

Request for proposals for Baseline Study “Adopting technologies and practices for resilient green growth in fisheries sub-sector” sub -project.

Background: The SDS (Shariatpur Development Society) was established in 1991 as a non-profit, non-governmental voluntary organization by a group of dedicated local individuals, including Red Cross volunteers, lawyers, and businesspeople. Inspired by the devastating 1988 flood, the organization was formed to address the urgent need for development programs targeting disaster-affected and disadvantaged communities. Over its 33 years of operation in the sub-project area, SDS has expanded its expertise to include disaster management, climate change adaptation, poverty alleviation, microfinance, and health.

The sub-project, titled "Adopting technologies and practices for resilient green growth in fisheries sub-sector," is part of the SMART project aimed at supporting microenterprises (MEs) in agribusiness and manufacturing. Bangladesh’s fisheries sector plays a vital role in food security, employment, and economic growth; however, fish-based microenterprises in Shariatpur face multiple challenges such as climate-induced hazards, inefficient production practices, environmental degradation, and limited access to modern technologies. These challenges often lead to low productivity, post-harvest losses, and unstable incomes for fish farmers and entrepreneurs. The sub-project therefore aims to introduce resource-efficient and cleaner production practices, climate-resilient aquaculture technologies, improved waste management, and capacity-building initiatives for microenterprises. By strengthening technical knowledge, promoting sustainable aquaculture practices, and improving market access, the initiative will enhance fish production, reduce environmental impacts, and support resilient green growth in the fisheries value chain of the Shariatpur cluster.

Purpose of the Assignment:

The baseline study aims to support microenterprises (MEs) in agribusiness and manufacturing.

Submission Details

Interested consultants should submit the technical and financial proposal and CV to sdssmartpisciculture@gmail.com, mentioning “**Adopting technologies and practices for resilient green growth in fisheries sub-sector**” sub -project. in the subject line on or before **April 20, 2026**.

Terms of Reference (ToR)

Baseline Survey of the Adopting technologies and practices for resilient green growth in fisheries sub-sector Project

(Package No: SMART/SDS/S-01)

1 Background

Palli Karma-Sahayak Foundation (PKSF) is implementing a project titled 'Sustainable Microenterprise and Resilient Transformation (SMART)' funded by The World Bank to ensure resource efficient and cleaner production as well as green growth. The project will support MEs in agribusiness, manufacturing, and service sectors. The project will focus on impacting on the MEs living in environmentally stressed areas who are vulnerable to climate change and natural disasters. The project aims to support MEs adopting the resource efficient and cleaner production (RECP) practices in the agribusiness, manufacturing, and service sectors. Besides, the project also intends to induce changes in the microenterprises through adoption of operational safety norms with decent working environment. SMART will facilitate a green growth approach that abates environmental damage, secures new growth engines through the adoption of green practices and technologies, and create new job opportunities maintaining the harmony between the economic activities and the environment. The project is also aiming to cover MEs from all over Bangladesh in different sectors and sub-sectors who have higher environmental improvement potential. The total number of MEs that will be served by the SMART project is around 80,000. The whole intervention will be implemented under three business sectors, 9 sectors and 21 sub-sectors. Under each of the sub-sectors, there will be several sub-projects under different partner organizations.

At the beginning of the implementation of the sub-projects, the World Bank and the PKSF jointly agreed upon the necessity of conducting baseline survey to keep a benchmark. In the subsequent years, the benchmark of the baseline will be beneficial to identify the impact of the sub-projects. Therefore, partner organizations are responsible to conduct a baseline survey prior implementing the intervention for which this Terms of References (ToR) are calling for proposals from an individual consultant.

SDS (Shariatpur Development Society) is looking to hire an experienced consultant to conduct a baseline survey to determine the baseline values for the project outcome and impact indicators under the SMART Project. This baseline will be the basis in the future to measure the key changes of the condition and progress of the project after a certain period.

2 About Sub-Project

The SDS (Shariatpur Development Society) was established in 1991 as a non-profit, non-governmental voluntary organization by a group of dedicated local individuals, including Red Cross volunteers, lawyers, and businesspeople. Inspired by the devastating 1988 flood, the organization was formed to address the urgent need for development programs targeting disaster-affected and disadvantaged communities. Over its 33 years of operation in the sub-project area, SDS has expanded its expertise to include disaster management, climate change adaptation, poverty alleviation, microfinance, and health.

The sub-project, titled "Adopting technologies and practices for resilient green growth in fisheries sub-sector," is part of the SMART project aimed at supporting microenterprises (MEs) in agribusiness and manufacturing. Bangladesh's fisheries sector plays a vital role in food security, employment, and economic growth; however, fish-based microenterprises in Shariatpur face multiple challenges such as climate-induced hazards, inefficient production practices, environmental degradation, and limited access to modern technologies. These challenges often lead to low productivity, post-harvest losses, and unstable incomes for fish farmers and entrepreneurs. The sub-project therefore aims to introduce resource-efficient and cleaner production practices, climate-resilient aquaculture technologies, improved waste management, and capacity-building initiatives for microenterprises. By strengthening technical knowledge, promoting sustainable aquaculture practices, and improving market access, the initiative will enhance fish production, reduce environmental impacts, and support resilient green growth in the fisheries value chain of the Shariatpur cluster.

3 Objectives of the sub-project

The sub-project started its implementation with an aim to attain the objectives as:

1. To adopt resource efficient, cleaner production and good aquaculture practices
2. To adopt climate resilient technologies for reducing vulnerabilities
3. To increase technical knowledge and capacity of the MEs
4. To promote proper waste management
5. To increase fish production and improve access to markets for sustainable growth.

In this regard, SDS (Shariatpur Development Society) is looking to hire an experienced individual consultant to conduct a baseline survey in estimating the benchmark of the results framework indicators (**Ref.: Annex-1**) set-forth. The findings of the baseline survey will be helpful to identify the anticipated changes of interventions at the mid and end year of the sub-project.

4 Sub-Project Area & ME Coverage

Number of Districts	Number of Upazila	Number of ME
1	5	1000

The detail distribution of MEs is in **Annex-2**.

5 Objectives of the Baseline Survey

General Objective:

The overall objective of the baseline survey is to assess the initial socio-economic conditions and establish a benchmark to measure the project's progress and achievement of objectives over its implementation period.

Specific Objectives: The specific objectives of the baseline survey are to:

1. Analyze the current socio-economic and business conditions (income & expense) of the microenterprises;
2. Examine the existing adoption and continuation of climate-resilient RECP practices and assess the environmental performance followed by the eKPI parameters of microenterprises;
3. Assess the level of knowledge, attitude and practice (KAP) on climate vulnerabilities, climate resilient RECP practices of microenterprises and their capacity to withstand and adapt to climate risks, natural disasters, and environmental stressors;
4. Determine the status of certification, branding initiatives, and access to premium markets of the microenterprises;
5. Analyze the availability, accessibility, affordability, and utilization of common service facilities (revenue and non-revenue) provided to microenterprises;
6. Establish baseline values for results framework indicators (PDO & IRI) to measure anticipated changes due to project interventions;
7. Recommendations and challenges

6 Scope of Work

A detailed activity plan will be developed following the signing of the ToR. The assignment includes, but is not limited to, the following key tasks:

- Conduct a comprehensive review of relevant literature (policies, rules & regulations, reports, etc.), secondary data, and project documents.
- Prepare an inception report outlining the key research questions, detailed methodology, study plan, and analysis plan.
- Design and prepare data collection instruments dedicated to the study's objectives for both qualitative and quantitative (preferably online data collection platform i.e., KoboToolbox) surveys.

- Pre-tests of the survey tools, refine them based on findings, and finalize.
- Train enumerators or data collectors to ensure accurate and consistent data collection (in-house and field).
- Fieldwork for data collection (collect relevant baseline data for project indicators with definition, measurement, and calculation plan and also, state the possible counterfactual that might affect the project impact for each indicator in the future).
- Draft report outline and detailed analysis plan consisting of descriptive (frequency table, arithmetic mean, median, mode disaggregated by gender and other relevant variables) and inferential statistics (regression analysis or other algorithms based on appropriateness).
- Clean and process the collected data, including the preparation of transcripts as needed.
- Analyze the data (descriptive and inferential), interpret findings, and prepare a draft report.
- Organizing consultation meetings to collect information and validate the report in a validation workshop to get feedback on the findings.
- Incorporate feedback from stakeholders and finalize the evaluation report.
- Preparing a short (preferably, within 4 pages) info-graphic report on key findings.

7 Methodology

The consultant will adopt different quantitative and qualitative methods (preferably sequential mixed methods) to gather information about the persisting situation of the subproject. For that, consultant will develop and propose a comprehensive and scientific methodology including the standard assessment method(s), sample size determination and sampling technique, data collection instruments and techniques, data processing, analysis plan, quality control of data, timeline and so forth.

7.1 Sample Size and Distribution

For conducting quantitative survey, the sample size will be determined using probability sampling techniques for known population. SDS will provide the list of sample households containing name of the enterprise owner/entrepreneur, full address and contact number. With that information, the sample size calculation method for known population will be as follows:

$$\text{Sample size} = \frac{\frac{z^2 \times p \times (1-p)}{e^2}}{\left[N - 1 + \frac{z^2 \times p \times (1-p)}{e^2} \right]}$$

Where,

$z = 1.96$ at 95% confidence interval,

$p = 0.50$; for unknown proportion,

$e = 0.05$; margin of error,

$N =$ Population size (targeted MEs),

For example, if the targeted MEs are 1000, then the estimated sample size will be 280.

In case of qualitative survey, the samples for case studies, FGDs, and KIIs will purposively be chosen however, with appropriate justification for ensuring saturation. The study will estimate the required indicator according to the objective of the survey. The tabular and graphical presentation of data will be needed to identify different aspects in quantitative and qualitative socioeconomic indicators that have been specified during the inception report. The overall analysis will be followed by gender, sectors and regions (based on convenience). SDS reserves the right to modify the sampling strategy (method and size) proposed by the consultant and adjust the manpower requirement accordingly.

7.2 Indicators to be Covered

The study should include the status of the adaption of RECP, level of knowledge on climate vulnerability, access to revenue and non-revenue generating common service, assessing the environmental condition based on the RECP domain specific parameter, RECP screening and profiling status, branding and certification, grievance redressal mechanism etc. (for details check Annex: 1). Addition to the indicators of the result framework, the study should include essential but not limited to relevant information of the microenterprises such as the revenue status, access to finance, employment status, demographic information of the owner etc.

8 Data Collection Tools

1. Data will be collected based on the specified interventions using a semi-structured questionnaire. The consultant will prepare questionnaire to ensure the availability of information and data for the purpose of evaluation. The consultant is requested to propose the sufficient number of KII, FGD & Case studies to be conducted per union coverage in the proposal. Thus, the final methodological approach including interview schedule, guideline and data analysis plan should be clearly outlined in the inception report and fully discussed and agreed upon among PKSf, SDS and the Consultant.
2. Duration of the Assignment

The total duration of the assignment will be two (02) months starting from the date of contract signing.

9 Outputs and Deliverables

Once completing the contract signing, the hired consultant is responsible for submitting the following deliverables to SDS at the agreed work plan:

9.1 Inception Report

The consultant will submit an inception report with detailed work plan (aligning with the time schedule), detailed questionnaire and interview guideline and responsible personnel for this assignment agreed by both party **within 15 (fifteen) days of signing the agreement**. Inception report will contain the following which is essential but not limited to: 1) Understanding of the assignment, 2) literature review, 3) detailed methodology with sampling strategies (Qual & Quant), and sample size determination and distribution, 4) data collection methodologies & protocols, 5) data quality control methods, 7) detailed data analysis plan, 8) detailed work plan including training, recruitment, required number of manpower, man-days etc. 9) time frame of task completion in gantt chart. At this stage, sampling strategy, sample size calculation and distribution, proposed data collection sources, procedures and data analysis techniques should be delineated with appropriate stakeholders and primary sample unit. The Inception report will be agreed upon by concerned PMU, SDS, and the Consultant.

9.2 Draft report

A draft report will be submitted to SDS by the consultant **within 45 days of submitting the inception report**. The report should be written in English maintaining academic standard however, non-technical readers should also be able to read the report fluently. There should be a presentation on the draft report at the SDS within *one week of draft report submission*.

9.3 Final report

Final report should be prepared incorporating the comments given by the SDS **within 60 (sixty) days of the contract signing**. Five hard copies of the final report with soft copy must be submitted to the SDS. The final report will reflect the comments and feedback from stakeholders, including feedback provided during the presentation. The final report will be finalized upon receiving clearance from the concerned PMU.

Dataset and Syntax

The final dataset (both raw and cleaned version) of this survey will be submitted to SDS in excel or csv format. Also, the output file and syntax or do file of SPSS/Stata file should be submitted with appropriate labeling and renaming of the variables. Please note that, the syntax/do file has to be detailed and flawless so that within a single run all the tables and output are generate. This data set will be the property of SDS and PKSf; no other organization can use it without having written approval from PKSf.

10 General Instruction for Draft and Final Report

A draft and a final report of the survey should be submitted in hard (five copies) and soft copy of pdf and word version (in pen drive and email) to SDS by the consultant. The reports should include the following contents:

- **Cover pages** (Title Page, Acknowledgement, Table of Content, List of Tables and Figures, Abbreviation, Acronyms)
- **Executive summary** includes key issues of investigation, major findings and concluding remarks with key policy recommendations (within 3 A4 pages)
- Introduction: Short description of the context, a short introduction about sub-project, project background and description, rationale, objectives of the evaluation and evaluation questions
- **Methodology** includes the study design, location, duration, sample size determination and sampling distribution, inclusion and/or exclusion criteria of respondents, methods of data collection, data processing, statistical analysis plan for quantitative survey, qualitative analysis plan, quality control of data and limitations
- **Key findings:** Analysis of summary tables and graphs triangulated with both qualitative and quantitative observations, key achievements, success stories and best practices, major challenges, way forwards/recommendations and conclusion.
- Annexes should include all generated outputs/statistical table followed by the collected data on each variable, details of people met, list of documents reviewed and summary assessment result for PDO and IRI indicators mentioned in (Enter the name of the Partner Organization) SMART Sub-project Result Framework.
- Cleaned data set in both, SPSS.sav and/or STATA.dta (provided in pen drive)
- All generated outputs/ table formatted in separate excel sheet followed by the collected data for each variable (provided in DVD)
- Presentation (PPT) of key findings on final report

11 Mode of Payment

Payments will be made based on the following percentages and milestones:

- **1st Payment** (30% of total contract value): The 1st payment will be made upon submission and acceptance of the inception report.
- **2nd Payment** (40% of total contract value): The 2nd payment will be made upon submission and acceptance of the draft report.
- **Final Payment** (30% of total contract value) will be made upon submission and acceptance of the final report.

All payments will be made locally in BDT currency. Tax, VAT and others (if any) will be deducted at source as per rule.

12 Profile of the Consultant:

Education:

At least Master's degree in Fisheries/Aquaculture/Fisheries technology/Fisheries management/ Fisheries Biology and Genetics. Having PhD will get preference.

Experience:

- At least eight (08) years of working experience in the areas of Fisheries, environment, microenterprise etc.;
- Experience to conduct minimum two (02) baseline studies/ final evaluations/ endline evaluations;
- Experience of evaluating projects funded/managed by the World Bank/ IFAD/EU/UN agencies will be added advantage;

- At least two (02) article publications in peer reviewed journals in the relevant areas.

Language:

- Fluency in speaking and writing in English

13 Ethical Considerations

There should be nothing in the assignment that may be harmful to the respondents in terms of legal or ethical grounds. No one would be forced to provide information for the assessment. The research objectives will be clearly explained to all the respondents of the assessment before collecting data from them. Study team will abstain from data collection from any person who will deny or show any reluctance in providing information at any point of the interview. Verbal consent with signature or thumb impression of the respondents, therefore, would be taken before collecting data. The researchers will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put the heartiest endeavor to be unbiased in collecting data. The research report will not reveal the identity of the respondents.

14 Disclaimer

The authorized management reserves the right to amend the terms of reference at any time as required upon mutual discussion with the lead researcher. Also authorized management reserves the right to terminate the contract at its sole discretion in case of non-compliance with the terms and conditions that will be finally agreed.

15 Submission Details

Interested individuals are requested to submit the financial proposal (*incl. all applicable taxes*) along with updated Curriculum Vitae (CV) using the prescribed format by 16-04-2026 on or before 5.00 PM in **hard copy form** to SDS Head Office, Sadar Road, Shariatpur and by e-mail at sdssmartpiscicultuer@gmail.com having the subject-line of - **“Submission of EOI for Baseline Survey of Adopting technologies and practices for resilient green growth in fisheries sub-sector”**.

16 Selection Method

An individual consultant will be selected following the Individual Consultant (IC) selection method as mentioned in the “Procurement Manual for the POs of PKSf under SMART Project”.

Annex-1: Results framework of the Sub-Project

Project Development Objective Indicators							
Indicator Name	Level of Measurement	Baseline	Cumulative Target Values				
			Year-1	Year-2	Year-3		End Target
To increase resource-efficient and resilient green growth of microenterprises (MEs)							
PDO-1. Supported MEs adopting at least two climate-resilient RECP practices.	Number	00.00	360	900	900		900
PDO-1.1. Supported female-owned MEs adopting at least two climate-resilient RECP practices.	Percentage	00.00	65	65	65		65
PDO-2. Supported MEs with improved knowledge of climate vulnerability	Number	00.00	400	950	950		950
PDO-3. Supported MEs with increased revenues by 10% or more compared to non-supported MEs	Number	00.00	-	-	700		700
PDO-3.1. Supported female-owned MEs with increased revenues by 10% or more compared to non-supported female-owned MEs	Percentage	00.00	-	-	65		65
Intermediate Results Indicators by Components							
Component 1: Enabling capacity and systems for green growth of MEs							
IRI-1. Non-revenue generating common facilities established or upgraded and operational	Number	0.00	1	1	1		1
IRI-1.1. Non-revenue generating common facilities established or upgraded and operational owned by ME clusters that have women in the management committee	Percentage	0.00	30	30	30		30
IRI-2. Supported MEs tracking at least one environmental key performance indicator: m ³ of wastewater, kwh energy, solid waste in tons, ammonia in parts per billion, CO ₂ equivalent of GHG emissions.	Number	00.00	288	720	720		720
Component 2: Providing Access to Finance for MEs to enable green growth							
IRI-3. Climate-resilient RECP profiles prepared and validated for MEs	Number	00.00	400	1000	1000		1000
IRI-3.1 Climate-resilient RECP profiles prepared and validated for female-owned MEs	Percentage	00.00	65	65	65		65
IRI-4. Loans provided to MEs	Number	00.00	450	1000	1000		1000

IRI-5. Loans provided to MEs committed to adopting at least two climate-resilient RECP practices	US\$ million*	00.00	1.72	3.83	3.83		3.83
IRI-6. Revenue-generating common facilities established or upgraded and operational	Number	0.00	1	1	1		1
Component 3: Project Management, Communications, Monitoring, Evaluations and Knowledge Management							
IRI-7. Environmental and Climate Change Units (ECCUs) established and operational at POs	Number	0.00	1	1	1		1
IRI-8. Environmental clubs established and operational at ME clusters	Number	0.00	1	1	1		1
IRI-9. Grievances registered related to the delivery of project benefits addressed in a timely fashion	Percentage	0.00	100	100	100		100

*Conversion rate as per PAD: 1 USD = BDT 104.5

Annex-2: Area Information and ME Coverage under SMART

SL.No.	District Name	Upazilla Name	Union/Ward Name	Branch Name	No. of MEs (Appx) in the cluster		No. of MEs covered by PO		Total No. of MEs will be Covered under this Sub-project		
					Male	Female	Male	Female	Male	Female	Total
1	Shariatpur	Shariatpur Sadar	Shariatpur Pourasava	Sadar-1, Sadar-2, Burirhat	85	325	6	56	12	19	31
2			Chitalia	Sadar-1, Angaria	55	120	8	33	8	18	26
3			Rudrakar	Angaria, Moderhat, Burirhat	87	163	23	52	15	9	24
4			Tulasar	Sadar-1, Sadar-2	34	170	9	38	17	12	29
5			Domsar	Sadar-1, Sadar-2	76	128	29	43	9	11	20
6			Angaria	Angaria	66	124	12	47	9	12	21
7			Binodpur	Sadar-1	67	17	19	6	23	0	23
8			Palong	Sadar-1, Sadar-2,	187	132	43	36	33	15	48
9		Bhedarganj	Chaygaon	Burirhat, Sadar-1	220	436	32	67	25	32	57
10			Bhedarganj Pourasava	Sajonpur	128	76	32	17	23	12	35
11			Mohishar	Sajonpur	122	250	12	49	16	28	44
12			Rambhadrapur	Sajonpur , Charchanda	238	152	7	21	9	16	25
13			Sakhipur	Charchanda	154	240	29	51	5	16	21
14			Char Kumaria	Charchanda	87	273	19	36	8	12	20
15			DM Khali	Charchanda	132	358	21	38	7	14	21
16		Naria	Bhojeshor	Bhojeshor	152	180	9	53	8	13	21
17			Japsha	Bhojeshor	142	550	19	62	8	18	26
18			Fatejongopur	Bhojeshor	171	100	8	21	6	17	23
19			Nasasan	Bhojeshor	293	93	19	7	8	17	25

SL.No.	District Name	Upazilla Name	Union/Ward Name	Branch Name	No. of MEs (Appx) in the cluster		No. of MEs covered by PO		Total No. of MEs will be Covered under this Sub-project			
					Male	Female	Male	Female	Male	Female	Total	
20	Shariatpur	Naria	Bijhari	Muktarer Char	124	24	12	9	7	18	25	
21			Naria Pourasava	Muktarer Char	173	87	21	15	14	8	22	
22			Dinggamanik	Muktarer Char	198	63	0	0	7	17	24	
23			Gharisar	Muktarer Char	163	98	0	0	7	18	25	
24			Rajnagar	Muktarer Char	152	27	0	2	14	0	14	
25		Goshairhat	Nager para	Goshairhat, Moderhat	120	360	12	42	12	19	31	
26			Kodalpur	Goshairhat	53	20	5	9	8	15	23	
27			Idilpur	Goshairhat	172	25	17	7	17	5	22	
28			Goshairhat	Goshairhat	152	80	42	23	18	34	52	
29		Damudya	Dhankati	Moderhat	142	97	34	7	9	14	23	
30			Kaneshwar	Moderhat	63	172	18	10	8	23	31	
31			Purba Damudya	Damudya	73	27	7	0	13	9	22	
32			Damudya Paurashava	Damudya	62	76	18	1	18	17	35	
33			Siddya	Damudya	64	88	6	17	8	18	26	
34			Islampur	Damudya, Burirhat	123	132	7	41	8	15	23	
35			Darul Aman	Damudya	176	134	16	34	12	16	28	
36			Narayanpur	Damudya	129	89	12	15	8	26	34	
Total			1	5	36	11	4635	5486	583	965	437	563

Curriculum Vitae (CV)

1. Name of the Applicant	:				
2. Present Address	:				
3. Permanent Address	:				
4. Present Working Address and Designation (If employed)	:				
5. Cell Number, Telephone Numb, E-mail and Postal Address	:				
6. Date of Birth	:				
7. NID Number	:				
8. Nationality	:				
9. Membership in Professional Society	:				
10. Education	:				
11. Other Trainings	:	•			
12. English Language and Degree of Proficiency	:				
13. Experience during the Last Seven Years:					
a. General Experience:					
SL #	Name of the Assignment/Study	Contract Duration	Major Tasks	Completion Date with Necessary Document	Remarks (On going or others)
b. Experiences Related to this Assignment:					
SL #	Name of the Assignment/Study	Contract Duration	Major Tasks	Completion Date with Necessary Document	Remarks (On going or others)
14. Describe own capability to handle this assignment			:		
15. List of Publications			:		

16. FAMILARITY: DESCRIBE YOUR FAMILARITY/ SPECIFIC WORKING EXPERICE IN THE FOLLOWING AREAS: a) Environment & Climate Change, b) Micro and small enterprise, c) livelihoods d) employment, e) pro-poor development, f) gender and nutrition.	:	
17. Computer Skill		•

I, the undersigned, certify that (i) I was not a former employee of the client immediately before the submission of the proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experiences. I understand that any willful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature:	
Print Name:	
Date of Signing:	