

Government of the People's Republic of Bangladesh
Office of the Project Director
Sustainable Forests & Livelihoods (SUFAL) Project
Bangladesh Forest Department
Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh



Terms of Reference (TOR)

Selection of Consulting Firm for Social Satisfaction Survey-Baseline and Endline

(Package no: SD 36)

Forest Department

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Terms of Reference (TOR)

Selection of Consulting Firm for Social Satisfaction Survey-Baseline and Endline (Package no: SD 36)

1. Background of the Project

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$175.00 million and GoB contribution of US\$3.90 million for a period of 5 years (01 July 2018 to 30 June 2023) to implement Sustainable Forests & Livelihoods (SUFAL) Project. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest-dependent communities in targeted sites. This will be achieved by: (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. Project will implement a number of activities which are grouped under following four components:

- Component-1: Strengthening Institutions, Information Systems and Training;
- Component-2: Strengthening Collaborative Forests and Protected Areas Management;
- Component-3: Increasing Access to Alternative Income Generating Activities (AIGAs) Forest Extension Service & Trees Outside Forests (ToF);
- Component-4: Project Management, Monitoring, and Reporting.

This project envisages improvement of BFD's organizational effectiveness by adopting improved policy and regulatory frameworks, infrastructure investment, management information systems upgrade, and capacity building of BFD officials. The project finances restoration of forest cover, areas additional tree planting outside forests, technology transfer, training, research and innovation support and engages forest dependent communities in collaborative forest management practices through Collaborative Forest Management Committees (CFMC). By and



large, the project will enhance wildlife and Protected Area (PA) management practices and thereby improve forest conservation and wildlife protection in the country.

This project will finance a satisfaction survey of the stakeholders to know about the perception of people on the operations of Forest Department with respect to the capacity in delivery of public services, handle forest-dependent communities and improvement in forest governance. The study will be conducted by a sample-based survey using a semi-structured questionnaire.

2. Objectives of the Assignment

The main objective of social satisfaction survey is to measure the peoples' satisfaction about the project performance focusing on forest management and governance, including collaborative management and livelihoods aspects. Besides, this assignment is to look into peoples' knowledge towards forest and wildlife protection and conservation. Specific objectives of this assignment are to assess peoples' satisfaction about

- a) The project performance on selected Results Framework Indicators as well as focusing on change in forest management by creating space for community stewardship and increased access to livelihood of forest dependent communities
- b) Changes in forest governance with respect to the formation and operation of Collaborative Forest Management Committees (CFMC), communities' engagement during Site-Specific Planning and feedback mechanism of social auditing;
- c) Peoples' knowledge and attitudes towards forest restoration, ecosystem service benefits, wildlife protection, habitat management and response to climate actions.

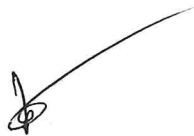
3. Scope of Services

The scope of services of this assignment are as follows:

- a) Conduct baseline and endline satisfaction survey of stakeholders, from CFMCs, CMCs both in the Forests, Protected Areas and beneficiaries from the ToF areas, a sample of upto 4,000 households ($n = 3,000$ hhs from $N = 40,000$ hhs of project reach and $n = 1,000$ hhs control) distributed in Hill forests, Plainland Sal forests, Coastal forests and Trees outside Forests (ToF) landscapes within SUFAL project intervention area.



- b) Samples of the survey should also cover project landscapes (Hills, Sal, Coastal, ToF) within SUFAL project areas, CFMCs, CMCs, and forest-dependent households of the project, as well as % disaggregated by gender and ethnic group.
- c) Location of sample households will be captured using GPS (via Smartphone or dedicated GPS unit).
- d) Baseline will be completed within 6th month of signing the contract and the endline survey will be initiated after 14th month of signing the contract.
- e) This will be a sample-based field survey using semi-structured questionnaire (English and Bangla) to be developed by the consultant. The consultant will share the semi-structured questionnaire (English and Bangla) to PMU to get feedback and incorporate all the suggestions/comments obtained.
- f) The survey must be conducted with CAPI ([https://dimewiki.worldbank.org/Computer-Assisted Personal Interviews \(CAPI\)](https://dimewiki.worldbank.org/Computer-Assisted_Personal_Interviews_(CAPI))), to avoid issues with paper forms and lost or incorrectly entered data.
- g) The consultant will Field-test the questionnaire, finalize sample size and methodology finalization in a workshop at PMU.
- h) Performance evaluation of project interventions with respect to selected indicators of the results framework of the project, e.g.:
 - 1) Collaborative Forest Management Committees with increased monetary or non-monetary benefits from forests (Percentage, Project end target 90%).
 - 2) Share of targeted forest-dependent people with rating 'Satisfied' or above on project interventions (livelihoods, forest management, other) (Percentage, Project end target 75%).
 - 3) Households in targeted communities with programs for alternative income generating activities supported by the project (Number, 40,000 hhs).
 - 4) Collaborative Forest Management Committees with at least 33 % female office bearers (Number, 150 CFMCs).



- 5) Share of households with improved cookstoves (Percentage, from 10% to 30%, 4,000 to 12,000 ICS).
- i) The consultant will conduct satisfaction survey of stakeholders to identify the project performance focusing on change in forest management by creating space for community stewardship and increased access to livelihood of forest dependent communities
 - j) The study will review the changes in forest governance with respect to the formation and operation of Collaborative Forest Management Committees (CFMC), communities' engagement during Site-Specific Planning and feedback mechanism of social auditing;
 - k) The study will cover peoples' knowledge and attitudes towards forest restoration, ecosystem service benefits, wildlife protection, habitat management and response to climate actions.
 - l) The consultant shall review all related project documents (DPP, Community Operation Manual etc.) and develop a framework and questionnaire for the baseline and endline for the social satisfaction survey in the project area.

4. Transfer of Services (Training) where appropriate

The consultant shall produce new knowledge based on survey and will be utilized to monitor FD's performance in citizen engagement in collaborative forest and PA management, improvement in delivery of public services and forest governance. FD field personnel who will be engaged in the process will gain new knowledge and capacity.

5. Data, Personnel, Facilities and Local Services to be provided by the Client

The Project Director (PD) will provide necessary information as per requirement of the Firm. PD will also inform all cost centers to provide arrangements for necessary data and documents as needed for the preparation of reports by the consultant. Consulting firm will engage enumerators, staffs and experts for field data collection.



6. List of Reports, Schedule of Deliverables and Period of Performance

Sl	Deliverables	Delivery schedule	Payment percentage
1	Inception Report which will include survey framework, semi-structured questionnaire along with detailed methodology and work plan (presented in workshop).	Within 1 st month of signing contract	10%
2	Field-testing of Questionnaire, finalize sample size and methodology finalization in a workshop at PMU	Within 2 nd month of signing contract	10%
3	Social satisfaction Baseline survey report	Within 6 th month of signing contract	30%
4	Social satisfaction Endline survey report, with a validation workshop.	Within 17 th month of signing contract	30%
5	Final report on Social satisfaction with incorporating comments/recommendations.	Within 18 th month of contract signing.	20%

7. Team Composition & Qualification Requirements for the Key Experts

For this assignment, the following Key Experts with appropriate qualification and demonstrated experience mentioned below is required to be available.

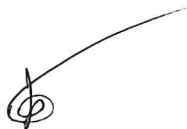
Sl	Team Composition	Duration	Remarks
1	Team Leader cum Senior Researcher (Social Survey)	8 months (split over 18 months)	Key Expert
2	Researcher (NRM/Forestry)	4 months (split over 18 months)	Key Expert
3	Statistical Analyst	6 months	Key Expert
4	Enumerators (15)	6 months each (@3 months in baseline and 3 months in endline survey)	Non-Key

Qualifications of key experts

Team Leader cum Senior Researcher (Social Survey):

Academic qualification of the expert should be at least Masters in Sociology or Social Work/Welfare or Anthropology or related field. S/he should have minimum 10 (ten) years of general working experience in social survey of programs in development projects financed by Government/ Donor/ International Organizations. S/he should have job experiences of community engagement in natural resources management, social forestry and/or livelihood promotion activities.

S/he shall serve as the Team Leader and Senior Researcher (Social Survey) with all other key experts in the team. S/he should provide advisory support to the team members and supervise their activities in analyzing field data during the contracted period. S/he should serve as the Focal Point for the assignment



and coordinate with the Project Director and Chief Technical Advisor (CTA). S/he should lead all the activities in preparing reports.

Researcher (NRM/Forestry):

Academic qualification of the expert should be at least Masters in Natural Resources Management or Forestry or related field. S/he should have minimum 05 (five) years of general working experience in Social Forestry programs in development projects financed by Government/ Donor/ International Organizations.

S/he shall support the Team Leader with all other key experts in collecting and analyzing survey data and reporting.

Statistical Analyst:

Academic qualification of the expert should be at least Masters in Statistics or Applied Statistics or Mathematics or Applied Mathematics or related field. S/he should have minimum 05 (five) years of general working experience in statistical analysis of data in development projects financed by Government/ Donor/ International Organizations. Experience in using statistical software e.g. R, SPSS will be treated as added advantage.

S/he shall support the Team Leader with all other key experts in collecting and analyzing survey data and reporting.

8. Institutional Arrangement

The consultant/firm will report directly to the Project Director, SUFAL Project. The consultant will work closely with other consultants working within the PMU. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives and develop a field execution plan which should be approved by the Project Director. The consultant will be responsible for all field operations, including logistic arrangements for data collection and obtaining household consent. The consultant shall coordinate with the concerned Deputy Project Directors/Assistant Project Directors (DPD/ APD) during field implementation. The consultant/firm, for all administrative matters, will communicate through the PD. All travel costs for conducting field activities will be borne by the consultant. All field activities of the consultant should follow the approved plan by PD. The consultant must follow communication principles of the project and as such all communications for reporting to anyone should be made through the Project Director.

9. Duration

It is envisaged that Consultants services shall commence for 18 months from January 2022.