

Terms of References (ToR)

for

Conducting the Survey as part of the study titled “Climate Migration and Poverty in Bangladesh”

ToR for Procurement of a Survey Firm

Prepared by

Centre for Policy Dialogue (CPD), Dhaka, Bangladesh

10 April 2025



Terms of References (ToR)
For Conducting the Survey as part of the study titled
Climate Migration and Poverty in Bangladesh

1. Background and Rationality of the Study

Climate change is reshaping lives across Bangladesh, particularly for the rural poor. Rising temperatures, erratic rainfall, and extreme weather events are disrupting agriculture, fisheries, and traditional industries, pushing thousands into poverty. As livelihoods are devastated by the impacts of climate change, migration becomes a survival strategy. In 2019, 4.1 million people (2.5 percent of the total population), and in 2020, 4.4 million people (2.7 percent of the total population), were displaced due to climate-induced natural disasters (Khatun et al., 2021). The main drivers of climate-induced migration are economic, social, environmental, and political factors (Khatun et al., 2021). The destinations of these climate migrants are already overcrowded urban or semi-urban areas. These migrants face intense competition for food and shelter, which increases their social and economic vulnerability (Kaiser, 2023; Adger et al., 2018; Warner & Afifi, 2014; Warner et al., 2010, among others). As a result, instead of finding better opportunities, many migrants end up trapped in urban poverty—facing insecure jobs, poor living conditions, and limited access to essential services.

It is evident that climate change is putting enormous pressure on the lives and livelihoods of ordinary people. The poor, women, and socially marginalised communities are disproportionately affected by climate change impacts in the country's climate hotspots (MoEFCC, 2022). These impacts are intensifying extreme poverty in Bangladesh and reshaping the country's poverty map. Coastal regions, in particular, are emerging as climate-poverty hotspots. As a result, many people are slipping deeper into poverty due to the loss of lives and livelihoods (Poverty Map in Bangladesh, BBS, 2022). The COVID-19 pandemic has further exacerbated extreme poverty. In this context, millions of people—about 90 million, according to SIDA (2024)—are at high risk in Bangladesh, and many may be forced to migrate from the affected zones to large cities or other regions.

Among the distressed people, a large number of them usually take migration as a last option of adaptation. In many cases, they end up in the large cities like Dhaka, Khulna, Chattogram and Rajshahi and live in the city slums in a miserable condition (GIZ, 2022). These climate migrants typically settle in the fringe areas of cities and face multiple climate-related stresses, including heat stress, waterlogging, flooding, and environmental pollution. As a result, urban poverty is rising, with thousands of climate migrants arriving each year. Furthermore, many affected individuals are unable to migrate due to a lack of awareness, economic means, or social capital, leaving them trapped in climate-affected zones. Consequently, climate-induced internal migration is reshaping both the population distribution and poverty dynamics of the country.

Despite the growing body of research on climate change and poverty, a gap remains in understanding how climate-induced migration specifically exacerbates economic vulnerability. Most studies tend to focus on environmental degradation or urbanisation in isolation, often overlooking the interconnectedness between climate displacement and financial hardship.

2. Objectives of the Study

The objective of this study is to examine the socio-economic consequences of climate-induced migration in Bangladesh, with a particular focus on how such displacement deepens economic vulnerability among affected populations. It aims to explore the complex interlinkages between forced internal migration due to climate change and the rise in rural and urban poverty, particularly among climate-vulnerable, low-income communities. The study seeks to identify the key determinants of climate-induced migration, analyse the living conditions of climate migrants in rural and urban slums, and assess how such migration shapes the poverty landscape.

3. Geographic Focus

The survey will be conducted in 3 climate affected districts, particularly in urban and rural slums, one in southwest coastal region, one in Brahmaputra floodplain region, and one in urban slum areas. The consultant is requested to suggest a detail plan for conducting the survey targeting the specific urban and rural slum areas in their methodology in the aforementioned climate affected areas.

4. Methodology

The study will follow both qualitative and quantitative tools and techniques. All qualitative and quantitative data should be collected through the assessment and disaggregation by location, age and sex. This will include collecting:

Quantitative data: A total of 500 household will be surveyed. Sampling for the Household survey will be designed to be nationally representative, and also representative at urban and rural levels. The survey should use the Population and Housing Census frame. A multi-stage and purposive sampling method will be followed to ensure rural (70%) and urban (30%) representation. The consultant are requested to propose a robust sampling method in their proposal.

Qualitative data: The consultant should use qualitative approaches and tools, such as focus group discussions (FGDs), Key Informant Interviews (KIIs) and case study to understand the pains, pleasures and consequences of unplanned and forced migration. About 6 KIIs will be conducted with a set of relevant stakeholders including community leaders, representatives of LGIs and NGOs those who are involved migration management. Another 3 FGDs will be conducted to explore the environmental and social causes of migration and poverty situation with gender lens, economic class perspective and social marginalisation process that shape the experiences of climate migrants in both origin and destination areas. The FGDs and KII may also gather information and perspectives on migration management, required skill development and resilient livelihoods to stop pauperisation.

5. Data Analysis and Quality Control

In order to ensure data quality and consistency, a survey data quality control procedure is in place. The first checking of the data will be completed and documented by the survey firm—

- a. There are no errors in variables codes, questionnaire flow, skip patterns, number of missing values, etc.
- b. There is no “double counting”
- c. Monitoring of collected data
- d. Flagging implausible data
- e. There are no errors in data’s logical consistency or outliers
- f. Checking for straight-line answers, etc.

Ethical Consideration: The survey will be guided by the following ethical considerations:

- a. Safeguarding – demonstrating the highest standards of behaviour towards respondents
- b. Sensitive – to gender rights, inclusion, and cultural contexts
- c. Openness – of information given to the highest possible degree to all involved parties
- d. Confidentiality and data protection - measures will be put in place to protect the identity of all participants and any other information that may put them or others at risk.
- e. It is expected that informed consent will be used where possible.

6. Scope of Work and Deliverables

- a. Assist the CPD study team in finalising questionnaire for the household survey using Computer-Assisted Personal Interviews (CAPI).
- b. Design the structure of data entry by using appropriate software as suggested by the CPD study team. CPD study team will provide necessary instructions in view of facilitating appropriate entry mechanism of the survey data.
- c. Prepare a manual which will compile necessary instructions for conducting the survey.
- d. Take necessary measures for pre-testing survey at the places suggested by CPD study team.
- e. Distribute responsibilities among enumerators and supervisors as per the sample areas selected in the sampling framework.
- f. Conduct survey as per the sample suggested by CPD study team.
- g. Take necessary measures for supervision and monitoring of enumerators in order to ensure quality and standard of data to be collected by the enumerators.
- h. Undertake repeat survey by the enumerators, if necessary, in order to ensure accuracy and authenticity of data to be collected by the enumerators.
- i. Be liable for incorporation of the instructions and entry of survey data.
- j. Compile the survey data of the respondents as per the design frame and software suggested by the CPD Study Team.
- k. Coding and cleaning of the survey data.
- l. Take precautionary measures to ensure entry of data in a corrected form.
- m. After entry of data in the database, take necessary measures to ensure the accuracy of data entries and apply appropriate scrutiny tools for corrections as required.
- n. Submit two reports for the two sets of FGDs and KIIs in the prescribed formats provided by the study team.
- o. Share all raw data upon request in desired format.

7. Timeline

The timeline for completing the aforementioned deliverables will be from 27th April 2025 to 15th May 2025.

The assigned activities will take place from 24th April 2025 to 15th May 2025.

Activity Schedule by Timeline

Activities	Date of the Event
To design a plan of activities and contract agreement	27 April
Development of Computer-Aided Survey Form in Kobo/Survey CTO	27 April to 29 April
Conducting Training on Enumerators	30 April
Conducting Field Survey	4 May
Data Cleaning and Validation	4 May
Sharing Final Data	20 May

8. Eligibility Criteria

The applicant should have the necessary skills and expertise to conduct the survey effectively, which include, inter alia:

- At least 10 years of professional experience in academic, development and action research, analysis
- At least 5 years of professional experience in conducting similar types of surveys applying similar methods
- A clear understanding on the issues of the research and communication ability with the participants of the survey
- Adequate number of qualified human resources who will be capable of deploying the survey questionnaire, successfully collect the require number of valid responses within the specified timeline, and submit all deliverables to CPD
- Adequate number of internet-connected GPS-enabled Android tablets (compatible to operate required applications and fully functional) in order to collect accurate information
- Expertise in survey design and methodology, including the ability to develop appropriate survey instruments, sample designs, and data collection protocols
- Expertise in data management and analysis, including data processing, cleaning, and analysis
- Capacity to manage field operations, including recruiting and training field staff, conducting pilot and field test, and managing logistics
- A robust quality control mechanism in place that ensures that the data collected is accurate and reliable
- At least three (3) similar type of completed work in the development field, mentioning the sample size
- No conflict of interest or affiliation with CPD or any CPD employee in any means
- Competence in producing high-quality reports in English

9. Assessment Criteria

Once the procurement process concludes, CPD's procurement committee will evaluate the technical and financial proposals separately based on the following criteria—

Assessment Criteria of the Technical Proposal

Criteria	Allocated Marks	Word/ Page Limit (Maximum)
Understanding of the ToR and its coherence with the field plan and data collection process (do not copy-paste from this document to the technical proposal)	40	800 Words
Prior experience in conducting similar kinds of surveys	10	2 Page
Sound field plan and data collection within the stipulated timeline (20 days from the start date)	30	2 Page
Sound data cleaning and data encoding plan	20	600 Words

To facilitate a quick evaluation, bidders are requested to keep their proposals within the suggested page limit.

Please note that financial proposals will only be assessed if the corresponding technical proposal is shortlisted by the evaluation committee. **To ensure transparency, firms are requested to submit their technical and financial proposals (including VAT and TAX) separately to CPD.**

10. Application Requirement

All applications submitted in response to this TOR will be evaluated using a **double-blind process**, meaning that the members of the Technical Committee will not know the names or identities of the applicants and the applicants will not know the names or identities of the members of the Technical Committee. In order to facilitate this double-blind process, all applicants are requested to ensure that their Technical Proposal does not contain any information that could identify them, such as any personal information, names, addresses, company names, company addresses, corporate logo, or other identifying details. Applicants must submit a *blind application* consisting of:

- Completely plain Technical Proposal, without any personal information, names, addresses, company names, company addresses, corporate logo, or other identifying details
- Financial Proposal
- All other required supporting documents

Technical Proposal: The technical proposal (preferably five pages) should be in accordance with the ToR tasks to be accomplished. The technical proposal should:

- Demonstrate good understanding of the task to be accomplished according to the ToR.
- Provide draft survey design and plan.
- Outline detailed workplan (GANTT chart).
- Describe the list of tasks to be carried out by the applicant.
- Mention of the total number of Trainers, Enumerators and Survey Managers currently employed by the firm/individual, along with the gender distribution.
- Mention of the total number of internet-connected and GPS-enabled Android tablets (compatible to operate required applications and fully functional) currently in possession of the firm/individual.

- g. Ensure that any identifiable information (name, company name, address, company address, corporate logo, or any other identifying details) regarding the applicant (firm/individual) is **NOT INCLUDED** and in the Technical Proposal.

Financial Proposal: The financial proposal should provide a budget as per the format shown in Table for services to be rendered by the applicant:

Template for financial proposal

Template for financial proposal Line item	Unit	Per unit cost	Total cost
Consultant (s)			
Supervisor			
Enumerators			
Training of the enumerators			
Intercity Transportation (survey purpose travel only)			
Digital logistics (use of tablet, internet etc.)			
Overhead (only in case of a firm; maximum 10 per cent)			
TOTAL			

All other required documents: The applicant must submit the following documents separately from the Technical Proposal and Financial Proposal.

- Maximum 2-page profile of company highlighting previous survey related assignment along with client name, contract person and contact details.
- CV and photocopy of National ID of the Lead Consultant (who will lead the assignment) – maximum 2 page highlighting related assignment completed, role in the completed assignment.
- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role, and photocopy of National ID.
- For a *firm*: Scanned copy of trade license, TIN and VAT registrations (BIN), Annual Tax Acknowledgement receipt (2024-25), Bank Account details, and Bank solvency certificate.
- For an *individual consultant*: TIN certificate, Annual Tax Acknowledgement receipt (2024-25) and National ID

11. Team Profile (For Office Check)

- Maximum 2-page profile highlighting primary survey, FGDs and case studies and related assignments along with client name, contact person and contact details; (same as mentioned in table 4 of criteria 2)
- CV of the Lead Consultant (who will lead the assignment) – Maximum 2-page highlighting related assignment completed, role in the completed assignment;
- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role;
- Firm's/Individual's TIN and VAT registration etc. (required only for firm);

The following financial documents are required —

- Trade License
- TIN certificate
- Acknowledgment receipt for the last annual TAX return
- BIN Certificate
- Bank Account details

Financial Proposal: (For Office Check) The financial proposal should provide as per following format for services rendered.

12. Confidentiality and Data Ownership

The survey firm will ensure security and confidentiality of the completed questionnaires and safeguard the confidentiality and privacy of the collected information. The survey firm will protect the confidentiality of individuals participating in the survey at all stages. All data is confidential and the property of the CPD.

13. Health measures (For Office Check)

CPD will not be liable for any health hazard and/or accident of the primary surveys' consultants and/or participants.

14. Submission and Contact Details

No hard copies are allowed. **Firms are requested to submit the financial proposal separately than technical proposals. Without meeting this condition, no proposal will be considered for review.**

All applications should send their proposal to: procurement@cpd.org.bd

Deadline: Thursday, 17 April 2025

The study will be coordinated by the following persons, and any queries regarding the sampling or technical issues of the ToR can be clarified by the following person-

Mr Foqoruddin Al Kabir

Senior Research Associate, CPD

Mobile: +8801762013001

E-mail: kabir@cpd.org.bd

Centre for Policy Dialogue (CPD)

House-40/C, Road-11 (new) Dhanmondi, Dhaka-1209, Bangladesh

For further information on please contact:

Mr S M Khalid

Dialogue Associate, CPD

E-mail: khalid@cpd.org.bd

Centre for Policy Dialogue (CPD)

House-40/C, Road-11 (new) Dhanmondi, Dhaka-1209, Bangladesh

Reference

- Adger, W. N., De Campos, R. S., & Mortreux, C. (2018). Mobility, displacement and migration, and their interactions with vulnerability and adaptation to environmental risks. In *Routledge handbook of environmental displacement and migration* (pp. 29-41). Routledge.
- Kaiser, Z. A. (2023). Analysis of the livelihood and health of internally displaced persons due to riverbank erosion in Bangladesh. *Journal of Migration and Health*, 7, 100157. DOI: <https://doi.org/10.1016/j.jmh.2023.100157>
- Khatun, H., Kabir, M., Nahar, L., (2021). Out migration as a survival strategy for char dwellers. In: Zaman, M., Alam, M. (Eds.), *Living On the Edge*. Springer Geography. Springer, Cham doi: [10.1007/978-3-030-73592-0_18](https://doi.org/10.1007/978-3-030-73592-0_18).
- Khatun, F., Shadat, W. B., & Kabir, F. A. (2021). Establishing a Blended Finance Mechanism Involving Climate Funds in Bangladesh: Opportunities and Challenges. CPD Working Paper 141. Dhaka: Centre for Policy Dialogue (CPD).
- Khan, M. A. (2022). Livelihood, WASH related hardships and needs assessment of climate migrants: evidence from urban slums in Bangladesh. *Heliyon*, 8(5). DOI: <https://doi.org/10.1016/j.heliyon.2022.e09355>
- Luetz, J. (2017). Climate change and migration in Bangladesh: Empirically derived lessons and opportunities for policy makers and practitioners. In *Limits to climate change adaptation* (pp. 59-105). Cham: Springer International Publishing. DOI: https://doi.org/10.1007/978-3-319-64599-5_5
- Mallick, B., Rogers, K.G., Sultana, Z. (2021). In harm's way: non-migration decisions of people at risk of slow-onset coastal hazards in Bangladesh. *Ambio* doi: [10.1007/s13280-021-01552-8](https://doi.org/10.1007/s13280-021-01552-8).
- McDonnell, T. (2019). Climate change creates a new migration crisis for Bangladesh. *Natl. Geogr. Mag.*. January <https://www.nationalgeographic.com/environment/article/climate-change-drives-migration-crisis-in-bangladesh-from-dhaka-sundabans>.
- MoEFCC (2022). *National Adaptation Plan of Bangladesh (2030-2050)*.
- Warner, K., Hamza, M., Oliver-Smith, A., Renaud, F., & Julca, A. (2010). Climate change, environmental degradation and migration. *Natural Hazards*, 55, 689-715. DOI: <https://doi.org/10.1007/s11069-009-9419-7>
- Warner, K., & Afifi, T. (2014). Where the rain falls: Evidence from 8 countries on how vulnerable households use migration to manage the risk of rainfall variability and food insecurity. *Climate and Development*, 6(1), 1-17. DOI: <https://doi.org/10.1080/17565529.2013.835707>