

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

**TERMS OF REFERENCE (TOR)
of
Selection of Consulting Firm for Organizing Wildlife Olympiad for School and College level
Students throughout the country.
Package # SD 54**

1. Background of the Project

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has been implementing a 5-year (01 July 2018 to 30 June 2023) project entitled '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.

The specific objectives of the project are given below:

- a. To improve organizational effectiveness by strengthening institutions, information systems and providing necessary training to forest officials and staffs;
- b. To strengthen collaborative forests and Protected Areas management for enhancing forest restoration, wildlife protection, biodiversity conservation and ecosystem services;
- c. To increase access to alternative income generating activities (AIGAs) including forest extension service & planting trees in Trees Outside Forests (ToF) areas to reduce forest exploitation and improving environment;
- d. To monitor forest restoration and enhanced tree cover in the ToF.

2. Background & Context of the Assignment

Wildlife and its habitat are in extreme threat and dwindling gradually throughout the country. In order to reverse the process, we need to join hands and create a vibe for wildlife conservation. Nature provides several ecosystem services to human society, so it is imperative to conserve nature for our own survival and posterity. We are being disconnected from nature day by day. Animosity towards wildlife is increasing, despite their support to human society and livelihood.

Bangladesh supports a wide variety of wildlife across its various habitats, such as forests, wetlands, flood plains, estuaries, homesteads and croplands. Increase in population and associated demands, unsustainable development, expansion of urbanization, industrialization, expansion of agriculture,



indiscriminate harvesting of natural resources, pollution, etc., are the major threats to wildlife and its habitats. Poaching and lack of conservation awareness contributing directly to declining wildlife population.

Knowledge about wildlife, its management, conservation efforts and ecological values are essential to lay out the foundation for wildlife conservation in our society. Involvement of members of all walks of life, especially the youth will be crucial for wildlife conservation. In this context, it is imperative that we create awareness, starting with our future generation, as they can bring the change to shape a better future for wildlife and our society.

3. Objective of the Assignment

The main objectives of the Wildlife Olympiad are:

1. Engage the high school (equivalent) and college (equivalent) students for wildlife conservation through sharing knowledge about wildlife and habitat, beyond textbooks.
2. Create awareness among the students throughout the country about the importance of wildlife and habitat conservation.
3. Strengthen knowledge base and recognition of the talent for wildlife conservation.

4. Scope of Services

4.1. Scope of Service-General

This consultancy is expected to raise awareness on wildlife and its conservation among students of Schools and Colleges all over the country.

- i) Similar to other such Olympiads, the participating students will be selected through exams based on reading material to be developed by the consultant team in consultation with the Wildlife Olympiad Implementation Committee (WOIC) formed by BFD.
- ii) At least 1,00,000 students all over the country (64 districts) are expected to join school and college campaign and will complete online registration.
- iii) On an average 1562 students combining schools and colleges will be selected from Upazillas against each of 64 districts for competing in the 1st round of Wildlife Olympiad test.
- iv) It is expected that 200 to 250 students will be nominated from each of the Upazilla of the districts.
- v) 1st round competition will be held on weekly holidays preferably on Saturdays. 1st round competition of all districts of each division will be held on same day.
- vi) Among the 1562 students from each district, 6 students (3 from school and 3 from college) ranked 1st, 2nd, 3rd will be selected through 1st round competitive test for national level competition.
- vii) In the national level competition, a total of 384 (64x6) selected students from 64 districts will be competing in the final round of test. Three top ranked students will be awarded as 1st, 2nd and 3rd position from both school and college categories.

The Firm will be responsible for designing, promoting and executing the Wildlife Olympiad. For all communication, the firm will maintain branding requirement of SUFAL project.



4.2. Scope of Services-Tasks

Task 1: Pre-Olympiad Activities

- In consultation with WOIC, the consultant will manage the entire process, and develop Olympiad Guideline, reading materials, test questions and will also conduct the test evaluation of the participating students.
- With the guidance of the WOIC, the consultant will design and prepare a guidebook on wildlife with appropriate language and visuals with pictures, sketches, and infographics that creates appeal to the youth. The guidebook should also include the following topics:
 - o Species group: only major ones listed in Wildlife Act & CITES e.g., mammals, avifauna, reptiles, amphibian, fish, crustaceans, butterfly etc.
 - o Status, distribution & habitat, general behavior, benefits to society, conservation threats
 - o Rules and procedures, objectives, sample question and answer sheet of the Olympiad.
- Language: Bangla
- Print 50000 copies of guidebook (4 color, DC size, 16 Pages).
- Prepare and present the guidebook information in BFD website and social media in online format.

Task 2: Announcement of the Olympiad:

- Announcement of the Olympiad will be made through press release in Electronic, Print, and social media. MoEFCC will be requested by the BFD facilitated by WOIC will inform relevant District (District Environment and Forest Coordination Committee) and Upazilla (Upazilla Environment and Forest Coordination Committee) offices regarding the Wildlife Olympiad ensuring participation of concerned schools and colleges. The consultant will coordinate and liaise the above processes.
- Announcement of the event should be at least in three major national dailies for wide publication (2 Bangla and 1 English).

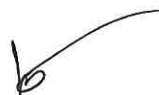
Task 3: Organize Olympiad events

a) Procedures for selection of 1,00,000 participating students:

- The district authority (District Environment and Forest Coordination Committee) will send a directive to the Upazilla authorities (Upazilla Environment and Forest Coordination Committee) to nominate approximately 1562 students in consultation with the Principal / Headmaster to be selected for the Olympiad competition distributed in different schools (equivalent) and colleges (equivalent). During the selection process preference should be given to the institutions adjacent to the forest area.
- The consultant will coordinate district and corresponding Upazilla authorities to conduct the above procedures.

b) Registration:

- The consultant will arrange a campaign in the selected schools and colleges to sensitize, aware, and to prepare regarding the procedure of the Olympiad.
- During the campaign the consultant will provide knowledge sharing materials including the Olympiad guideline to the students.



- Develop a system for online registration, for the selected 1,00,000 students.
- The consultant will take necessary action to complete the online registration.

c) Olympiad Tests

- Arrange venue and OMR machine for MCQ test for 1,00,000 students in 64 districts (1st round). The first round of test will be held at district level and the final round will be held at national level. The firm will conduct tests as per advice of the WOIC.
- All first-round tests at the district level need to be completed within 90 days after registration.
- The firm will print stipulated number of question papers.
- The firm will be responsible for venue decoration (chair, table, fan, sound system etc.) including backdrops, festoons, balloons and availability of required number of volunteers, and invigilators including BFD officials for the campaign and to conduct tests as required at district and national level.
- Ensure security and safety (covid protection) of all participants, keep first aid and medical support ready at all venues in consultation with District Environment and Forest Committee and WOIC at national level.
- Arrange final round test for National level at Dhaka for 384 winning students selected from district level.
- Conduct final test for 384 winning students by MCQ setting question papers, arrangement for conducting test, evaluation of answer sheets and result publication etc. in consultation with the WOIC.
- Arrange the announcement of the final result and arrange the Award Giving Ceremony (Venue, refreshment, venue decoration, Stall decoration and all other logistics) after having approval of the WOIC on the same day. Arrange the publication of the final results in the print and electronic media.
- Prepare, print and distribute the Invitation cards of the final event for the guests, awardees and officials (PD, SUFAL will invite the guests) in consultation with the WOIC.
- The firm will take care of all logistics, including food and transport for the member of WOIC.
- Arrange standard refreshment/snacks and other logistics as required during all events including meetings of the Olympiad.
- Take photos and video of events for documentation.
- Branding- Audio visual theme song, social media campaign, mass media campaign, T- shirt etc.
- Develop a SUFAL linked website.
- The consultant will provide standard packet lunch and light snacks at final round for all participants and guests (Minimum 800 person)
- The consultant will provide ID card with ribbon to all volunteers and students at final round.

d) Awards

- Award for 1st round of test- The consultant will arrange Crest and certificate for 1st, 2nd and 3rd awardee from both school and college level students in consultation with the WOIC.
- Award for final round of test- The consultant will arrange certificates, crest and prize money for 1st (BDT 50000), 2nd (BDT 30000) and 3rd (BDT 20000) awardee from both school and college level participants in national level final round in consultation with the WOIC.
- The consultant will provide Souvenir (T-shirt & cap with logo) for 384 selected national level participating students for final round.

Task 4: Promotion of the Olympiad

- Newspaper (2 Bangla and 1 English) advertisement
- Electronic media (Radio/FM Radio at least 2 and Television at least 3) advertisements
- Banners and posters at district level and national level.
- Online Promotion (YouTube, facebook, online portal, online newspaper, website etc.)



- T-shirts & cap with logo for 800 participants including selected 384 students.

Task 5: Documentation

- List of registered students.
- Photos and video of all events, newspaper clippings etc.
- Video capturing of the entire process of the events (district level test, national level test and prize giving ceremony).

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

SN	Deliverables	Payment Schedule	Payment Percentage
1.	Inception Report and work Plan	T0+ 1.0m	10%
2.	1 st Progress report (District level test completed-50%)	T0+ 3.0m	20%
3.	2 nd Progress report (District level test completed-50%)	T0+ 4.0m	25%
4.	3 rd Progress report (National level test and prize giving ceremony completed)	T0+ 5.0m	25%
5.	Draft final report (15 days)	T0+ 5.5m	-
6.	Final report	T0+ 6m	20%

5. Duration of the Services and outputs

The duration of this assignment is 06 months from the commencement of the service.

Team Composition:

a) Key Expert

Sl.	Key Position	Nos	Minimum Educational Qualifications	Specific Expertise and Experiences
1.	Team Leader cum Event Manager	1	Minimum Bachelor in Science (Preference will be given with Engineering background)	a) 10 years work experience as team leader in managing/ facilitating any Olympiad for high school and college level students.
2.	Subject Matter Expert	1	Minimum Masters in Wildlife Management/ Zoology/Forestry	a) Minimum 5 years event experience in the field of maths fair, science fair, ICT fair, language competition etc.

b) Non-key Staff:

Event facilitator minimum 10 persons, Data Entry operator, -photographer, videographer, graphic designer, editor with sufficient support staffs etc.

6. Institutional Arrangement:

Wildlife Olympiad Implementation Committee (WOIC) will be formed by BFD to advise and guide the whole events/ Program. Respective Forest Circle/ Forest Divisions will collaborate and coordinate during the implementation of the Program. The consultant will communicate and coordinate with the District and Upazilla Environment and Forest Coordination Committee for arranging a successful Olympiad. The PMU will provide necessary information and instruction at the field level. No logistics will be provided by the PMU.

