



Terms of Reference (TOR)

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Feasibility Study and Business Plan Development for LEDARS Climate and Adaptation Knowledge Management Center.



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1. Background of the organization:

LEDARS is a Bangladesh based non-profit organization that is dedicated to promoting sustainable development and improving the lives of marginalized communities. LEDARS' mission is to empower disadvantaged communities by providing them with access to education, healthcare, and basic necessities like clean water and sanitation. LEDARS also works to promote sustainable agriculture and improve food security, while advocating for gender equality and human rights. Through its various programs and initiatives, LEDARS has made a significant impact on the lives of thousands of people in Bangladesh, ensuring the availability of clean and safe water and helping to create a brighter future for the country's most vulnerable communities. As a recognition of LEDARS' efforts to reduce the water crisis, LEDARS was awarded the Zayed Sustainability Prize 2023 in Water.

2. Background of Knowledge Management Center (KMC):

Global warming and climate change is one of the greatest issues in Bangladesh where the southwest region of Bangladesh is the most affected area. Salinity, frequent storm surges, and cyclones visit the area every year. In this circumstance, a multi-dimensional approach is needed for the adaptation and implementation of livelihood programs related to climate change. Under the project "Strengthening Livelihood Security of Climate Change Vulnerable People" our proposed areas (Shyamnagar Upazila of Satkhira District and Koyra Upazila of Khulna District) are the most affected climate hotspots. The people of the area are not enough conscious of the hostile climatic conditions. They need more information to use to sustain their livelihood.

Every year LEDARS conducts different sessions for the local people to sustain their livelihood capacity. In this case, the organization has eagerly planned a different initiative for the climate change vulnerable people. To increase knowledge of climate change, climate change negotiation, how they cope with the adverse climatic conditions, adaptive technological knowledge, and use of this technological equipment LEDARS has established a knowledge management center with a library, laboratory, training hall, and dormitory facilities.

Existing Facilities of KMC:

- **Ground Floor:** There is a Laboratory on the ground floor. The laboratory is enriched with modern instruments dedicated to test soil and water. Local farmers and researchers can test their water and soil samples in the Laboratory. There is a parking space with wheelchair accessible ramp on the ground floor.
- **First Floor:** The first floor of the LMC has a Training Hall and a Library. The well-decorated training hall can accommodate 30 participants. There is also a room on this floor for the center manager. The Library has nearly 1000 books and will be enriched gradually. Students can get a membership of KMC Library to get easy access and collect books of their interest.
- **Second Floor:** The second floor is dedicated to Dormitory purposes. There are four bedrooms among which one room is accessible to physically challenged people. There is also a living room on the second floor.
- **Roof top:** A 25 kw Hybrid Solar Power System will be installed on the rooftop of the KMC building. The solar power system will provide electricity to the whole campus of LEDARS.

- **Climate and Adaptation Technology Park:** There is a Technology Park on the North side of the KMC building. Local best practices and agricultural adaptation technologies are displayed here in the park. There are demonstration plots in the park where researchers can conduct field tests or trials of any technologies.

3. Rationale of the Study:

The establishment of the Knowledge Management Center (KMC) by LEDARS aims to increase knowledge and awareness of climate change, climate change negotiation, adaptation strategies for adverse climatic conditions, and global adaptive technological knowledge. The KMC is equipped with a library, laboratory, training hall, and dormitory facilities, making it accessible to students from different schools, colleges, and universities. Conducting a study to develop a business plan is essential to assess the viability and potential success of the KMC. It will provide valuable insights into the project's viability, potential challenges, and opportunities for success. The study's findings will serve as the foundation for making informed decisions and creating an impactful KMC that fosters climate change knowledge and action among students and the wider community.

4. Objectives in detail:

- **Identifying Stakeholder Interest:** The study will help identify the level of interest and support from stakeholders, including educational institutions, local communities, government bodies, and non-governmental organizations.
- **Assessing Target Audience:** Understanding the demographics and needs of the target audience will allow the KMC to tailor its programs, resources, and services to suit their preferences and requirements effectively.
- **Gender Inclusion:** The study will help to find out how women, who are the most vulnerable group in our working area, are benefitted the most from the center, and what kind of services can be particularly provided to women and girls.
- **Youth and Social Cohesion:** The study will find out how the center better serves to the young people including students and how the center can play a role in establishing social harmony and cohesion.
- **Evaluating Financial Viability:** The study will assess the financial viability of maintaining the KMC. It will include a cost analysis of constructing and operating the facilities, as well as potential revenue sources.
- **Financial Sustainability:** The study will evaluate the possible sources and scopes where the KMC can generate revenue. A business plan needs to be developed to identify and design potential usage of KMC to become self-sustaining and generate revenue.
- **Content Development of a Digital Archive:** A standard digital archive needs to be developed with contents. The consultancy firm needs to collect secondary data and develop a digital archive. Key areas of data collection will be climate change, adaptation and mitigation technologies, adaptive agriculture, smart technologies, best practices, farming, livelihood, etc. Data needs to be collected from local, national, and global levels.

- **Evaluating Operational Requirements:** Understanding the staffing needs, operational costs, and logistical requirements of the KMC will help in developing a comprehensive plan for its day-to-day functioning and efficient management.
- **Examining Technological Needs:** The study will identify the technological equipment and resources required for the laboratory and training hall to ensure that the KMC stays updated with the latest tools and technologies relevant to climate change studies.
- **Analysing Potential Collaborations:** Identifying potential collaborations with academic institutions, research organizations, and climate-related initiatives will enhance the KMC's credibility, expertise, and knowledge exchange opportunities.
- **Risk Assessment and Mitigation:** The study will conduct a risk assessment to identify potential challenges and risks that the KMC may face in its establishment and operation. Strategies for risk mitigation can be developed to ensure the KMC's smooth functioning.
- **Projecting Long-Term Impact:** The study will project the long-term impact of the KMC on the local community, educational landscape, and climate change awareness and action. This will help in setting realistic goals and measuring progress over time.

5. Scope of Work:

The scope of work for the study of the Knowledge Management Center (KMC) includes but not limited to developing a business plan, conducting a comprehensive assessment of stakeholder interest and support, identifying the target audience's demographics and educational needs, evaluating the financial viability and sustainability of the KMC, content development of a digital archive, determining the operational and staffing needs, examining the technological equipment and resources necessary for the library, laboratory, and training hall, exploring potential collaborations with academic and research institutions, conducting a risk assessment and developing mitigation strategies, projecting the long-term impact of the KMC on the local community and educational landscape, and recommending actionable steps to ensure the successful functioning of the KMC, fostering informed climate change action among students and the wider community.

6. Expected Deliverables:

- 1) An inception report after signing the agreement.
- 2) A draft study report.
- 3) Final study report incorporating all the objectives mentioned in the EoI.
- 4) A Business Plan including cost-benefit analysis and sustainability plan.
- 5) The content of the digital archive and a set of information and documents for the center in a portable hard disk for the digital archive.
- 6) A presentation based on the final report of the study.
- 7) Copies of questionnaires and any other format developed to collect information.
- 8) Copies of all collected information (primary and secondary) of the study.

7. Eligibility Requirements:

To be eligible for consideration, the consultancy firm or consultant must meet the following requirements:

1. **Climate Change Expertise:** The consultancy firm should have a strong background in climate change science, policies, and adaptation strategies. They should have knowledge of the latest developments in climate change research and a thorough understanding of its global and local impacts.
2. **Knowledge Management and Educational Background:** The consultancy firm should have at least 5 years of experience and knowledge to conduct research in the field of knowledge management and educational practices related to climate change. Familiarity with setting up educational institutions, libraries, digital archives, laboratories, and training facilities will be beneficial.
3. **Business Plan Development Experience:** The consultant should have proven prior experience in developing business plans for similar projects or educational institutions. They should be skilled in evaluating the viability and sustainability of such centre and providing actionable recommendations.
4. **Digital Archive Development Capacity:** Proven capacity to develop digital content for educational institutions, libraries, and knowledge management center. Capacity to collect secondary data and combine it into a digital archive.
5. **Ability to Develop Actionable Recommendations:** The consultant should be capable of translating findings from the feasibility study into actionable recommendations that LEDARS can use to make informed decisions and develop a successful strategy for the KMC.
6. **Ethical Considerations:** The consultant should adhere to ethical standards throughout the study, ensuring data privacy, transparency, and unbiased evaluation of all aspects of the KMC project.
7. **Team Composition:** The bidder must present a qualified team including gender and youth expert.

8. Evaluation Criteria:

The proposal will be evaluated based on the following criteria:

1. Technical competence and experience of the bidder in conducting study and business plan development.
2. Demonstrated understanding of the scope of work and ability to deliver the required deliverables.
3. Cost competitiveness of the quotation.
4. Team composition.

9. Timeline: The bidder should be able to complete the feasibility study within 60 working days of the date of award.

10. Submission Instructions:

Please submit your technical & financial proposal, including evidence of experiences and a work plan outlining your approach to the study, to procurement.ledars@gmail.com

11. Deadline: The deadline for submission of EOI is 9th September 2023. Expression of Interest received after this date will not be considered.

12. Standard Terms:

12.1 Duration: The total period of providing all the deliverables will be 60 working days from the date of contract signing.

12.2 Remuneration/Fee: Interested bidders are requested to submit their financial proposal along with the technical proposal. Expenses not specified in the financial proposal or not mentioned in any section of the agreement are the sole responsibility of the bidder.

12.3 Payment: As per the policy of LEDARS, the fees will be paid on an instalment basis. All the payments will be made through account payee cheque.

SI	Particulars	Payments
1.	After contract signing and submission of the work plan and inception report	15%
2.	After submission of the draft report	35%
3.	After the submission of other relevant materials	25%
4.	After submission of the final report	25%

13. Copyright and Confidentiality: LEDARS will have the copyright of all the documents prepared by the consultant(s) including questionnaires, survey formats, case studies if any, and the final report with due acknowledgment. No part of the document should be reproduced or published in any manner without prior written approval of LEDARS. The consultant will maintain the confidentiality of the stated assignment.

For more information:

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