

Creche Based Drowning Prevention Programme West Bengal

TERMS OF REFERENCE (ToR)

Community Needs Assessment for Identification of Priority Gram Panchayats (GPs) and Villages in 3 selected districts of West Bengal

Assignment Title	Community Needs Assessment (CNA) for Identification of high risk and high need Gram Panchayats (GPs) and villages in 3 selected districts
Districts	South 24 Parganas, Purba Medinipur, Paschim Medinipur
Type of Contract	Consultant(s)
Duration	6 weeks from date of contract signing (indicative)
Reporting to	State Lead, West Bengal Mobile Creches
Duty Station	Field-based (South 24 Parganas, Purba Medinipur, Paschim Medinipur), with periodic reporting to the Kolkata state office

1. Background

Drowning is a leading cause of death among children under six in India, especially in flood-prone, riverine, and rural settlements. Mobile Creches – West Bengal Chapter is implementing a community-based creche programme to minimize drowning risk and improve early childhood development, health and nutrition outcomes in young children across three high-burden districts of South 24 Parganas, Purba Medinipur and Paschim Medinipur in West Bengal.

Secondary data and district & block level scoping visits and interactions with local officials & stakeholders have identified 5–6 potential priority blocks across the 3 districts like Gosaba and/or Kultali block in Sunderban areas of South 24 Parganas), Ramnagar I, Ramnagar II & Moyna blocks in Purba Medinipur, and Ghatal and/or Sabang blocks in Paschim Medinipur. Mobile Creches aims to undertake field-based Community Needs Assessment (CNA) to finalize potential high-risk GP, around 10–12 GPs and 2–3 urban wards (Ghatal) across the selected blocks in 3 districts and 50 high risk, high burden villages from these high-priority blocks for creche operationalization through participatory approaches including community and local stakeholder group discussions/in-depth interviews.

2. Objectives

1. To validate and refine the provisional Gram Panchayat (GP) level risk prioritisation and undertake high risk village identification across the selected blocks in the three districts.
2. To understand the needs of the community for finalization of the GPs and villages, through use of participatory approaches and community-level Focus Group Discussions (FGDs) to pertaining to local drowning at -risk locations, availability of critical all-weather accessible health, nutrition and childcare infrastructure, child population density, presence of higher proportion of undernourished children, vulnerable hamlets with socially marginalized families and higher proportion of women engaged in economic activity outside or within home, potential sites for creches as well assess community willingness and responsiveness & support from Gram Panchayat

3. Scope of Work / Key Tasks

1. **Desk review:** Review existing secondary information related to identified district & blocks- socio-demographic-economic profiles, prior child-drowning risk, NFHS-5 & NFHS 6 for child health & nutrition

status and ICDS information pertaining to under 3 years old child to ..to sharpen the identification of areas and people who need to be covered

- 2. Contextualise existing assessment tools:** Adapt the existing Community Needs Assessment tools including tools provided by Mobile Creches in the local language and contextualized to identify local drowning at -risk locations, availability of critical all-weather accessible health, nutrition and childcare infrastructure, child population density, presence of higher proportion of undernourished children, vulnerable hamlets with socially marginalized families and higher proportion of women engaged in economic activity outside or within home, potential sites for creches as well assess community willingness and responsiveness & support from Gram Panchayet,
- 3. Participatory assessment including community-level FGDs:** Conduct a brief, modified transect walk in potential villages to map drowning/flood risk locations, availability of critical infrastructure, child population density, and vulnerable hamlets with socially marginalized families and higher proportion of women engaged in economic activity outside or within home, complement by focused village-level FGDs with parents/caregivers, Panchayat representatives, Anganwadi and ASHA workers, and school teachers to understand community need and acceptance for a creche. This assessment is intentionally rapid and location focused.
- 4. Village-level scoring and shortlisting:** Develop a transparent scoring framework (e.g., drowning/flood risk exposure, child population density, availability of accessible critical infrastructure for childcare including health & nutrition, , community readiness) and apply it consistently to rank and shortlist villages within each priority GP.
- 5. Reporting:** Prepare a consolidated Community Needs Assessment Report per district, with a district wise block wise list of GP and village based on standardized parameters for review and approval by Mobile Creches.

4. Deliverables and Indicative Timeline

#	Deliverable	Timeline (from start)
1	Inception Report: contextualised CNA tools, refined GP/village sampling frame field work plan with timelines for all three districts	Week 1-2
2	Field work (modified transect walks and village-level FGDs) to be completed for blocks & GPs identified in consultation with Mobile Creches across Purba Medinipur, South 24 Parganas and Paschim Medinipur	Weeks 3-6
3	Each District-wise brief field notes and GP /village-level risk/vulnerability scoring	Weeks 3-6
4	Draft Community Needs Assessment Report and presentation with topline findings regarding criteria-based GP and village selection for all three districts	Week 7
5.	Final Community Needs Assessment Report and presentation with topline findings with consolidated, criteria-based GP and village selection for all three districts	Week 8

5. Required Qualifications and Experience

1. Postgraduate qualification in social work, public health, development studies, or a related field.
2. Demonstrated experience conducting FGDs, key informant interviews, transect walks etc for rapid community needs assessments in rural West Bengal, preferably in Sundarbans/coastal or flood-prone contexts.

3. Strong field-based data collection esp. qualitative data collection and analysis related experience and expertise
4. Fluency in Bengali and good knowledge of English including writing skills; familiarity with the Panchayati Raj system and ICDS/health administrative structures.
5. Prior exposure to Early Childhood Development (ECD), child health, nutrition & protection, drowning prevention, or disaster risk reduction programming is strongly preferred.
6. Willingness and ability to travel extensively, including to remote riverine/deltaic GPs (e.g., Sundarbans blocks).
7. Skills in transcription, qualitative analysis and synthesis and report generation

6. Coordination and Reporting

The assignment will be led by/coordinated through the State Team (Mobile Creches, West Bengal Chapter), with technical guidance and tool inputs from the National team including the MEAL Team. Weekly progress updates and field reports are to be shared with the State Lead; all deliverables require review and sign-off by the State Team in consultation with the National Team before finalisation.

7. How to Apply

Interested and qualified consultants are requested to submit a technical proposal (including approach and methodology), financial proposal, CV, and at least two references to **avik.m@mobilecreches.org** with the subject line **"Community Needs Assessment – Consultant Proposal"**.

Last date for submission: 20.09.26

For queries, please contact: Avik Mitra, State Lead West Bengal, Email: avik.m@mobilecreches.org

Only shortlisted candidates will be contacted for further discussion.