

Terms of Reference (TOR) for Developing Training Module

SUMMARY

Project title	Facilitate access to crop-based finance to enhance vegetable production.
Type of work	Develop vegetables production and post-harvest management training module.
Purpose	To develop training module on selected 08 vegetable production and post-harvest management so that all project stakeholders can get clear concept about it. Through this module farmers will get necessary information about safe vegetable production with modern technology, production business plan and post-harvest knowledge.
Reports to	Integretd Development Foundation (IDF)
Project Location	Chakaria of Cox's Bazar and Alikadam of Bandarban district.
Application Procedure and Address	Consultant can apply with necessary documents by mail to career.idfbd@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	06 June 2023.

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 un-served 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 impossible 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 has taken initiative to develop training module through an individual consultant on vegetable production and post-harvest management of 08 selected vegetables like Brinjal, Tomato, Chili, Pumkin, Cucumber, Bitter gourd, Yard long bean, and Okra under the project titled "Facilitate access to crop based finance to enhance vegetable production" at Chakaria upazila in Cox's Bazar and Alikadam upazila in Bandarban district.

PROJECT STAKEHOLDERS AND TARGET PEOPLE:

A total of 2500 Farmers will get training on vegetables production and post-harvest management. All of them are farmers and have experience on vegetable cultivation. The Expected project outcomes are to decrease 15% in production cost as well as improved cultivation practice and income through crop based financial service to 70% farmers out of 2500. Besides them DAE officials and related all market actors and company will be our project stakeholders.

OVERALL OBJECTIVES OF THE WORK:

The objective of this work is to prepare module for conducting training session and gather more knowledge for project staff as well as other stakeholders on safe and improved vegetable production technology and its post-harvest management. Field staff can use this in their field activities and educated farmers will get necessary information from it. Farmers also will get business plan format for doing vegetable production plan.

KEY DELIVERABLES

- 1) The draft outline of training module including detailed work plan must be submitted within 03 days from the date of signing the agreement.
- 2) The detailed draft of module (In Bangla) has to be submitted for feedback from authority as per requirement.
- 3) The final module should be prepared incorporating the responses/feedback from authority. The consultant has to submit five copies of final module along with soft copy in pen drive or via email. The reference of information used in the training module should be mentioned.

EVALUATION CRITERIA:

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

WORK TIMELINE:

The followings are the required deliverables with their tentative due dates:

Sl.	Events	Tentative deadlines
1	Submission of draft outline & the detailed work plan	02 working days from contract signing
2	Submission of draft module	13 working days
3	Submission of Final module	04 working days
4	Conducting a Training of Trainers (ToT) for the project staff	01 working day

BUDGET AND MODE OF PAYMENT

- 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 module.
- Vat & Taxes will be deducted at source upon government rules from payment.

COMPOSITION AND RESPONSIBILITY OF THE CONSULTANT:

The consultant should have profound knowledge of the smart Agriculture technology including safe vegetable production and post-harvest management. Besides, he also should have practical knowledge on vegetable production of project working area. He has to give the importance to locally popular and recommended best variety for vegetable production technology as well as its modern post-harvest management.

PROPOSAL SUBMISSION/APPLICATION AND SELECTION DETAILS:

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

- I. **Cover letter:** clearly summarizing your experience and competency as it pertains to this assignment.
- II. **Technical proposal:** not exceeding two (02) pages expressing an understanding and interpretation of the ToR, time and activity schedule.
- III. **Financial proposal:** Daily consultancy fees for 20 working days, accommodation and living costs, transport costs, stationery costs, and any other related costs has to be borne by the consultant. Please also attach a TIN/Registration Certificate.
- IV. **Detailed CVs:** Detailed CVs including recent photo and previous working history and educational background.
- V. **Professional references:** Two professional references from your previous clients are needed.

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. You have to deliver quality and realistic information about selected vegetable production technology and post-harvest management so that our project beneficiaries and other stakeholders can get good support from it. You also have to maintain all standard criteria for delivering this assignment.

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 consultant. 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.)