

Terms of Reference (ToR) for Conducting an Impact Assessment on Ecological Farming Value Chain sub project

Date: 03/05/2023

1.1 Background of SDS

SDS was established in the year 1991 as a non-profit, non-political, non government voluntary organization with the initiative of some local dedicated & committed people who are connective with social service activities for overall development of disaster victim people by giving humanitarian supports and its proper utilization for income generation and rehabilitation at Shariatpur district of Bangladesh. The founder of the organization was taken initiative in collaboration with the like-minded Red-cross workers to launch an organization for the development of disadvantaged people after the devastating flood of 1988. Some lawyers, journalists, businessmen and women workers were the front line initiator to establishment SDS. The organization formally starts its work on 1st September, 1991 and after getting registration from social welfare department in 1992, it extended its actions on child-health and family planning surrounding villages of Shariatpur Sadar Upazilla. During interment on family planning for a year it was observed that family planning recipients especially women were malnourished, deprived in their families and were neglected by their husbands. Above all, women were also tortured by their husbands as they were accepting family planning methods. Additionally, on the survey report it was unanimously agreed by General committee, Executive committee, Advisory committee and workers of the organization that steps needs to be taken to implement family law and women rights in the society. Therefore, SDS started with group formation, organized weekly meetings for women. Groups of women started to learn about their rights from weekly meetings and discussions. At this stage, OXFAM (UK & I, presently GB) came forward to assist “SDS”. At present, SDS is working in the field of Disaster Management, Poverty alleviation, Training, Education, Agriculture, Health & Nutrition, Advocacy, Arbitration and Legal support, Environment, Water & Sanitation (WATSAN) Climate change adaptation, HIV/AIDS, Micro Finance & Women and Child Rights.

1.2. Brief about the Project

The project is the concern of natural and zero budget based agriculture system. This present project under the main project namely “Promoting Agricultural Commercialization & Enterprise

(PACE), sub-project head; “Increasing Income of Char Land Entrepreneurs by Ecological Farming System Disseminations”.

The purpose of the project is to strengthen cultivation of native variety of vegetables, native chicken, Ducks and their value chain for income and food safety in target char land areas. This is being implemented in collaboration with Ministry of Agriculture (MoA) and other stakeholders of Shariatpur. The overall aim of the project is to improve safety and purity of edible vegetables and their value chain through increased income and all year improved access to safe agro products at local markets for potential consumers.

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2. Purpose of the task

The main purpose is to clearly identify, articulate, and document the existing situation of the people and communities encircle the project after the implementation. The assessment will provide the benchmarks on which changes resulting from the interventions and achievements could be measured and also inform any modifications that may be made in the course of project recommendation in order to realize optimum achievements of results.

2.1. Specific objectives of tasks are to:

- Assess the current situation of the project areas, in terms of livelihoods, socio-political and economic conditions, state of cultivation practices, Income-Expenditure identifications, employment situations etc.
- Assess the capacity of local producers and vendors (individuals and groups) who rely on vegetable production and agro inputs trade for income for resilience of their livelihoods.

3.0. Methodology and Process

In the assessment, SDS expects the consultant(s) to employ both quantitative and qualitative methods for collection of data/information, using Participatory Tools and Techniques for data collection, which may include but not be limited to In-depth interview, Key informant interview, Focus group discussion etc.

- Comprehensive desk review of all relevant documents i.e. related literature, project proposal, and related Government Policy documents including MoA strategies for development of Ecological farming system product and their value chain.
- The consultant(s) will interact with staff of SDS, and other stakeholders on a sample basis.
- The consult(s) will have to fully engage a sample of target project primary stakeholders (i.e. Farmers, CBOs, sellers etc.) who play significant role in Char land.

The endline information will be collected from three Upazilla of Shariatpur districts namely Naria, Zanjira and Bhedergonj. Total population of survey will be determined by the consultant based on global acceptance formula on targeted 6000 beneficiaries who are local vegetable grower of the project area.

The sample should be disaggregated by categories sex, and age of respondents, and defined criteria of inclusion and exclusion. It is envisaged the sample size for quantitative survey should be determined using a statistically acceptable methodology that meets a threshold of social science research. For qualitative data, the participants should be key informants from vegetable (ecologically) producer.

4.0. Indicative timeframe and preliminaries

The duration of the assignment one (04) week, will **23 May, 2023**, which could also be discussed between both parties. It is expected that the whole task should be finished within **15 June, 2023** of the assignment. The consultant(s) should develop and share tools for data collection (e.g. questionnaires, FGD, etc.) with the SDS for any comment/input before commencing data collection.

5.0. Expected outputs, Reporting and Presentation

5.1. Output 1: The report should be very precise and address each specific objective and should include; Executive summary (1-2 pages); Methodology; Limitations of the assignment and way forward for the assessment.

Output 2: A systematic end line database, including pictures, and delivers with final report.

Output 3: The consultant will provide 3 draft reports first then after the review by SDS 3 reports will be provided by consultant with meeting compliance.

Output 4: All the report must be prepared in English language.

5.2. Reporting and presentation:

Main body of Draft and /or Final report should not be more than 50 pages, comprising of:

- ❖ Executive summary (2-5 pages)
- ❖ Project Summary
- ❖ Introduction
- ❖ Methodology
- ❖ Rational of the assessment
- ❖ Limitations/challenges of the methodology
- ❖ Findings
- ❖ Conclusion
- ❖ Recommendations

6.0. Mode of payment; will be in two installments**

1st installment: 30 % of the total amount in contract signing time.

2nd installment: 70 % of the total amount after satisfactory completion of the task and approval final report.

Note: 100% payment can be made if consultant agrees with it but in that case, it will be done after accepting final reports.

The payments will be made in A/C payee cheque /or direct bank transfer in the name of the consultant named in the contract. SDS will deduct/withholding tax at source as per the rules of Bangladesh Government.

7.0. General Considerations

- a) SDS as prescribed in the contract will provide required logistics support.
- b) All documents prepared during the assignment will be property of SDS.
- c) Assignment will not be sub-contracted to a third party by the consultant.
- d) In the event that, additional time is required to complete the assignment, beyond time previously agreed , without changing the scope of work, such a change shall be agreed between SDS and the consultant in writing.
- e) Confidentiality of all the assignment will be maintained at all times.

8.0. Expiry of agreement and flexibility

- Considering the initiative as proactive and responsive, activities can be amended and elaborated based on the properly documented negotiation between the two parties.
- The agreement will be invalidated after expiry of duration of the contract unless SDS makes an extension.
- The work schedule may be staggered due to compelling reasons, which both parties must as sent to, in which case the number of working days will remain the same but actual work done on dates/days different from those indicated in the work plan. Such flexibility will not give rise to additional cost of the assignment on the side of SDS.
- SDS also reserves the right to amend or change or cancel the agreement at any time if there are compelling reasons to do so.

9.0. Preparation of the Proposal.

The consultant will bear all costs associated with the preparation and submission of the proposal. The consultant shall submit a technical and a financial proposal in a single electronically. The technical and financial proposals should be properly marked and should include the name and detailed contact of the consultant-

9.1. The Technical Proposal

Should be in the provide: Title of the survey, Understanding of the Task, Technical aspect of the proposal, Methodology, Operational plan, Proposed team with detailed CV's of the team members if any who will undertake the task as annex to technical proposal.

9.2. The Financial Proposal

Should be broken down in details to include: Consultancy fees, Questionnaire development cost, Communication, Data processing & analysis cost, Reporting cost (stationeries, printing, etc)

9.4. Validation of the Proposal

All cost should be quoted in **BDT** and will remain valid up to forty-five days (45) from the day of proposal submission.

10.0 Competencies Required:

i) Qualification and Experiences

- At least a Degree qualification in any of the following areas Agriculture/ Economics/Social Sciences/Natural Resource Management or any other relevant degree from recognized institutions.
- Must have minimum of 2/3 years' overall experience in conducting impact surveys for value chain project.
- Demonstrated experience of working in donor funded projects under public sector and /or NGOs.
- Demonstrated minimum of 2 years' experience of conducting impact assessment surveys in the in agro-based community especially vegetable productions.
- Experience in Char land, particularly Shariatpur, is a plus point.

ii) Knowledge and skills.

- Excellent analytical, interpersonal, communication and reporting skills.
- Excellent technical knowledge on food security, Ecological farming, Natural vegetable productions and Resilience issues agro- systems.
- Mastery of written and spoken English.

Note: Applicants who do not meet the minimum eligibility criteria shall not be considered.

11.0 Application:

Interested organizations/firms/individuals are requested to submit their proposals concerning major role for Conducting an Impact Assessment on Ecological Farming Production from three Upazilla of Shariatpur districts namely Zanjira, Naria and Bhedergonj. Total population of survey will be determined by the consultant as a sample of 400 households (6000 peoples) targeted beneficiaries who are local vegetable grower of the project area.

For detail please read the ToR on further clarification.

Electronic copy of the proposal duly signed should be submitted by **21 May' 2023** to sds.shariatpur@gmail.com / vcf.sdsecofarm@gmail.com or hard copy can be submitted to the Executive Director of SDS, Sadar Road, Shariatpur,

The subject line: **Conducting an Impact Assessment on Ecological Farming**

For any query related to the ToR, please contact Mohammad Saiful Islam, Coordinator (Agri), SDS. Email: msislam4852@gmail.com

12.0. Confidentiality:

Confidentiality of all the processes during the assignment must be ensured at all times/levels

Note: All the outputs impact reports, database, etc. produced by this assignment (electronic, hard copies, etc) will be considered as properties of SDS. Any part or complete disseminations of such information is subject to approval of SDS authorities.