONS

AOR/COR	Agreement Officer's Representative /Contracting Officer's Representative
AMELP	Activity Monitoring, Evaluation and Learning Plan
AO	Agreement Officer
BCCGAP	Bangladesh Climate Change and Gender Action Plan
BDHS	Bangladesh Demographic and Health Surveys
BHS	Bangladesh Household Survey
BIA	Benefits Incidence Analysis
C3ER	Centre for Climate Change and Environmental Research, BRAC University
CBOs	Community Based Organizations
CEGIS	Centre for Environmental and Geographical Information
COP	Chief of Party
CO	Contracting Officer
DAE	Department of Agriculture Extension
DRF	Disaster Response Force
DRR	Disaster Risk Reduction
FGDs	Focus Group Discussions
GESI	Gender Equity and Social Inclusion
GID	Gender and Inclusion Development
GoB	Government of Bangladesh
GRB	Gender Responsive Budgeting
HIES	Household Income and Expenditure Survey
ICCCAD	International Centre for Climate Change and Development
IDIs	In-depth Interviews
IP	Implementing Partner
IR	Intermediate Results
KIIs	Key Informant Interviews
LLA	Locally Led Adaptation
MEL	Monitoring, Evaluation and Learning
MERL	Monitoring, Evaluation, Research and Learning
MICS	Bangladesh Multiple Indicator Cluster Surveys
M&E	Monitoring & Evaluation
MoEFCC	Ministry of Environment, Forestry, and Climate Change
MSME	Micro, Small and Medium Enterprise
NAP	National Adaptation Plan
NDCs	Nationally Determined Contributions
NGO	Non-Governmental Organization
O/IR	Outcomes/ Intermediate Results
POLLINATION	Pollination Group
SoW	Scope of Work
ToR	Terms and Conditions
USAID	United States Agency for International Development
USG	United States Government
Winrock	Winrock International

# BRIEF ON CLIMACT PROJECT (CLIMATE ACTION FOR TRANSFORMATION IN BANGLADESH)

## BACKGROUND

Food insecurity results from agricultural production being disrupted by extreme weather events like cyclones, floods, and droughts. Major challenges include socio-economic shifts, climate change and natural disasters, sub-optimal water, sanitation, and hygiene (WASH) behaviors, lingering pandemic constraints to food availability and access, and lack of household linkages to social protection systems and disaster risk reduction (DRR). Adapting to these changes is more difficult for women, who are frequently in charge of ensuring the food security of the home. According to the Department of Agriculture Extension (DAE), crop losses resulting from climate change are expected to impact women farmers by 30% more frequently. Furthermore, migration and displacement brought on by climate change can restrict women's access to necessary services and raise the risk of gender-based violence. A study by the UN Women found that 75% of women survivors of gender-based violence reported experiencing increased vulnerability during or after climate-related disasters. Strategies for adapting to climate change that consider gender diversity are needed to address these issues. This entails encouraging women to participate in decision-making procedures, making sure that everyone has fair access to resources and knowledge about climate change, and putting in place disaster risk reduction strategies that consider gender equality.

The scope of work for a gender and inclusion analysis that will guide the planning, execution, monitoring, and evaluation of related policies and programs is described in this TOR. This analysis will focus on ascertaining: (1) How the different roles and statuses of different women, men, and gender-diverse adults and children will affect the work to be undertaken and (2) How the anticipated results of the work will affect women, men, and gender-diverse adults and children differently.

## GOAL AND OBJECTIVES OF THE PROJECT

In addition to having over 37 years of successful programming experience in Bangladesh, Winrock International brings significant global experience implementing projects in women's empowerment, natural resource management, climate resilience, agriculture, clean energy, net-zero pathways, and climate finance. The USAID-funded ClimAct Activity aims to accelerate Bangladesh's transition to a net-zero, climate-resilient society by supporting locally led inclusive initiatives that promote long-term, transformative change. Winrock International will use sustainable, adaptive, and mutually beneficial methods in line with USAID's Climate Strategy to make vulnerable communities, the government, civil society, and the private sector the main influencing agents. CLIMACT will also take advantage of opportunities to integrate climate change adaptation and mitigation activities and messages across sectors, including women and marginalized group's empowerment, natural resource management, climate resilience, agriculture, clean energy, net-zero pathways, and climate finance and other sectors through the implementation of an integrated framework considering Gender, Youth, Social Inclusion, PSE, and Grants and Innovation Fund as the cross-cutting component that focuses on the below results:

**Goal: Support and Accelerate Bangladesh's Transition to Net-Zero, Climate-Resilient Development Pathways.**

**Objective 1: Catalyzed Climate-Positive Shifts in the Policy Landscape**

Outcomes/Intermediate Results (O/IR)

IR 1.1 Strengthened Enabling Policy Environment

IR 1.2 Strengthened Institutional Capacity for Climate Planning and Climate Finance  
IR 1.3 Advanced Climate Change Monitoring, Tracking, and Reporting

**Objective 2: Transformed Economic and Financial Systems**

Outcomes/Intermediate Results (O/IR)

IR 2.1 Shifted Market Signals for Accelerated Adaptation  
IR 2.2 Incentivized Low-Carbon Economic Development  
IR 2.3 Strengthened Enabling Environment for DRF

**Objective 3: Enhanced Governance and Citizen Engagement**

Outcomes/Intermediate Results (O/IR)

IR 3.1 Improved Participatory and Inclusive Climate Sensitive Planning  
IR 3.2 Facilitated Space for Coordination and Collaboration  
IR 3.3 Increased Transparency and Accountability of Climate Efforts

In addition to considering key domains of inquiry (i.e., Practices, Roles and Participation; Beliefs and Perceptions; Access to and Control of Resources; Institutions, Laws, and Policies), the GID analysis will uncover key gender and other social identity-related constraints and opportunities for each of the project's 3 objectives.

The successful collaboration between USAID and the Government of Bangladesh (GoB), which includes the Ministry of Environment, Forestry, and Climate Change (MoEFCC), will be further strengthened. Regarding the GoB's climate commitments in the Nationally Determined Contributions (NDCs) and National Adaptation Plan (NAP), USAID's Climate Strategy, and local public and private sector actors, CLIMACT seeks to improve systemic changes and sustainable development. CLIMACT will support the GoB in getting funds, strengthening citizens' confidence, especially of women and vulnerable groups' confidence, government accountability, and participatory, climate and gender-sensitive planning, as well as institutionalizing locally led adaptation (LLA).

To accelerate Bangladesh's transition to net-zero, climate-resilient development, locally led actions driven by vulnerable and marginalized communities, government, civil society, and the private sector are key for long-term and transformative change. To achieve USAID's vision for CLIMACT, Winrock assembled a core team and three Bangladeshi partners, C3ER (Centre for Climate Change and Environmental Research, BRAC University), CEGIS (Centre for Environmental and Geographical Information), and ICCCAD (International Centre for Climate Change and Development), and one international climate advisory firm, Pollination (Pollination Group).

## **THE RATIONALE OF THE GENDER AND INCLUSION DEVELOPMENT ANALYSIS**

Gender Equality and Social Inclusion Development are critical to achieving net-zero and climate resilience goals. CLIMACT will help national and local stakeholders become more engaged, more proactive, and better leaders by working together with a variety of local implementing partners and core expert team members.

The objective of the gender and inclusion development analysis is to identify equity gaps, both in access to equitable and sustainable development, which necessitates incorporating gender and inclusion development perspectives into programs for climate change, using high-quality data and robust assessment tools and methodologies. The analysis will identify the disproportionate effects of climate change on women, underprivileged and vulnerable people, and system gaps/bottlenecks among them to understand the causes of these inequalities. In line with USAID's Climate Change Strategy and USAID's Vision for Climate Change,

CLIMACT believes in an equitable transition to Net-Zero, climate-resilient development that affords every individual a fair opportunity to attain their highest level of climate adaptation and mitigation support regardless of social or demographic factors.

The analysis will aid in ensuring program interventions are inclusive and equitable and that the activity intentionally targets approaches to close those equity gaps by addressing the unique challenges experienced by different population groups without harming them or reinforcing negative norms. The gender and inclusion development analysis domains of change are informed by the USAID ADS 205 framework (<https://www.usaid.gov/about-us/agency-policy/series-200/205>) and Winrock Gender Strategy. Equity will be measured in many ways, including economic status. Educational status, ethnicity, gender, age, class, caste, religion, geography, and other methods. Also, we will use the National Integrity Strategy and the government's Gender Responsive Budgeting (GRB) tools as a foundation. By addressing gender-based inequalities and social disparities, the CLIMACT will:

- **Strengthen leadership and representation:** Encourage women, young people, and marginalized groups—such as the rural poor, Dalits, persons with disabilities, and ethnic minorities—to take an active role in climate governance and leadership.
- **Encourage equitable climate planning:** Enhance government accountability and transparency by better integrating gender and social inclusion concerns into existing climate policy, planning, and budgeting. Enhance procedures for public monitoring and involvement in climate decision-making.
- **Enhance climate resilience:** Build more inclusive and equitable climate adaptation strategies that address the specific needs and vulnerabilities of marginalized communities.
- **Promote sustainable development:** Ensure that climate actions contribute to broader social and economic development goals, leaving no one behind.
- **Foster climate innovation:** Leverage diverse perspectives and experiences to develop innovative and context-appropriate climate solutions.

ClimAct seeks a consultancy firm or individual to conduct a comprehensive gender and inclusion development analysis. Recognizing that climate-affected areas in Bangladesh, including ClimAct project areas, have historically faced limited access to climate adaptation and mitigation benefits, this analysis will inform strategies to foster equitable access to climate change services. The consultant will provide the below objective information and recommendations for strengthening the project's inclusivity, equity, and transformative impact.

## SCOPE OF WORK (SOW)

Existing evidence in Bangladesh highlights significant disparities in the effects of climate change across different population groups. These disparities are often linked to factors such as household economic status, gender, age, ethnicity, religion, persons with disability, class, caste, or marginalized social identities. Women are disproportionately affected always by climate change-induced challenges such as increased water scarcity and erratic rainfall patterns. This is especially evident in traditional gender roles, where women are often responsible for water collection a task that becomes more difficult under changing climate conditions.

While the UN Women report (*State of Gender Equality and Climate Change in Bangladesh 2022 (Page 12)* [\\_UN Women and IUCN](#)) provides valuable insights into these challenges, but it lacks specific data and percentages to quantify the extent of the disparities. The findings of this gender and inclusion development analysis will be instrumental in informing the design and implementation of ClimAct activities, fostering the development, and strengthening of equitable, high-quality climate change adaptation and mitigation systems. By adopting an intersectionality and system thinking approach, the project aims to address the diverse needs and experiences of women and vulnerable populations at the local levels.

# GENDER AND INCLUSION DEVELOPMENT (GID) ANALYSIS OBJECTIVE

The primary objective of the gender and inclusion development analysis is to identify existing equity gaps in both climate adaptation and mitigation outcomes, inclusion-based constraints, access to quality-based climate change services, and opportunities that can either hinder or facilitate the achievement of ClimAct's goal. By examining how demographic characteristics, systems, policies, and other factors influence climate change outcomes for targeted households, this analysis will contribute to understanding the root causes of inequalities and informing the design of targeted interventions to address these disparities.

Recognizing the starkly unequal on climate change effects across different population groups, the analysis will explore disparities based on socio-economic status, education, gender, urban-rural residence, disability, religion, ethnicity, sexuality, and other marginalized identities.

## SPECIFIC OBJECTIVES

### Examine Inclusion and Equity Vulnerabilities:

- Analyze socio-cultural norms, behaviors, and practices that influence decision-making power, access to control of assets, intra-household role distribution, and their impact on climate change adaptation, mitigation, and resilience.
- Investigate Gender-Power Relations: Explore gender-power dynamics across different groups of men, women, youth, religious groups, and gendered household types to develop gender and inclusion development strategies that promote equitable power distribution in household decision-making and climate change planning.
- Understand Roles, Responsibilities, and Access: Gain a deeper understanding of roles, responsibilities, access to, and control over resources, as well as decision-making opportunities among and between diverse women, men, youth, in-laws, and other groups within targeted communities. This includes examining cultural norms and beliefs that influence climate change impacts on vulnerable groups and challenging harmful norms that hinder project outcomes.
- Identify Opportunities and Entry Points: Identify potential opportunities, entry points, institutions, key stakeholders, and existing practices to inform project interventions and assess behaviors and practices related to providing climate change support to vulnerable populations.
- Anticipate Potential Risks: Identify potential risks associated with negative or unintended consequences of changes in household and community gender dynamics and relations, such as gender-based violence or community backlash. This information will be used to inform gender-responsive and targeted interventions that mitigate gender barriers to climate change.

## APPROACH

ClimAct's equity approach is centered on responsiveness to excluded groups and ensures that climate change systems and interventions target, reach, and benefit these populations. By focusing on the intersectionality of identities, the project seeks to understand the diverse needs and preferences of underserved communities regarding climate change adaptation and mitigation.

## METHODOLOGIES:

The gender and inclusion development analysis will employ a mixed-methods approach, combining both

qualitative and quantitative data collection methods among project areas.

**Literature Review:**

- A comprehensive review of secondary data sources will be conducted, including published and unpublished literature, government reports, national surveys, and policy documents. The focus will be on identifying existing research on gender, inclusion, and climate change in Bangladesh, with particular interest in unequal gender relations and negative social norms that impede climate change outcomes. Additionally, the review will identify good practices and lessons learned from other programs and interventions.

**Quantitative Analysis:**

- Secondary data sources will be analyzed, including nationally representative surveys like the Household Income and Expenditure Survey (HIES), Bangladesh Demographic and Health Surveys (BDHS), Bangladesh Multiple Indicator Cluster Surveys (MICS), Bangladesh Household Survey (BHS), Bangladesh Agricultural Census, etc.
- These surveys offer data on demographics, socio-economic factors, climate change impacts (e.g., crop damage, flooding, health effects, etc.), and access to essential services. The data will be analyzed to understand the context-specific status of climate change service utilization across socio-economic groups. Depending on the data availability, Benefits Incidence Analysis (BIA) might be employed to assess the equity of these services across different groups.

**Qualitative Data Collection:**

- In-depth Interviews (IDIs) will be conducted with key populations (mentioned below) to gather an in-depth understanding of context-specific norms driving inequalities.
- Focus group Discussions (FGDs) will be utilized to explore community perceptions of values, beliefs, and norms related to climate change.
- Key Informant Interviews (KII) will supplement FGDs to provide more focused insights.
- Purposive sampling will be used to ensure the inclusion of diverse populations targeted by the project, including marginalized groups and those residing in areas with deeply entrenched norms.
- Specific group targeted will include:
  - Climate vulnerable and marginalized groups like the elderly, ethnic groups, transgender, cast, class, hard-to-reach area people, people with disabilities, etc.
  - Climate change service providers (public, private sectors, and community)
  - Women (married, divorced, widow, unmarried and prominent women in relevant sectors who survived the patriarchal male dominant system),
  - Men (led, non-leaded in patriarchal system),
  - Youth (15-35 years old, married, and unmarried), and Family members
  - Husbands, In-laws, grandparents
- Participatory Social Analysis Tools will be employed during qualitative data collection to facilitate meaningful participation and open discussion. These tools are:
  - Gender Box
  - Venn Diagrams
  - Questionaries
  - Access and Control Matrix
  - GBV Tree
  - Pile Sort
  - Daily Activity Calendar

**Data Analysis:**

All collected data, both quantitative and qualitative, will be analyzed to identify equity gaps, inclusion-based contracts, and opportunities related to climate change adaptation and mitigation.

The analysis will also aim to understand the root causes of inequalities and how they influence access to climate services. This methodology will provide a comprehensive understanding of gender and inclusion development dynamics within the project's target areas and inform the development of targeted interventions and recommendations for strengthening the project's inclusivity, equity, and transformative impacts.

## **TIMELINE AND DELIVERABLES**

Week 1-2: Literature review and report, develop a work plan, training materials, and tools for data collection

Week 3-4: Data collection and documentation

Week 5-6: Data analysis, findings and recommendations, validation through workshop

Week 7-8: Presentation findings and recommendations, develop Gender and Inclusion Development Plan and Final GID Report

## **DELIVERABLES**

The consultant, in collaboration with the ClimAct project analysis team, will ensure the following:

1. Pre-consultations (with project staff, partner organizations, CBOs, tc.) to determine the different population groups that exist within the project's anticipated area(s) of operation.
2. The consultants should review the literature and consult with different actors to build a comprehensive social profile of the diverse groups of women, men, youth, girls, ethnic groups, PWD, LGBT, and gender-diverse individuals that exist in Bangladesh. This data should inform population sampling for the analysis as well as tool development. This will allow us to be intersectional in our approach and understanding of unique barriers and needs of diverse groups—by extension, it means this intersectional perspective will inform project interventions perspective.
3. Gender and Inclusion Action Plan: Develop a comprehensive action for the gender and inclusion analysis, outlining specific deliverables, research activities, and the most suitable data collection tools. The action plan should prioritize tasks and set timelines with roles and responsibilities
4. Local partners' participation in action planning: Ensure local partners' active participation in this action planning.
5. Literature Review: Conduct a desk review of existing literature on social determinants of gender and inclusion, climate adaptation and mitigation, resilience, and socio-economic and sociodemographic variables related to climate change. The review should focus on policies, national surveys, legal frameworks, strategies, studies, research, and documents specific to the project areas.
6. Research Tools: Develop or adapt participatory data collection tools and questions for the gender and inclusion analysis based on agreed-upon gender domains of change for climate change adaptation and mitigation.
7. Training: Provide interactive training for the analysis team participants, including enumerators and project staff, to enhance their understanding of the tools, methodologies, and research questions. The training should incorporate ethical considerations, such as information on reducing the risks of gender-based violence, sexual exploitation, and abuse.
8. Lead Data Collection: Lead and guide the analysis team during field data collection and data management activities.
9. Data Cleaning, Analysis, and Report Writing: Utilize agreed-upon qualitative and quantitative data analysis tools to lead the data cleaning, and analysis and prepare a detected report with two sections capturing the results of the gender and inclusion analysis.

10. Presentation of Preliminary Findings: Present key findings of the gender and inclusion analysis to ClimAct senior management, technical staff, and the Winrock USA team for comments and feedback. Share findings through a feedback session with the communities and district government stakeholders where the data was collected, as well as with any local partners who may have been interviewed.
11. Final Report: Prepare a comprehensive final gender and inclusion analysis report (no more than 20 pages with recommendations requiring that the findings section be structured so that the findings are grouped per each of the 3 project objectives. In addition, the recommendations section also be structured in a way where the recommendations are grouped per the objectives for underprivileged and vulnerable communities by including:
  - o Executive summary
  - o Design and methodology
  - o Limitations
  - o Findings
  - o Recommendations
  - o Conclusions
  - o References
  - o Annexes

## WORKPLAN FOR GID ANALYSIS

**Table 1: Workplan for Gender and Inclusion Development Analysis (55 days)**

SL	Activities
1.	<b>Literature review (identification of data gaps) and share the social profiles of diverse groups (4 days)</b> <ul style="list-style-type: none"> <li>a. Conduct a GID literature review</li> <li>b. Sort data from the literature review</li> <li>c. Pre-identification of different population groups/different actors to build a comprehensive social profile of the diverse groups of women, men, and gender-diverse individuals that exist in Bangladesh. Prepare stakeholder list (related to GID)</li> </ul>
2.	<b>Adapt/design data collection tools (3 days)</b> <ul style="list-style-type: none"> <li>a. Develop data collection tools (solicit GESI Lead feedback, as relevant)</li> <li>b. Translate data collection tools into a local language</li> </ul>
3.	<b>Train the research team, finalize the tools, and develop a data collection plan (5 days)</b> <ul style="list-style-type: none"> <li>a. Train the field team</li> <li>b. Pilot the data collection tools</li> <li>c. Seek Winrock Bangladesh and USA technical team's input/feedback for approval</li> </ul>
4.	<b>Fieldwork (Data Collection) (15 days)</b> <ul style="list-style-type: none"> <li>a. Complete data collection</li> <li>b. Data entry/transcribing (and translating if necessary)</li> <li>c. Debrief weekly, identifying themes, issues to resolve, etc.</li> </ul>
5.	<b>Data synthesis and analysis (5 days)</b>
6.	<b>Identify key themes, barriers, and opportunities (2 days)</b>
7.	<b>Formulate recommendations (3 days)</b> <ul style="list-style-type: none"> <li>a. Finalize data analysis and formulate recommendations (in collaboration with key technical staff)</li> </ul>
8.	<b>Validate gender and inclusion development analysis findings (3 days)</b> <ul style="list-style-type: none"> <li>a. Organize the validation workshop with key project staff and stakeholders</li> <li>b. Identify and invite key stakeholders to the validation workshop</li> <li>c. Carry out the validation workshop</li> </ul>
9.	<b>Develop a gender and inclusion development action plan (3 days)</b>

a.	Create a GID action plan (addressing key findings)
10.	<b>Presentation of Findings (2 days)</b>
11	<b>Report writing and submission (10 days)</b>
a.	Draft report preparation
b.	Internal Review and Feedback including any feedback from the validation workshop or the team/GESI Lead
c.	Final Report Preparation

## ROLES & RESPONSIBILITIES

### Roles of Consultant

- The consultant will have overall responsibility for all aspects of activities and the finalization process, as outlined in the deliverable section above.
- The consultant is required to submit routine (weekly) updates in writing, in addition to any presentations or calls as needed.

### Support and guidance of ClimAct/Winrock

- ClimAct will provide guidance and leadership on the analysis's expectations and deliverables, overseeing the entire analysis process, including administrative, logistical, and field arrangements.
- Offer technical review and input from home office-based gender and climate change technical advisors to support conceptualization, standardization, and ongoing assistance and will coordinate all field-based activities under the direction of the GESI Lead, with input from the Chief of Party (COP), and MEL Director. The GESI Lead will maintain regular communication with the hired consultant to coordinate implementation and provide feedback.

## PROPOSAL FROM CONSULTANT/CONSULTING FIRM

A technical and cost proposal based on these terms and conditions (ToR) is requested from the consultant or consulting firm. The proposal should contain:

- Detailed Work Plan: A clear and comprehensive plan of action for literature review, training, fieldwork, and report writing, including the number of staff days required.
- Team Roles and Responsibilities: A clear outline of the specific roles and responsibilities of the team leader, supervisory chain, and other core members of the analysis team.
- Schedule of Key Activities: A detailed schedule of key activities, preferably presented in a format such as a Gantt chart.
- Detailed Budget: A well-justified and detailed budget that covers all costs associated with the analysis. This should be broken down by major activities and line items for Winrock/ClimAct's review and decision. The budget should include costs for:
  - Contracting external evaluation team members
  - Local travel
  - In-country lodging and per diem
  - Hiring local people (enumerators, etc.)
  - Renting meeting rooms for workshops/meetings.
- Consultant Profile: Update the CVs of the team leader and other core members.
- Consulting Firm profile: A profile of the consulting firm, including a sample report of previous GID analysis.
- Competencies and Qualifications Academic Qualifications: Individuals or organizations participating in this bid must have a minimum master's degree in a related field such as gender studies, social science, anthropology, climate change, t, development studies, etc.

- Research Experience: Individuals/Firms/Organizations must have minimum 10 years of experience in quantitative and qualitative research design, including sample design, mixed method design, data analysis, tool/instrument development, implementation, analysis, and reporting.
- Subject Matter Expertise: Potential vendor/individuals must have strong knowledge and understanding of gender, inclusion, intersectionality analysis, power dynamics, marginalization, climate change, and their impact on various sectors and communities, especially underprivileged and vulnerable communities.
- Expert in effective use of Community-based participatory methodologies.
- Track Record: Proven track record and experience in conducting climate change, equity studies, gender and inclusion development analysis, and other research on gender, inclusion, intersectionality, and power issues. Demonstrated ability to utilize innovative methodologies and tools to understand research topics.
- Analytical Skills: The vendor's personnel must demonstrate strong analytical skills and the ability to interpret and present complex data clearly and concisely.
- Communication Skills: The pool of experts (in the case of firm/organizations)/individuals must have Excellent communication and interpersonal skills, as the consultant/s will need to interact with a diverse range of stakeholders, including community members, government officials, and representatives from international organizations and NGOs.
- Must possess strong presentation skills, adhere to deadlines, and demonstrate excellent time management practices.
- Report Writing and facilitation: Experience in report writing, presentations, and facilitation of training and workshops.
- Cultural Sensitivity: Cultural sensitivity and the ability to work effectively in cross-culture environments and with community social groups.
- Language Proficiency: Excellent written and oral communication skills in English.

## OWNERSHIP AND DISCLOSURE OF DATA AND INFORMATION

- All documents, project designs, drawings, data, reports, and other information shall be treated as confidential and shall not be disclosed to any third party without the written approval of Winrock International.
- The Consultant formally undertakes not to disclose any part of the confidential information without written permission from Winrock International.
- The utilization of reports, tools, training and workshop materials, and protocols is solely at the discretion of Winrock International. Upon completion of the analysis/assessment, both soft and hard copies of the final report, design, tools, training, and workshop materials must be returned to Winrock International.
- All documents and reports created as a result of this analysis or related to the project shall remain the property of Winrock International. No part of the report may be reproduced except with the prior, expressed, and specific written permission of Winrock International.

## ASSUMPTION AND LIMITATIONS

- The project assumes access to relevant data and information on gender and inclusion development and climate change in Bangladesh.
- The project may face challenges in reaching remote and marginalized communities.
- Time and resource constraints may limit the depth of analysis areas.

- By clearly outlining the project scope, objective, methodologies, and budget, this SoW provides a solid foundation for the gender and inclusion development analysis project.