

Terms of Reference (TOR) for Baseline Study

SUMMARY

Sub Project	High value fruits and crops expansion and marketing
Project title	Rural Micro Enterprise Transformation Project (RMTP)
Type of study	Baseline Study
Purpose	To measure the key conditions (indicators) before the project begins, ensure that the project indicators are SMART, develop practical tools for monitoring and learning, and suggest new indicators if relevant.
Audience	IDF, PKSF, IFAD and others
Reports to	Integrated Development Foundation (IDF)
Study Location	Different union of Matiranga (Khagrachari), Kaptai (Rangamati), Bandarban Sadar and Thanchi (Bandarban) upazilla respectively
Application Procedure and Address	Consultant/ consulting firm can apply with necessary documents by mail to idfhoird@gmail.com or send hard copy to IDF Head Office, House no-20, Avenue-2, Block- D, Mirpur-2, Dhaka- 1216
Deadline for receiving applications	26 May 2022

BACKGROUND

Integrated Development Foundation (IDF) is a non-profit, non-government organization established in December 1992 by Mr. Zahirul Alam, a former ILO staff member and founder member-secretary of the Rural Economics Program of the Economics Department at the University of Chittagong, where Grameen Bank Microfinance Model was developed by Nobel Laureate Prof. Muhammad Yunus in the 1970s. IDF is certified by Microcredit Regulatory Authority (Certificate no. 01920-01872-00249) and a reputed partner of Palli Karma-Sahayak Foundation (PKSF). IDF works for the poor and disadvantaged people of remote, difficult and hilly areas of Bangladesh. IDF focuses on unserved poverty stricken areas to ensure that every citizen of Bangladesh is provided with financial services and opportunities. IDF offers financial and non-financial services to bring a sustainable development in the life of poor people. The financial products are credit for income-generating activities and short/long term savings. Other products provided by IDF are risk coverage for business and beneficiaries, health related programs, income-generating activities, disaster management support, technology transfer, value chains development, solar home system and solar mini-grid, etc.

The organization provides assistance to the poor landless people in order to enable them to gain access to resources by undertaking various income-generating and other activities for poverty alleviation and to enhance their quality of life in terms of health, nutrition, sanitation, education, safe water, housing, power and the environment through building effective institutions of their own, which they can understand and operate to develop socio-economic strength through mutual support. To combat poverty in the impassable hilly regions and other un-served areas of Bangladesh through providing poor people with capital, inputs, various safety-nets and services for their socio-economic upliftment.

Integrated Development Foundation (IDF) has taken initiative to conduct a baseline survey through an individual consultant or firms to understand the present status of high value fruits and crops production, Marketing channel, economic status of microenterprises, and technical knowledge status of entrepreneur and their enterprises under high value fruits and crop sub-sector in the sub-project working area as baseline.

PROJECT STAKEHOLDERS AND BASELINE TARGET PEOPLE:

A total of 6000 Farmers will get different technical and financial supports through the sub-project. Most of them are farmers and have attachment with farming process. Expected outcome of RMTP are change in production, practice, income generation and nutrition issues.

OVERALL OBJECTIVES OF THE STUDY:

The baseline survey will be conducted with a view to obtain a snapshot assessment of- the current production, technical knowhow, business, economic, of the micro- entrepreneurs(ME) who are likely to participate in the project activities, so that the changes related to the project interventions and their progress can be evaluated after the project period. Moreover, the survey will establish the baseline situation on a significant' number of variables relevant to sales, profit, employment, asset creation, environment and health and safety situation etc. by the project participants.

SPECIFIC OBJECTIVES OF THE BASELINE STUDY:

- I. Evaluate the household livelihood, income and nutrition intake status of targeted beneficiary and identify availability of high value fruits products;
- II. Estimate the number of engaged ME's in crop farming, high value fruits and crops production and related types of activities. Identify the present constrain to introduce high value fruits on respective area;
- III. Assess the existing value chain of high value fruits and crops on that area;
- IV. Identify the types of assistance that MEs/Farmers have received and their sources, as well as their future need for Global GAP, Nutrition, technical, managerial and financial assistance;

METHODOLOGY:

A mixed-method approach is required for this final evaluation including the systematic use of qualitative (e.g., structured interviews and focus groups, key informant interview) and quantitative (e.g., in-depth interview, survey results, existing routine data to be submitted by the applicant (individual consultant/firm). Sampling should be determined based on statistical method as per the number of project beneficiary.

SCOPE OF WORK

The base line survey required review of the secondary data/relevant literature and project document. Need to developed methodology including study plan and key questions for FGD and KII, Pre testing of the research tools, primary data collection and report preparation based on the data. The respondents of the survey should include both direct possible farmers/ MEs (Treatment group) and non-beneficiaries (Control Group).

KEY DELIVERABLES

- 1) The inception report including detailed methodology and work plan within 07 days from the date of signing the agreement.
- 2) Research questioner preparation and finalization addressing feedback from authority.
- 3) A comprehensive draft report has to submit for feedback from authority.
- 4) The final report should be prepared incorporating the responses/ feedback from authority. The consultant has to submit five copies of final report along with soft copy and data in pendrive. Data should be presented and discussed through statistical analysis and graphical presentation. The reference of information used in the report should be mentioned. The methodology of the experimental and research framework should be mentioned in the report.

THE FINAL REPORT WILL SKETCH WITH THE FOLLOWING HEADINGS:

The final report will contain a short executive summary (not more than 1,000 words) and a main body of the report (not more than 10,000 words) covering the background of the intervention evaluated, a description of the evaluation methods and limitations, findings, conclusions, lessons learned, recommendations and action points related to these.

- Cover page
- Acronyms
- Acknowledgements
- Glossary
- Table of content
- List of figure
- List of Table
- Executive Summary
- Introduction/Background
- Rationale and Objectives of the Baseline Study
- Scope of the Baseline Study
- Evaluation Methodology
- Findings and Discussion
- Recommendations
- Conclusion and lessons learned (if any)
- References
- Annex (including a copy of the ToR, cited resources or bibliography/reference, a list of those interviewed, case studies and any other relevant materials etc.)

EVALUATION CRITERIA:

	Criteria
Technical Proposal	Understanding of the assignment
	Efficiency of the proposed work plan
	Sample tools for assessment
	Methodology
	Professional capacity and qualifications to carry out the assignment (relevant skills, knowledge, resources)
	Relevant experience in similar assignment
Financial Proposal	Value for money

STUDY TIMELINE:

After the completion of the assignment a comprehensive report will be prepared on the basis of the findings and analysis of the primary and secondary data. The followings are the required deliverables with their tentative due dates:

Sl.	Events	Tentative deadlines
1	Submission of detailed work plan and inception report	7 Days from contract signing
2	Preparation of study tools	10 Days from submission of work plan
3	Conduction of study	20 days from approval of tools
4	Submission of draft report	15 days from sharing of findings
5	Submission of Final Report	3 days from submission of draft report

BUDGET AND MODE OF PAYMENT

- Maximum budget of the study is BDT 300,000.00 including VAT & TAX
- 30% of total contract value will be paid on the basis of need.
- Rest of the total contract value will be made upon acceptance of the final report.
- Vat & Taxes will be deducted at source upon government rules from payment.

COMPOSITION AND RESPONSIBILITY OF THE RESEARCH TEAM:

The study team will consist, of one lead consultant and four assistant technical consultants who will team up with Enumerators /data collectors. The lead consultant should have profound knowledge of the dynamics of poverty and structural causes of poverty in the working region, experience on environmental management, climate vulnerability, fruits and crops entrepreneurship development and expertise in the areas of marginal rights as well as specific nutrition- and food -security-related knowledge for the entire project working area. The consultant/firm should also have profound knowledge of the use of quantitative and qualitative methods in development research. She/he should have required knowledge and skills to use widely recognized statistical software, such as SPSS or STATA.

PROPOSAL SUBMISSION/ APPLICATION AND SELECTION DETAILS

The proposal should include the following below six items. Please note that any proposal which does not contain all six items will be rejected.

- I. **Cover letter:** clearly summarizing your experience and competency as it pertains to this assignment
- II. **Technical proposal:** not exceeding eight (08) pages expressing an understanding and interpretation of the ToR, the proposed methodology, time and activity schedule.
- III. **Financial proposal:** Item wise estimated costs for services rendered (daily consultancy fees), accommodation and living costs, transport costs, stationery costs, and any other related supplies or services required for the review in BDT and modality of payment. Please also attach a TIN/Registration Certificate.
- IV. **Detailed CVs** of all professionals who will work on the process. CVs of proposed study team, please attach a table describing the level of effort (in number of days) of each team member in each of the Baseline activities.
- V. **Professional references** are needed two or three from your previous clients.
- VI. **Short example** from previous Baseline study report.

QUALITY AND ETHICAL STANDARD

There will be nothing in the assignment which may be harmful for the respondents in terms of legal or ethical ground. 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. She/he will be abstained from data collection from any person who will deny or show any reluctance in providing information. 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 heartiest endeavor to be unbiased in collecting data. The research report will not reveal the identity of the respondents.

DISCLAIMER:

Integrated Development Foundation (IDF) management reserves the right to amend the terms of reference at any time as required upon mutual discussion with the lead researcher. IDF also reserves the right to terminate the contract at its sole discretion in case of non-compliance of the terms and conditions that will be finally agreed.

(Application materials are non-returnable, and we thank you in advance for understanding that only short-listed candidates will be contacted for the next step in the application process and the selection panel does not have the capacity to respond to any requests for application feedback. Please take note that expressions of interest that do not cover these requirements will not be considered.)