

Terms of Reference (ToR)

Hiring of an Evaluator for Baseline Assessment

Project Title: *Research and Advocacy to Enhance Climate Justice in the LDCs, Bangladesh in Particular, under the Paris Climate Change Agreement, Continuation*

Implementing Organization: Center for Participatory Research and Development (CPRD), Bangladesh

Project Duration: 2025–2028

Financial Partner: Bread for the World, Germany

Evaluation Type: Baseline Assessment (External)

Duration of Assignment: Approximately 45 working days (September 2025–October 2025)

Location: Dhaka, with field visits to CPRD’s stakeholders’ work stations and study areas (e.g., Khulna, Satkhira, Barind, CHT, etc.)

1. Background

Center for Participatory Research and Development (CPRD) is a Bangladesh-based non-profit research and policy advocacy organization working to advance climate justice through participatory, rights-based approaches. CPRD is implementing a 3-year project supported by a Germany-based donor, focusing on three interrelated components:

1. Research and Knowledge Generation
2. Knowledge Dissemination and Capacity Building
3. Networking and Advocacy

To guide effective implementation and track outcomes, CPRD seeks an independent evaluator to conduct a **baseline assessment**. The baseline assessment will gauge the initial status of evidence/knowledge of climate change issues, stakeholders’ understanding of climate change issues and their advocacy engagement, and gender and indigenous peoples’ inclusion in national and international policy frameworks relevant to climate justice.

2. Objective of the Baseline Assessment

The baseline assessment will generate benchmarks for the project’s results framework and provide evidence-based points of reference for monitoring and evaluation. Specifically, it aims to:

- a) Assess the existing domain of evidence and knowledge on key climate change issues in Bangladesh (e.g., adaptation, mitigation, loss & damage, NDC, gender, human rights, indigenous peoples’ rights, just transition, etc.) that CPRD’s research over the three years will contribute to.

- b) Determine the current level of understanding among CPRD’s target stakeholders— CSOs (particularly women and indigenous peoples-led ones), youth NGOs, journalists, grassroots actors, and climate activists—on the above climate issues.
- c) Gauge the current level of engagement of gender and indigenous peoples’ rights organizations, youth-led CSOs, and journalists in national and international climate advocacy processes.
- d) Evaluate the baseline status of gender-sensitivity, gender-responsiveness, and indigenous peoples’ rights inclusivity in selected national and international climate policy frameworks (e.g., National Framework on Loss & Damage, NAP Implementation Roadmap, NDC, UAE–Belém Work Programme outcomes).

3. Scope of Work

The evaluator will:

1. Review CPRD’s project document, logical framework, indicators, and relevant policy literature.
2. Design and validate the baseline assessment framework, including methodology, list of target participants, data collection tools, and indicators.
3. Conduct desk review of national and international climate policy documents.
4. Carry out key informant interviews (KIIs), focus group discussions (FGDs), and surveys with:
 - CSOs and youth-led organizations (CJA-B members and others)
 - Journalists and media professionals
 - Women-led and indigenous organizations
 - Government representatives and policy experts
5. Analyze quantitative and qualitative data to establish baseline values for project indicators.
6. Present preliminary findings in a validation workshop with CPRD.
7. Submit a final Baseline Report with actionable recommendations and proposed indicator baselines.

4. Methodology

The assessment is expected to employ a mixed-methods approach, including:

- **Document Review:** CPRD project document and logical framework, government and UNFCCC policy texts, national and international policy and planning documents, scientific literature, CSO reports, gender analyses, human rights documents, etc.
- **Stakeholder Surveys:** Assessing level of understanding and advocacy engagement levels through structured questionnaires.
- **Key Informant Interviews (KIIs):** With policymakers, focal persons of women and indigenous peoples-led NGOs, journalists, and activists.
- **Focus Group Discussions (FGDs):** With women’s groups, youth activists, and indigenous representatives, journalists.

- **Scoring Frameworks:** To rate gender-responsiveness, human rights integration, and inclusivity of policies.

Note: All tools and sampling methods must be approved by CPRD prior to fieldwork.

5. Deliverables and Timeline

Deliverable	Description	Timeline
Inception Report	Methodology, data collection tools, work plan	Within 7 days of signing the contract
Draft Baseline Report	Preliminary findings and analysis	Within 30 days of field completion
Validation Workshop	Presentation to CPRD, donor, and partners	Within 40 days
Final Baseline Report	Comprehensive report (max. 60 pages) including indicator baselines, analysis, and recommendations	Within 45 days

6. Expected Outputs

- Comprehensive baseline dataset and analysis aligned with project indicators.
- Indicator matrix showing quantitative and qualitative baselines for:
 - Knowledge and evidence levels
 - Stakeholders' understanding and advocacy engagement
 - Gender and rights inclusivity in policies
- Gender-disaggregated findings and intersectional analysis.
- Policy-level recommendations for monitoring progress and impact.

7. Qualifications of the Evaluator / Firm

- Advanced degree in Climate Change, Environmental Economics, Development Studies, Statistics, Gender Studies, or related fields.
- Minimum 7 years of experience in evaluation or research on climate change or governance projects.
- Proven expertise in baseline and impact assessments for research or advocacy projects.
- Demonstrated understanding of national climate policies, UNFCCC processes, international climate policy and planning landscape, and human rights and gender mainstreaming.
- Strong analytical, report-writing, and presentation skills.
- Experience working with CSOs, donor agencies, and government institutions in Bangladesh.

8. Duration and Location

The assignment will be conducted over 45 working days between September and October 2025, combining desk-based work in Dhaka and field data collection at work stations of CPRD's stakeholders and CPRD's study areas (Khulna, Satkhira, Barind, CHT, etc.).

9. Reporting and Coordination

The evaluator will report directly to CPRD's Executive Director and work closely with the Project Coordinator. CPRD will provide access to documents, stakeholder contacts, and logistical support as needed.

10. Ethical Considerations

All activities must adhere to CPRD's relevant policy, ensuring:

- Informed consent of participants.
- Gender-sensitive and inclusive engagement.
- Confidentiality and secure data handling.
- Avoidance of any harm or bias toward vulnerable groups.

11. Submission of Proposals

Interested firms or consultants are requested to submit:

1. Technical proposal (max 10 pages) outlining understanding of the ToR, methodology, and work plan.
2. Financial proposal (detailed cost breakdown, including taxes).
3. CVs of key personnel (team leader and specialists).
4. At least two references of similar work.

12. Benefits:

A gross amount of BDT 440,000/- (Including VAT & TAX).

Submission deadline: 25 August 2025

Email: info@cprdbd.org

Subject line: *Application for Baseline Assessment – CPRD Climate Justice Project*

13. Evaluation Criteria

Criteria	Weight (%)
Understanding of assignment and methodology	30%
Relevant experience and qualifications	30%
Quality of proposed work plan	20%
Financial proposal (value for money)	20%

END.