



**GOVERNMENT OF THE PEOPLE'S REPUBLIC  
OF BANGLADESH**

**Standard Request for Application (SRFA)  
Selection of Individual Consultant (National)**

(Lump Sum based)

**Central Procurement Technical Unit  
Implementation Monitoring and Evaluation Division  
Ministry of Planning**

## **Guidance Notes on the Use of the Standard Request for Application for Selection of Individual Consultants (National)**

These guidance notes have been prepared by the CPTU to assist a Client in the preparation, using the Standard Request for Application (SRFA), for procurement of Individual Consultants (National). The Client should also refer to the Public Procurement Act 2006 (Act No 24 of 2006), and the Public Procurement Rules 2008, issued to supplement the Act available on CPTU's website: [www.cptu.gov.bd/](http://www.cptu.gov.bd/). All concerned are advised to refer to the aforementioned Act and Rules while participating in any selection process of Consultants.

Individual Consultants shall be employed in accordance with Section 38 of the Public Procurement Act 2006 and Rule 112 of the Public Procurement Rule 2008 for assignments for which the qualifications and experience of the individual are the overriding requirements and no team of staff and no additional professional support are required.

This document shall be used when a Procuring Entity (the Client) wishes to select an Individual Consultant (National) for **assignments for which the qualifications and experience of the individual are the overriding requirement**, for which payment is linked to reports/deliverables prepared and submitted by the Consultant on specific dates i.e. **payment related to milestone basis**.

**Lump sum based contracts are not commonly used in the selection of Individual Consultants.** Lump sum based contracts are recommended when the Scope of the Services is clearly defined and Consultant's remuneration is linked to the delivery of certain outputs, usually reports, etc. A major advantage of the **lump-sum** contract is the simplicity of its administration; the Client needs only to be satisfied with the output.

SRFA (PS3) has been designed to suit the particular needs of procurement within Bangladesh, and has four (4) Sections, of which **Section 1: Information to the Applicants and the Contract Agreement in Section 4 must not be altered or modified under any circumstances.**

The Client addresses its specific needs through the **Section 2: Terms of Reference (TOR)**. The way in which an Applicant expresses his/her interest is by completion and submission of the Application Forms in **Section 3**.

Guidance notes in brackets and italics are provided for both the Client and the Applicants and as such the Client should carefully decide what notes need to remain and what other guidance notes might be required to assist the Applicant in preparing its Application submission; so as to minimize the inept Selection process.

SRFA (PS3), when properly completed will provide all the information that an Individual Consultant (National) needs in order to prepare and submit an Application. This should provide a sound basis on which the Client can fairly, transparently and accurately carry out an evaluation process on the application submitted by the Individual Consultant.

SRFA(PS3) duly tailored may also be used for the purpose of Single Source Selection Method. The following briefly describes the Section of SRFA (PS3) and how a Client should use these when preparing a particular request for Applications.

## **Section 1: Information to the Applicants**

This Section provides relevant information to help Consultants prepare their Applications. Information is also provided for submission, opening, and evaluation of Applications and on the award of Contract.

This Section also contains the criteria for selection of suitable Applicant  
**The text of the clauses in this section shall not be modified.**

## **Section 2. Terms of Reference**

This section defines clearly the Objectives, Goals, and Scope of the assignment, and provides background information (including a list of existing relevant studies and basic data) to enable the Individual Consultant to clearly understand the assignment. This section lists the Services and surveys that may be necessary to carry out the assignment and the expected outputs (for example, reports, data, maps, surveys); it also clearly defines the Client's and Consultants' respective responsibilities.

## **Section 3. Application Forms**

This section provides the standard format that permits the requested information to be presented in a clear, precise and readily available manner and allows the Client to readily understand and evaluate Applications in accordance with the pre-disclosed criteria. The completed forms will indicate details of the Applicant's qualifications and experience best suited to the specific assignment.

## **Section 4. Contract Agreement Forms**

The Form of Contract Agreement which, once completed and signed by the Client and the Consultant clearly defines the Client's and Consultants' respective responsibilities. The Annexes to the formal Contract include a Description of the Services, the Reporting Schedule and **Cost estimates** of Services.

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# Section 1. Information to the Applicants

## A. General

1. Scope of assignment
  - 1.1 The Client has been allocated Public fund for .....(*Name of the Project....*) and intends to select an Individual Consultant for the specific assignment as specified in the Terms of Reference in Section 2.
2. Qualifications of the Applicant
  - 2.1 Prospective Individuals shall demonstrate in their Applications that they meet the required qualifications and experiences and are fully capable of carrying out the assignment.
  - 2.2 The capability of Individuals shall be judged on the basis of academic background, experience in the field of assignment, and as appropriate, knowledge of the local conditions, as well as language and culture.  
**[ Minimum educational qualifications, required experience have been mentioned in Terms of reference in Section 2 ]**
3. Eligible Applicants
  - 3.1 Any Bangladeshi national including persons in the service of the Republic or the local authority / Corporations is eligible to apply for the positions
  - 3.2 Government officials and civil servants including individuals from autonomous bodies or corporations while on leave of absence without pay are not being hired by the agency they were working for immediately before going on leave and, their employment will not give rise to Conflict of Interest, pursuant to Rule 112 (9) of the Public Procurement rules, 2008
  - 3.3 Persons who are already in employment in the services of the Republic or the local authorities/ Corporation etc must have written certification from their employer confirming that they are on leave without pay from their official position and allowed to work full-time outside of their previous official position. Such certification shall be provided to the Client by the Consultant as part of his/her Applications
  - 3.4 No person who has been convicted by any Court of Law or dismissed from Services for misconduct shall be eligible for consideration for appointment to a post.
  - 3.5 The Applicant has the legal capacity to enter into the Contract
  - 3.6 The Applicant has fulfilled its obligations to pay taxes and social security contributions under the relevant national laws.
  - 3.7 The Applicant shall not be under a declaration of ineligibility for corrupt, fraudulent, collusive or coercive practices in accordance with Sub-Clause 4.2.

- 3.8 The Applicant shall not have conflict of interest pursuant to the Clause 5
4. Corrupt, Fraudulent, Collusive or Coercive Practices
- 4.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
- 4.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Contract Agreement Sub-Clause 3.4**
- 4.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
- 4.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
- (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
  - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.
5. Conflict of Interest
- 5.1 Government policy requires that the Applicant provide professional, objective, and impartial advice, and at all times hold the Executing Agency's (Client's) interests paramount, without any consideration for future work, and strictly avoid conflicts with other assignments or their own corporate interests.
- 5.2 The Applicant shall not be hired for any assignment that would be in conflict with their prior or current obligations or that may place them in a position of not being able to carry out the assignment in the best interest of the Client.
- 5.3 Pursuant to Rule 55 of the Public Procurement Rule 2008, the Applicant has an obligation to disclose any situation of actual or potential conflict of interest that impacts on his capacity to serve the best interest of his Client, or that may reasonably be perceived as having this effect. Failure to disclose said situations may lead to the disqualification of the Applicant or the termination of its Contract.
- 5.4 The Applicant that has a business or family relationship with a member of the Client's staff may not be awarded a Contract, unless the conflict stemming from this relationship has been addressed adequately throughout the selection process and the execution of the Contract.

## B. Preparation, Submission & Modification or Substitution of Applications

6. Preparation of Application
- 6.1 Applications shall be typed or written in indelible ink in **English language** and shall be signed by the Applicant. Applicants are required to complete the following Forms:
- (a) Form 3A: Application Submission Form;
  - (b) Form 3B: CV of the Applicant; and
  - (c) Form 3C: Remuneration and Reimbursable
- 6.2 The Remuneration and reimbursable are **purely indicative** and are subject to negotiations and agreement with the Client prior to finalisation of the Contract.
7. Submission of Application
- 7.1 Pursuant to Rule-113(5) of the Public Procurement Rules, prospective Applicants can deliver their Application by hand, mail, courier service to the address mentioned in the request for Application advertisement.
- 7.2 Application shall be properly sealed in envelopes addressed to the Client as mentioned in the request for Application advertisement and bear the name & address of the Applicant as well as the name of the assignment.
- 7.3 In case of hand delivery, the Client, on request, shall provide the Applicant with a receipt.
- 7.4 The closing date for submission of Application is [insert date] up to [insert time] Applications must be submitted within this deadline. Any Application received after the deadline for submission of Applications shall be declared late, and returned unopened to the Applicant.
- 7.5 Applications may be modified or substituted before the deadline for submission of Applications.
- 7.6 The Client may at its sole discretion, extend the deadline for submission of Applications.
- 7.7 At any time prior to the deadline for submission of Applications the client for any reason on its own initiative may revise the Request for Application Document by issuing an Addendum which shall form an integral part of the Document.

## C. Evaluation of Applications

8. Evaluation of applications
- 8.1 Suitability of the Applicants shall be rated by evaluation on the basis of their academic background, relevant Working Experience and its adequacy for the assignment, knowledge of local conditions as well as language.

8.2 The points to be given under each of the evaluation Criteria are:

*[Client shall fixed the Points]*

<b>Criteria</b>	<b>Points</b>
<ul style="list-style-type: none"> <li>Educational Qualification</li> </ul>	<i>[20 - 25 points]</i>
<ul style="list-style-type: none"> <li>Relevant Working Experience and its adequacy for the assignment</li> </ul>	<i>[60 – 70 points ]</i>
<ul style="list-style-type: none"> <li>Suitability considering age, skill (such as training, computer skills, proficiency in English and Bengali languages and others).</li> </ul>	<i>[10 - 20 points]</i>
<b>Total points:</b>	<b>95 points</b>

8.3 Applicants thus given points as stated under Clause 8.2, not securing the minimum qualifying points *[insert points; not less than 70]* shall be considered disqualified.

8.4 Applications shall be evaluated by the PEC, who shall prepare a short-list of maximum seven (7) Applicants

8.5 The qualified short-listed Applicants as stated under Clause 8.4 shall be invited for an interview to test their aptitude and presentation by the PEC and shall be rated with five (5) points.

8.6 Points already secured by the Applicants in the evaluation as stated under Clause 8.5, shall be combined with the points obtained in the interview and a list of maximum three (3) most suitable Applicants ranked in order of merit (1-2-3) shall be prepared.

8.7 In pursuant to Rule 114 of the Public Procurement Rules 2008, there shall be no public opening of Applications.

8.8 The Client shall immediately after the deadline for submission of Application convene a meeting of the Proposal Opening Committee(POC)

8.9 The POC, having completed the record of opening, shall send the Applications received and the opening record to the PEC.

8.10 Following the opening of the Applications, and until the Contract is signed, no Applicant shall make any unsolicited communication to the Client. Such an attempt to influence the Client in its decisions on the examination, evaluation, and comparison of either the Applications or Contract award may result in the rejection of the Application.

9. Application Negotiations
- 9.1 The first-ranked Applicant stated under Clause 8.5 shall then be invited for negotiations, pursuant to Rule 122 of the Public Procurement Rule, 2008 at the address of the client.
  - 9.2 If this fails, negotiate with the second-ranked Applicant, and if this fails negotiate with the third-ranked Applicant, with the hope that successful negotiations are concluded
  - 9.3 During negotiations, the Client and the Applicant shall finalise the “Terms of Reference”, work schedule, logistics and reporting schedule etc. These documents shall then be incorporated into the Contract as Description of Services”
  - 9.4 The Financial negotiations will involve the remuneration and other reimbursable cost to be paid to the Applicant.
  - 9.5 Negotiations will conclude with a review of the draft Contract. To complete negotiations the Client and the Applicant will initial the agreed Contract

## **D. Award of Contract**

10. Award of Contract
- 10.1 After completing negotiations and having received the approval to award the contract, the Client shall sign the Contract with the selected Applicant.
11. Debriefing
- 11.1 After signature of the Contract, the Client shall promptly notify other Applicants that they were unsuccessful.
  - 11.2 The Client shall promptly respond in writing to any unsuccessful Applicant who request the client in writing to explain on which grounds its application was not selected.
12. Commencement of Services
- 12.1 The applicant is expected to commence the assignment on [.. insert date...] at the location [ insert place..)]. The duration of the contract shall be [.... Months] from the date of commencement.

# Section 2. Terms of Reference

## Rural Microenterprise Transformation Project (RMTP)

### Terms of Reference (TOR) for Selection of an Individual Consultant for Conducting an Endline Evaluation on Sub-Project Name: Ecology Friendly Safe Vegetable and Crop Production and Marketing.

#### 1. About the organization:

FDA (Family Development Association) is an NGO, meaning in Bengali PORIBAR UNNAYAN SONGSTHA, which was established in 1987 in Charfassion under the District of Bhola and joined PKSf as its partner organisation in 1992. For over 31 years, the NGO has been implementing various development projects, including microfinance activities with poor, ultra-poor, and micro-entrepreneurs in the coastal remote areas of Bhola, Patuakhali, and Barisal districts.

Now FDA covers three districts located in the coastal belt (Bhola, Patuakhali, and Barisal), nine Upazillas, 89 unions and municipalities, and 344 villages. It comprises nine area offices, 42 branch offices, 3035 somiti, 68879 members, and 362 enthusiastic, laborious, and energetic staff.

#### 2. About the Project:

PORIBAR UNNAYAN SONGSTHA (FDA) is implementing a project titled “Ecology Friendly Safe Vegetable and Crop Production and Marketing” a value chain project under RMTP (Rural Microenterprise Transformation Project) jointly financed by Palli Karma-Sahayak Foundation (PKSF), the International Fund for Agricultural Development (IFAD) and Danish International Development Agency (DANIDA), since February, 2022 in “Charfassion & Lalmohan” Upazilas of “Bhola” district. The project aims to increase income, ensure food security and improve the family nutrition of marginal and small farmers. Additionally, the sub-project is working to connect the relevant farming groups with service providers in the backward and forward markets, improve their skills, business investment, improve the quality of services, and mechanize vegetable processing factories, produce diversified products, and certify products.

#### 3. The Project results:

The consultant should follow the project's logical framework to get a clear understanding of the project, cross-section of the logical framework is necessary to carry out the endline as it is a prime requirement of this assignment. The following are the project results-

**3.1 Goal:** Increasing the income of small and marginal farming families and micro-entrepreneurs, ensuring food security and improving family nutrition.

##### 3.2 Development Objective:

- a) At least 34% of entrepreneurs' safe agriculture-related ventures have seen an increase in production.
- b) Entrepreneurs' sales of safe agricultural products have increased by at least 30%.
- c) The profits earned by entrepreneurs under the project from producing safe vegetables have increased by 20%.

##### 3.3 Outcome: The outcomes are-

- a) At least 70% of entrepreneurs are cultivating vegetables following safe methods.

- b) At least 10 producer groups are formally associated with government/non-government/private institutions/businessmen and are exchanging goods/services commercially.

### **3.4 Immediate result:**

- a) All project members are receiving necessary inputs, production skills, and marketing services for safe vegetable cultivation.
- b) 20 master trainer development trainings have been received on the topic of Global GRAP.
- c) 250 project members have received GLOBAL GAP/BGAP training for safe vegetable production.
- d) All project members have gained a complete understanding of nutritious food intake.
- e) 250 project members received training in business management.
- f) 25 members of the project have been able to receive business development services.

## **4 Purpose and Scope of the Endline Evaluation:**

### **4.1 Purpose of the Evaluation**

The endline evaluation will measure the changes with regard to provide social, economic, nutrition and environmental data at the ending of the project. Further the endline evaluation will assess the performance of the sub-project, and capture the Project's achievements, challenges, best practices, key lessons, and recommendations to improve future projects implementation. It will also be a significant advocacy document for further Project improvements, strategic planning and policy making in the area of Value chain project implementation. The study acts as an accompaniment to the quantitative and qualitative data that is also recommended when implementing a project for the first time at the beginning of the project. This should help to identify any major issues and provide some insights into the opinions of the project participants. The evaluation will be done based on the indicators of the project logical framework to identify the appropriate changes and impact during the project phase. The study will explore the income increase of the participants, and the specific engagement of women in the project and define the role of women in decision making process including their nutrition intake status.

### **4.2 Scope of the study / evaluation**

The evaluation will be conducted at Thirteen (13) Union of Charfasson & Lalmohan Upazila under Bhola district at a point of time when almost all of the project activities have been implemented and a significant percentage of the funding has been spent. The results of the end line evaluation will be helpful for future value chain project planning, implementation, monitoring and evaluation of PORIBAR UNNAYAN SONGSTHA (FDA) and PKSf. The evaluation findings and results will also be used by the stakeholders or change agents who are involved with this project and implementing value chain interventions. The end line evaluation will follow value chain characteristics mentioned in PDR developed by IFAD. The findings of the study will also be compared between endline and baseline study results focusing on the project indicators.

## **5 Endline Evaluation objectives and Criteria**

### **5.1 Endline Evaluation objective**

**The Endline Evaluation will be conducted for the following objectives:**

- To evaluate the positive change to increase production/sales/profit/income of the participants for the project intervention.

- To evaluate whether the Project delivered effective, efficient, relevant and timely activities to the targeted participants/beneficiaries as set in the project workplan.
- To evaluate the present condition of the project indicators, participants' knowledge attitude and practice in compare with baseline study (log-frame indicators).
- To prepare a value chain existing map and make a profile of "Vegetable" value chain in the respective district and identify the changes.
- Explore if the coordination and collaboration changes among value chain actors (in compare with baseline study).

## **5.2 Evaluation Criteria**

Following are some standard questions that will need to be adjusted with the successful firm/consultant's team, in agreement with the Evaluation Management Team, at the stage of the inception report.

### **5.2.1: Relevance and Appropriateness**

- To what extent the project meets the outcomes and impacts articulated in the proposal?
- Are the activities and outputs of the project consistent with the overall goal?

### **5.2.2: Efficiency**

- To what extent whether the project has utilized funding as per the agreed work plan to achieve the projected targets?
- To Assess the quantity, quality and timeliness of the project delivery including planning, implementation, monitoring, and reporting as per the project.
- To assess the input versus output ratio for planned project deliverables.
- How efficient was the delivery of the project in terms of implementation of its interventions, sharing information and learning among the stakeholders/value chain actors?

### **5.2.3: Effectiveness**

- To what extent the planned objectives in the logical frame of the project were reached and delivered timely activities to the targeted participants and targeted stakeholders as per the indicators to match with the project goal?
- To what extent the performance of the project with reference to qualitative and quantitative achievements of outputs and targets as defined in the project?
- What types of opportunities for collaboration between participants and other stakeholders/value chain actors?
- To what extent the project mainstreamed women empowerment and decision making?

### **5.2.4: Coverage**

- Were the participants/beneficiaries and targeted stakeholders reached as per the project indicators and targets?

- To what extent were the beneficiaries, especially, the women and young engaged and reached to the project?

#### **5.2.5: Impact**

- To what extent the activities bring positive change to increase production/sales/profit/income of the participants? What are the changes among the beneficiaries and targeted stakeholders?
- To what extent coordination and collaboration increase among participants, PORIBAR UNNAYAN SONGSTHA (FDA), Private Sector, and other stakeholders?
- To what extent the participants build their capacity operating their enterprises?
- To what extent the participants changed their economic condition through the support under project?
- To what extent the participants received the loan and how they are using?

#### **5.2.6: Sustainability and connectedness**

- Assess the sustainability of the project interventions in terms of the project indicators.
- Analyze the likely trends for project impact on the family income, nutrition, environment, gender and other issues.
- To what extent are the capacities of the different stakeholders including “PORIBAR UNNAYAN SONGSTHA (FDA)” /PKSF have been built by the project?

#### **5.2.7: Quality Standard**

- Any activities that aim to address the specific needs, protection risks, vulnerabilities and priorities of women and young?
- Does the operation mention how vulnerable men and women of all ages and backgrounds were involved in the design, implementation and evaluation of the operation?

## **6 Study management**

### **6.1 Supervision and management of the study**

A supervision team shall be formed with active participation from VCF & Focal “PORIBAR UNNAYAN SONGSTHA (FDA)” Other relevant person from both PORIBAR UNNAYAN SONGSTHA (FDA) /PKSF shall also provide (need-based) feedback in the report.

### **6.2 Coverage of Study**

The endline evaluation shall cover whole working area of the sub-project i.e. Thirteen (13) Union of Charfasson & Lalmohan Upazila under Bhola district.

## **7 Methodology**

As part of the contract, the selected consultant/consultants shall provide a complete and detailed methodology of conducting the survey, which shall include: timeframe, research tools, methods, sample size and any other relevant segments to be used by the consultant.

### **7.1 Quantitative Data Collection:**

The consultant will design the questionnaire for quantitative survey based on the logical framework of “Ecology Friendly Safe Vegetable and Crop Production and Marketing” and share with “Ecology Friendly Safe Vegetable and Crop Production and Marketing” team before it is finalized, and field tested. The data collection modality, either paper or mobile based, need to be agreed with the team prior to application. PORIBAR UNNAYAN SONGSTHA (FDA) will provide necessary information and support to connect with relevant shareholders and administration.

The consultant is expected to propose a suitable methodology for carrying out the work and fulfilling the objectives of the study. The methodology should follow the standard statistical method. The consultant will be free and encouraged to be as creative as possible in arriving at a suitable methodology that will ensure that the objectives of the study are fully met in a timely and efficient way. The consultant will be required to elaborate a detailed Endline design and methodology as part of their Work plan. The Endline study will be conducted in the project areas following appropriate, applicable statistical sampling procedures. However, the sample size could be finalized after discussion with the project professionals. A detailed approach and methodology to conduct the Endline study should be suggested by the consultant in compliance with the, goal, objective, and log-frame of the sub-project. The Endline design document should include a series of data collection instruments.

### **7.2 Control Group Quantitative Data Collection:**

The consultant will collect at least 20% of the control group for quantitative data. This 20% sample will be taken from the final sample size of the population. Example: The calculated sample size is 384 using standard sampling methodology, with 20% being 76.8, which could be rounded to 80. So, the total sample size will be 464 (Treatment 384+control 80). Sample should be taken from men and women according to the sub-project population ratio.

### **7.3 Nutrition Data Collection:**

The consultant will collect nutrition data following the MDD-W (Minimum Dietary Diversity for Women) for only women by FAO guidelines to meet the need for nutrition-related indicator/s.

### **7.4 Gender and Social Inclusion Data Collection:**

The consultant will collect the Gender and Social inclusion data following the project target such as young (age group 18-35) participation, women participation, women empowerment and women participation in family decision making.

### **7.5 Qualitative Data Collection:**

The qualitative part will allow verifying the perceptions and knowledge of the beneficiaries in the project area. The questions of the qualitative data should be made in such a way that they reflect and strengthen the data driven from the quantitative survey, and also complement the indicators whose results could not be driven from the quantitative survey. The following should be done:

- Focus Group Discussion (FGD) with men producers
- FGD with women/mixed producers
- In-depth Interview (IDI) with successful Entrepreneur
- IDI with woman Entrepreneur (including young)
- Key Informant Interview (KII) with (LSP/as per need from input to consumers)
- KII with private sectors
- KII with PORIBAR UNNAYAN SONGSTHA (FDA) Management
- KII with district and Upazila level government officials
- KII with VCMP (Over Phone)
- Case Study/Success Stories (At least-5)
- Triangulation of information gathered during the quantitative and qualitative research is crucial in this study, with reflection on how the findings relate to the secondary documentation.

The logical framework of project, from which the indicators are to be driven, is given as an annex inside the ToR.

## **8 Duration of the study and schedule of the reports**

The total duration of the assignment will be 56 days (Calendar Days). A detail implementation plan will be agreed upon in consultation with PORIBAR UNNAYAN SONGSTHA (FDA), however, it is anticipated that the inception report should be submitted within 10 days upon signing the contract. The draft report of the study should be submitted by the consultant within 40 days, and a presentation on the draft report should be given to PORIBAR UNNAYAN SONGSTHA (FDA) within 50 days after signing the agreement.

## **9 Quality and Ethical Standards**

The consultant hired should take all reasonable steps to ensure that the Endline study is designed and conducted to respect and protect the rights and welfare of people and to ensure that the Endline study is technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner, and contributes to organizational learning and accountability.

- a. Utility: The Endline Evaluation must be useful and will be used by PORIBAR UNNAYAN SONGSTHA (FDA)/PKSF.
- b. Feasibility: The Endline Evaluation must be realistic and managed in a cost-effective manner.
- c. Ethics & Legality: The Endline Evaluation must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved.
- d. Impartiality & Independence: The Endline Evaluation should be impartial, providing a comprehensive and unbiased assessment that considers the views of all stakeholders.
- e. Transparency: The Endline Evaluation activities should reflect an attitude of openness and transparency.
- f. Accuracy: The Endline Evaluation should be technically accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
- g. Participation: Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.
- h. Collaboration: Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.
- i. Cross-cutting issues: The Endline Evaluation activities should reflect the projects' cross-cutting issues such as Nutrition, Gender, Climate Change, and Environment, also reflect it in this report.

## 10 Key Deliverables

- a) **Inception Report:** by 10 days (Calendar Days) after signing the contract, a detailed report on the consultant's proposed final Endline design and methodology will be submitted to PORIBAR UNNAYAN SONGSTHA (FDA)/PKSF for approval. This will provide preliminary understandings based on document review, rationale, and a detailed description of the methodology and tools, analytical methods, and detailed work plan for the entire exercise. Any draft questionnaires or interview forms will also be submitted for review at this stage.

- b) **Sample Frame:** A detailed determination of sample size and sampling frame using statistical tools and formula.
- c) **Endline survey questionnaire** (for the quantitative part) and Checklist (for the qualitative part) to capture all required data and information of the study.
- d) **Interview Notes and List of Resource Documents:** The Consultant will provide summaries of all key meetings, and discussions conducted during the endline and copies of any relevant documents and reports gathered during the evaluation (timeline).
- e) **Summary Presentation of Findings:** The Consultant will present initial findings to PORIBAR UNNAYAN SONGSTHA (FDA) for review, comment, and feedback by (timeline). A PowerPoint presentation and handout (maximum of two pages) will be prepared for the presentation through a workshop to the project stakeholders preferably via an online platform. The Consultant will consider PORIBAR UNNAYAN SONGSTHA (FDA) and stakeholder comments and revise the draft report as appropriate.
- f) **Findings brief:** The Consultant should provide a brief of the findings corresponding to the objectives of the evaluation that can be widely circulated. The brief of the study could be within three pages.
- g) **Indicator Table with Value:** The Consultant will provide an indicator table including the values and make comparison with baseline study including the % of progress (Indicator progress table Baseline Vs Endline and Control Group status).
- h) **Final Database:** The consultant should review, recheck and finalize the data set before starting the final analysis. The final database should be handed over to PORIBAR UNNAYAN SONGSTHA (FDA) management along with the final report.
- i) **Draft report:** A draft report identifying key findings based on facts with conclusions, recommendations, and lessons for the current and future operation, will be submitted by the consultant within 10 days after field data collection.
- j) **Final report:** 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. The evaluation findings should be presented in outcome wise and outcomes and further analysis under evaluation criteria. The specific recommendation should be made based on specific thematic of women and young involvement in value chain development. Recommendations and action points should be SMART. The report should also contain appropriate appendices, including a copy of the ToR, cited resources or bibliography/reference, a list of those interviewed and any other relevant materials. The final report will be submitted one week after receipt of the consolidated feedback from PORIBAR UNNAYAN SONGSTHA (FDA). The consultant will submit 5 hard copies of final report to PORIBAR UNNAYAN SONGSTHA (FDA). Last but not the least, the report should be conspicuous and lucid for readers of all levels.
- k) **Case Studies:** To highlight stories of success in the field and include it in the final report. All products arising from this evaluation will be owned by the RMTP/PKSF. The evaluators will not be allowed, without prior authorization in writing, to present any of the analytical results as his/her own work or to make use of the evaluation results for private publication purposes.

- l) Data Set:** The consultant will submit the final data set to the PORIBAR UNNAYAN SONGSTHA (FDA) in Excel and SPSS.

The draft and final reports will be submitted to Evaluation Management Team PORIBAR UNNAYAN SONGSTHA (FDA)/PKSF), who will ensure the quality of the report providing input if necessary. The Evaluation Management Team will submit the report to the key stakeholders interviewed for review and clarifications. The Commissioner will oversee a management response and will ensure subsequent follow up.

**The Final Report will sketch with the following headings:**

- a. Acknowledgements
- b. Acronyms
- c. Glossary
- d. Executive Summary
- e. Indicator Table with Value (Endline Vs Baseline and control group status of project log-frame)
- f. Introduction/Background
- g. Rationale and Objectives of the End Line Evaluation
- h. Scope of the End Line Evaluation
- i. Evaluation Methodology
- j. Findings and Discussion (as per evaluation criteria)
- k. Recommendations
- l. Conclusion and lessons learned
- m. References
  - a. 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.).

Annexes, including:

- a. Case Study/Success Stories
- b. Scope of Work
- c. Data collection tools
- d. Key data sets, including interview transcripts
- e. List of key informants

## **11 Accountability and Communication Network**

The ownership of the output of this assignment belongs to RMTP/PKSF and shall be utilized for the defined purposes of the Project. The consultant will ensure confidentiality of all information obtained during the assignment and related to the projects mentioned above. All data, materials in soft and hard copies remain the properties of RMTP and are to be returned PORIBAR UNNAYAN SONGSTHA (FDA) at the end of the assignment. The use of the

data remains the sole right of RMTP and any usage of data without prior approval from the PKSF shall be held illegal.

## 12 Responsibility and Competence

The consultant agrees to comply in all professional tasks with the rules and regulations of RMTP. Either party can cancel this agreement within a 7-day written notice. RMTP team can terminate the agreement without notice and payment in the following cases:

- If the consultant cannot fulfil the requirements and the agreed deadlines
- If the consultant cannot submit the deliverables within the time specified in the mandate
- If the quality and standards of the work fail to meet reasonable standards that have so been communicated in writing.

## 13 Required Qualifications

Qualification	Required	Preferred
Proven experience of conducting endline evaluation of a Agre-business Project	<input checked="" type="checkbox"/>	
Demonstrated experience from involvement in a Value Chain Project	<input checked="" type="checkbox"/>	
Demonstrated experience of working with Gender		<input checked="" type="checkbox"/>
Demonstrated experience of working with Nutrition		<input checked="" type="checkbox"/>
University degree at post-graduate level in Soil Science/Agriculture/ Statistics or other relevant subject	<input checked="" type="checkbox"/>	
Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner	<input checked="" type="checkbox"/>	
Excellent in English and Bangla writing and presentation skills	<input checked="" type="checkbox"/>	
Immediate availability for the period indicated	<input checked="" type="checkbox"/>	
Experience working with Mobile based Data collection		<input checked="" type="checkbox"/>

## 14 Consultant requirements

The Consultant should have previous working experience in providing such kinds of services. Should have expertise in the area of the said Sub-Sector/s, Agriculture, and micro-enterprise. The enumerators of this study will be hired by the consultant/consulting firm. The expected qualifications of the independent consultant are given below:

- a) **Education:** He/she should have a minimum Master's Social Science/ Agriculture / Statistics, PhD will be the additional advantage. Global GAP assurer/trainer will get preferences.
- b) **Experience:** The consultant should have 5 years of working experience in research including 3 years of experience in the value chain approach. Research experience in environmental sustainability, economic viability, micro-enterprise development, nutrition, sectoral policy review/analysis, and value chain development will add additional value. Experience in evaluating any projects/sectoral study funded by IFAD/World Bank/ADB/DANIDA and/or any other UN agencies will preferable.
- c) **Publication:** The consultant should have at least 3 publications in an international/national journal. However, Horticulture/Vegetable sectoral publications will be given high preference for the selection of the consultant.
- d) **Familiarity:** Familiarity with the following areas: a) Environment & Climate Change, b) Micro and small enterprise, c) livelihoods d) employment, e) pro-poor development, f) gender and nutrition.
- e) **Language:** Excellent writing and oral communication in English is required.
- f) **Computer Literacy:** MS Word, Excel, PowerPoint, SPSS/STATA.

### 15. Institutional arrangement

The consultant will report to the 'Project Focal' and/or his/her designated person regarding their scope of services, deliverables and other assignment related issues.

### 16. Client's input and counterpart personnel

➤ **Facilities provided by client**

The client will provide relevant documents, any equipment, and other related facilities to perform the job.

➤ **Counterpart personnel**

The client will engage an official to support the consultant to implement the assignment.

### 17. Service and facilities to be provided by the consultant:

The Consultant will provide the deliverables within the mentioned period using their own office space and other necessary logistics. The firm will provide the final report along with the draft report and collected all raw data/information in email/Pendrive/DVD.

### 18. Consultant (National) Selection Process

The consultant will be selected conforming to the Individual Consultant Selection (ICS) method guided by the Public Procurement Rules-2008. The type of contract is lump-sum. The point distribution is given below:

Sl.	Criteria	Point
1	Education	20
2	Experience	50
3	Training & Publication	5

4	Familiarity	5
5	Language	5
6	Computer Literacy and data analysis	10
<b>Total</b>		<b>95</b>

**Note: Above mentioned criteria will be used to shortlist the applicants. Subsequently, Interview will be taken from the shortlisted applicants by Proposal Evaluation Committee (PEC). In this regard, 05 point will be allocated for Interview stage of procurement process.**

## **19. Proposal submission:**

The proposal should include the following below six items.

- i. **Cover letter:** Clearly summarizing Consultant experience and competency as it pertains to this assignment
- I. **Technical proposal:** Not exceeding eight (08) pages expressing an understanding and interpretation of the ToR, the proposed methodology, relevant experience and time and activity schedule.
- II. **Detailed CVs including financial information** (as per format in Request for Application-RFA Documents) of all professionals who will work on the process. CVs of proposed study team (will add additional value), please attach a table describing the level of effort (in number of days) of each team member in each of the evaluation activities.
- III. **Professional references** are needed to provide two or three references from your previous clients.
- IV. **A short example from previous Endline Evaluation** report (value chain preferred) that is relevant to this work (5-7 pages)

(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 ability 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.)

**Application Procedure:** Please email complete applications to [\*\*fda.crf@gmail.com\*\*](mailto:fda.crf@gmail.com).

**Deadline for Application:** The application deadline is **“13/9/2025”**.

Interested individuals will provide a technical proposal. The total budget includes consultancy fees, field data collection, and other necessary costs. The VAT and Tax will be deducted at source as per the government rules. Interested consultants are invited to submit their technical proposal along with a detailed CV and one page of cover letter by (timeline). The partner organization will form a review committee to analyze the applications, shortlisting, interview, select the firm/individual and execute the deed of contract.

## **20. Payment**

PORIBAR UNNAYAN SONGSTHA (FDA) will pay the cost of the study to the assigned firm subject to the completion of all deliverables and reports acceptance of a “PORIBAR UNNAYAN SONGSTHA (FDA)” by deducting VAT and TAX at source as per the Government rules. Payments will be made based on the following percentages and milestones:

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

## **21. Timeframe**

The study shall be conducted expectedly in two months from start of the study and is scheduled to preferably start in the (20/09/2025). The consultant will submit the final report at the latest by (16/11/25). The timeline will be finalized as agreed by the consultant and “PORIBAR UNNAYAN SONGSTHA (FDA)”

## **22. Disclaimer**

“PORIBAR UNNAYAN SONGSTHA (FDA)” reserves the right to amend the terms of reference at any time as required upon mutual discussion with the consultant. “PORIBAR UNNAYAN SONGSTHA (FDA)” 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. The consultant will never use this Endline Study information for his/her own needs. If it requires, the consultant must take prior permission from the concerned PORIBAR UNNAYAN SONGSTHA (FDA).

## **Section 3. Application Forms**

Form 3A : Application Submission Form

Form 3B : CV of the Applicant

Form 3C: Remuneration and Reimbursable

# Form 3A. Application Submission

[Location: dd/mm/yy]

To:

-----  
[Name]  
-----

-----  
[Address of Client]  
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Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [dd/mm/yy].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

**Attachment:**

## Form 3B. Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT :	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>												
2	NAME OF PERSON :	<i>[state full name]</i>												
3	DATE OF BIRTH :	<i>[ dd/mm/yy]</i>												
4	NATIONALITY :													
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>												
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].</i>												
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>												
8	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Language</u></td> <td style="text-align: center;"><u>Speaking</u></td> <td style="text-align: center;"><u>Reading</u></td> <td style="text-align: center;"><u>Writing</u></td> </tr> <tr> <td style="text-align: center;"><i>e.g. English</i></td> <td style="text-align: center;"><i>Fluent</i></td> <td style="text-align: center;"><i>Excellent</i></td> <td style="text-align: center;"><i>Excellent</i></td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>				
<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>											
<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>											
9	COUNTRIES OF WORK EXPERIENCE													
10	EMPLOYMENT RECORD <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i>	<p><i>[The Applicant should clearly distinguish whether as an “employee” of the firm or as a “Consultant” or “Advisor” of the firm].</i></p> <p><i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">EMPLOYER 1</td> <td style="width: 30%;">FROM: <i>[e.g. January 1999]</i></td> <td style="width: 30%;">TO: <i>[e.g. December 2001]</i></td> </tr> <tr> <td>EMPLOYER 2</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 3</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 4 (etc)</td> <td>FROM:</td> <td>TO:</td> </tr> </table>	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>	EMPLOYER 2	FROM:	TO:	EMPLOYER 3	FROM:	TO:	EMPLOYER 4 (etc)	FROM:	TO:
EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>												
EMPLOYER 2	FROM:	TO:												
EMPLOYER 3	FROM:	TO:												
EMPLOYER 4 (etc)	FROM:	TO:												

11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT <i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility held. Use about half of a page A4].</i>
12	COMPUTER SKILL

**CERTIFICATION**

*[Do not amend this Certification].*

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

Signature			
Print name			
Date of Signing dd / mm / yyyy			

## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1**. **Finally after negotiation Remuneration & Reimbursable will be part of fixed lump-sum amount as per agreed deliverable in the contract.**

**(1) Remuneration**

Rate (per month / day / hour in Tk)	Staff Time (No. month / day / hour)	Total (Tk)

**Note: A month consists of 30 calendar days.**

**(2) Reimbursable (as applicable)**

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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## Section 4. Contract Forms

The ***Contract Agreement***, which once completed and signed by the Client and the Consultant, clearly defines the Client's and Consultants' respective responsibilities.

## 4.1 Contract Agreement (Time-based)

THIS CONTRACT ("the Contract") is entered into this day of [dd/mm/yy], by and between [insert name of Client] ("the Procuring Entity") having its office at [insert address of Client], and [insert name of Consultant] ("the Consultant") having his/her address at [insert address of Consultant].

WHEREAS, the Client wishes to have the Consultant performing the Services hereinafter referred to, and

WHEREAS, the Consultant is willing to perform these Services,

NOW THEREFORE THE PARTIES hereby agree as follows:

### **General**

1. Services
  - 1.1 The Consultant shall perform the Services specified in Annex A (*Description of Services*), which are made an integral part of the Contract.
2. Duration
  - 2.1 The Consultant shall perform the Services during the period commencing from [dd/mm/yy] and continuing until [dd/mm/yy], or any other period as may be subsequently agreed by the parties in writing.
3. Corrupt, Fraudulent, Collusive or Coercive Practices
  - 3.1 The Government requires that Client, as well as Applicants, shall observe the highest standard of ethics during the implementation of procurement proceedings and the execution of Contracts under public funds.
  - 3.2 The Government defines corrupt, fraudulent, collusive or coercive practices, for the purposes of this provision, in the **Sub-Clause 3.5**
  - 3.3 Should any corrupt, fraudulent, collusive or coercive practice of any kind come to the knowledge of the Client, it shall, in the first place, allow the Applicant to provide an explanation and shall, take actions only when a satisfactory explanation is not received.
  - 3.4 If the Client at any time determines that the Applicant has, directly or through an agent, engaged in corrupt, fraudulent, collusive or coercive practices in competing for, or in executing, a Contract under public funds., the Client shall:
    - (a) exclude the Applicant from participation in the procurement proceedings concerned or reject an Application for award; and
    - (b) declare the Applicant ineligible, either indefinitely or for a stated period of time, from participation in procurement proceedings under public funds.

3.5 The Government defines, for the purposes of this provision, the terms set forth below as follows:

**“corrupt practice”** means offering, giving or promising to give, receiving, or soliciting either directly or indirectly, to any officer or employee of a Client or other public or private authority or individual, a gratuity in any form; employment or any other thing or service of value as an inducement with respect to an act or decision or method followed by a Client in connection with a Procurement proceeding or Contract execution;

**“fraudulent practice”** means the misrepresentation or omission of facts in order to influence a decision to be taken in a Procurement proceeding or Contract execution;

**“collusive practice”** means a scheme or arrangement between two (2) or more Persons, with or without the knowledge of the Client, that is designed to arbitrarily reduce the number of Tenders submitted or fix Tender prices at artificial, non-competitive levels, thereby denying a Client the benefits of competitive price arising from genuine and open competition; or

**“coercive practice”** means harming or threatening to harm, directly or indirectly, Persons or their property to influence a decision to be taken in the Procurement proceeding or the execution of a Contract, and this will include creating obstructions in the normal submission process used for Tenders, Applications, Proposals or Quotations.

- |    |                              |     |  |
|----|------------------------------|-----|--|
| 4. | Applicable Law               | 4.1 | The Contract shall be governed by and interpreted in accordance with the laws of the People’s Republic of Bangladesh   |
| 5. | Governing Language           | 5.1 | The language governing the Contract shall be English, however for day to day communications in writing both Bangla and English may be used.  |
| 6. | Modification of Contract     | 6.1 | The Contract shall only be modified by agreement in writing between the Client and the Consultant.   |
| 7. | Ownership of Material        | 7.1 | Any studies, reports or other material, graphic, software or otherwise, prepared by the Consultant for the Client under the Contract shall belong to and remain the property of the Client.                          |
|    |                              | 7.2 | The Consultant may, with the prior written approval of the Client, retain a copy of such documents and software, but shall not use them for purposes unrelated to the Contract.                                      |
| 8. | Relation between the Parties | 8.1 | Nothing contained in the Contract shall be construed as establishing or creating any relationship other than that of independent Consultant between the Client and the Consultant.                                   |
| 9. | Contractual Ethics           | 9.1 | No fees, gratuities, rebates, gifts, commissions or other payments, other than those shown in the Contract, shall have been given or received in connection with the selection process or in the contract execution. |

## Payments to the Consultant

- |                                      |   |
|--------------------------------------|---|
| 10. Ceiling Amount or Contract Price | 10.1 The Client shall pay the Consultant for the Services rendered pursuant to 'Description of Services' 'a ceiling amount or contract price not to exceed Tk <i>[insert amount]</i> , which includes remuneration and reimbursable expenses as set forth in Clauses 10.2. These amounts have been established based on the understanding that it includes all of the Consultant's costs as well as any tax obligation that may be imposed on the Consultant. |
|                                      | 10.2 The composition of the Remuneration and Reimbursable which make up the ceiling amount or contract price are detailed in <b>Annex B</b>   |
| 11. Lump-Sum Payment                 | 11.1 The Total payment due to the Consultant shall not exceed the Contract Price which is an all inclusive fixed lump-sum covering all costs ( <b>Remuneration &amp; Reimbursable</b> ) required to carry out the services described in <b>Annex A</b>  |
| 12. Payment Conditions               | 12.1 <b>Currency:</b> Payments shall be made in Bangladesh Taka.  |
|                                      | 12.2 <b>Payments:</b> Payments in respect of the Services shall be made in line with outputs according to the Consultant's Reporting Obligations & Payment schedule as specified in <b>Annex C</b>  |
|                                      | 12.3 The Consultant shall submit an Invoice at the periods specified in <b>Annex C</b> after fulfilling the reporting obligations and payments shall be made by the Client within fifteen (15) calendar days of receipt of the invoice.   |
|                                      | 12.4 <b>Final Payment:</b> The final payment shall be made only after the final report shall have been submitted by the Consultant and approved as satisfactory to the Client. If the Client notifies any deficiencies in the Services or the final report, the Consultant shall promptly make any necessary corrections, to the satisfaction of the Client.  |

## Obligations of the Consultant

- |                             |   |
|-----------------------------|---|
| 13. Medical Arrangements    | 13.1 The Consultant shall, before commencement of the Services furnish the Client with a medical report providing evidence satisfactory to the Client that the Consultant is in good health and is not subject to any physical or mental disability which may interfere with his/her performance of the Services. |
| 14. Performance Standard    | 14.1 The Consultant undertakes to perform the Services with the highest standards of professional and ethical competence and integrity.   |
| 15. Contract Administration | 15.1 <b>Client's Representative:</b> The Client's representative, as indicated in Annex A, shall be responsible for the coordination of all activities under the Contract.  |

- 15.2 **Reports:** During the course of the assignment, the Consultant shall submit to the Procuring Entity reports as listed in **Annex C**, which shall be type-written or computer composed, and will constitute the basis for the payments to be made under Clause 12.
16. Confidentiality 16.1 The Consultant shall not, during the term of the Contract or within two years after its expiration, disclose any proprietary or confidential information relating to the Services, the Contract or the Client's business operations without the prior written consent of the Client.
17. Consultant's Liabilities 17.1 The Consultant shall continue to cooperate with the Client after the termination of the Contract, to such reasonable extent as may be necessary to clarify or explain any reports or recommendations made by the Consultant.
- 17.2 The Consultant shall report immediately to the Client any circumstances or events which might reasonably be expected to hinder or prejudice the performance of the Services.
18. Consultant not to be Engaged in Certain Activities 18.1 The Consultant agrees that, during the term of the Contract and after its termination, the Consultant shall be disqualified from providing goods, works or services (other than any continuation of the Services under the Contract) for any project resulting from or closely related to the Services.

## **Obligations of the Client**

19. Services, Facilities and Property 19.1 The Client shall, free of any charge to the Consultant, make available for the purpose of carrying out the assignment data, local services, personnel, and facilities indicated in Annex A.

## **Termination and Settlement of Disputes**

20. Termination 20.1 **By the Client**
- The Client may terminate the Contract by not less than twenty-eight (28) days written notice to the Consultant, Such notice to be given after the occurrence of any event necessitating such termination.
- 20.2 **By the Consultant**
- The Consultant may terminate the Contract, by not less than twenty eight (28) days written notice to the Client, if the Client fails to pay any monies due to the Consultant pursuant to the Contract.
21. Dispute Resolution 21.1 **Amicable Settlement**
- The Client and the Consultant shall use their best efforts to settle amicably all disputes arising out of or in connection with this Contract or its interpretation.

## 21.2 Arbitration

If the dispute cannot be settled the same may be settled through arbitration in accordance with the Arbitration Act 2001 of Bangladesh as at present in force. The place of Arbitration shall be in Dhaka.

IN WITNESS WHEREOF the parties hereto have signed this agreement the day and year first above written.

FOR THE CLIENT

FOR THE CONSULTANT

Signature

Signature

Print Name & Position:

Print Name:

The following documents forming the integral part of this contract shall be interpreted in the following order of priority:

(a) The Form of contract

Annex A: Description of Services

Annex B: Cost Estimates of Services and Schedule of Rates

Annex C: Consultant's Reporting Obligations

## **ANNEX A: Description of the Services**

### **Rural Microenterprise Transformation Project (RMTP)**

#### **Terms of Reference (TOR) for Selection of an Individual Consultant for Conducting an Endline Evaluation on Sub-Project Name: Ecology Friendly Safe Vegetable and Crop Production and Marketing.**

#### **4. About the organization:**

FDA (Family Development Association) is an NGO, meaning in Bengali PORIBAR UNNAYAN SONGSTHA, which was established in 1987 in Charfassion under the District of Bhola and joined PKSF as its partner organisation in 1992. For over 31 years, the NGO has been implementing various development projects, including microfinance activities with poor, ultra-poor, and micro-entrepreneurs in the coastal remote areas of Bhola, Patuakhali, and Barisal districts.

Now FDA covers three districts located in the coastal belt (Bhola, Patuakhali, and Barisal), nine Upazillas, 89 unions and municipalities, and 344 villages. It comprises nine area offices, 42 branch offices, 3035 somiti, 68879 members, and 362 enthusiastic, laborious, and energetic staff.

#### **5. About the Project:**

PORIBAR UNNAYAN SONGSTHA (FDA) is implementing a project titled “Ecology Friendly Safe Vegetable and Crop Production and Marketing” a value chain project under RMTP (Rural Microenterprise Transformation Project) jointly financed by Palli Karma-Sahayak Foundation (PKSF), the International Fund for Agricultural Development (IFAD) and Danish International Development Agency (DANIDA), since February, 2022 in “Charfassion & Lalmohan” Upazilas of “Bhola” district. The project aims to increase income, ensure food security and improve the family nutrition of marginal and small farmers. Additionally, the sub-project is working to connect the relevant farming groups with service providers in the backward and forward markets, improve their skills, business investment, improve the quality of services, and mechanize vegetable processing factories, produce diversified products, and certify products.

#### **6. The Project results:**

The consultant should follow the project's logical framework to get a clear understanding of the project, cross-section of the logical framework is necessary to carry out the endline as it is a prime requirement of this assignment. The following are the project results-

**3.2 Goal:** Increasing the income of small and marginal farming families and micro-entrepreneurs, ensuring food security and improving family nutrition.

#### **3.2 Development Objective:**

- d) At least 34% of entrepreneurs' safe agriculture-related ventures have seen an increase in production.
- e) Entrepreneurs' sales of safe agricultural products have increased by at least 30%.
- f) The profits earned by entrepreneurs under the project from producing safe vegetables have increased by 20%.

#### **4.3 Outcome:** The outcomes are-

- a) At least 70% of entrepreneurs are cultivating vegetables following safe methods.

- b) At least 10 producer groups are formally associated with government/non-government/private institutions/businessmen and are exchanging goods/services commercially.

#### **4.4 Immediate result:**

- g) All project members are receiving necessary inputs, production skills, and marketing services for safe vegetable cultivation.
- h) 20 master trainer development trainings have been received on the topic of Global GRAP.
- i) 250 project members have received GLOBAL GAP/BGAP training for safe vegetable production.
- j) All project members have gained a complete understanding of nutritious food intake.
- k) 250 project members received training in business management.
- l) 25 members of the project have been able to receive business development services.

## **5 Purpose and Scope of the Endline Evaluation:**

### **14.1 Purpose of the Evaluation**

The endline evaluation will measure the changes with regard to provide social, economic, nutrition and environmental data at the ending of the project. Further the endline evaluation will assess the performance of the sub-project, and capture the Project's achievements, challenges, best practices, key lessons, and recommendations to improve future projects implementation. It will also be a significant advocacy document for further Project improvements, strategic planning and policy making in the area of Value chain project implementation. The study acts as an accompaniment to the quantitative and qualitative data that is also recommended when implementing a project for the first time at the beginning of the project. This should help to identify any major issues and provide some insights into the opinions of the project participants. The evaluation will be done based on the indicators of the project logical framework to identify the appropriate changes and impact during the project phase. The study will explore the income increase of the participants, and the specific engagement of women in the project and define the role of women in decision making process including their nutrition intake status.

### **14.2 Scope of the study / evaluation**

The evaluation will be conducted at Thirteen (13) Union of Charfasson & Lalmohan Upazila under Bhola district at a point of time when almost all of the project activities have been implemented and a significant percentage of the funding has been spent. The results of the end line evaluation will be helpful for future value chain project planning, implementation, monitoring and evaluation of PORIBAR UNNAYAN SONGSTHA (FDA) and PKSf. The evaluation findings and results will also be used by the stakeholders or change agents who are involved with this project and implementing value chain interventions. The end line evaluation will follow value chain characteristics mentioned in PDR developed by IFAD. The findings of the study will also be compared between endline and baseline study results focusing on the project indicators.

## **15 Endline Evaluation objectives and Criteria**

### **15.1 Endline Evaluation objective**

**The Endline Evaluation will be conducted for the following objectives:**

- To evaluate the positive change to increase production/sales/profit/income of the participants for the project intervention.

- To evaluate whether the Project delivered effective, efficient, relevant and timely activities to the targeted participants/beneficiaries as set in the project workplan.
- To evaluate the present condition of the project indicators, participants' knowledge attitude and practice in compare with baseline study (log-frame indicators).
- To prepare a value chain existing map and make a profile of "Vegetable" value chain in the respective district and identify the changes.
- Explore if the coordination and collaboration changes among value chain actors (in compare with baseline study).

## **15.2 Evaluation Criteria**

Following are some standard questions that will need to be adjusted with the successful firm/consultant's team, in agreement with the Evaluation Management Team, at the stage of the inception report.

### **5.2.1: Relevance and Appropriateness**

- To what extent the project meets the outcomes and impacts articulated in the proposal?
- Are the activities and outputs of the project consistent with the overall goal?

### **5.2.2: Efficiency**

- To what extend whether the project has utilized funding as per the agreed work plan to achieve the projected targets?
- To Assess the quantity, quality and timeliness of the project delivery including planning, implementation, monitoring, and reporting as per the project.
- To assess the input versus output ratio for planned project deliverables.
- How efficient was the delivery of the project in terms of implementation of its interventions, sharing information and learning among the stakeholders/value chain actors?

### **5.2.3: Effectiveness**

- To what extent the planned objectives in the logical frame of the project were reached and delivered timely activities to the targeted participants and targeted stakeholders as per the indicators to match with the project goal?
- To what extend the performance of the project with reference to qualitative and quantitative achievements of outputs and targets as defined in the project?
- What types of opportunities for collaboration between participants and other stakeholders/value chain actors?
- To what extent the project mainstreamed women empowerment and decision making?

### **5.2.4: Coverage**

- Were the participants/beneficiaries and targeted stakeholders reached as per the project indicators and targets?

- To what extent were the beneficiaries, especially, the women and young engaged and reached to the project?

#### **5.2.5: Impact**

- To what extent the activities bring positive change to increase production/sales/profit/income of the participants? What are the changes among the beneficiaries and targeted stakeholders?
- To what extent coordination and collaboration increase among participants, PORIBAR UNNAYAN SONGSTHA (FDA), Private Sector, and other stakeholders?
- To what extent the participants build their capacity operating their enterprises?
- To what extent the participants changed their economic condition through the support under project?
- To what extent the participants received the loan and how they are using?

#### **5.2.6: Sustainability and connectedness**

- Assess the sustainability of the project interventions in terms of the project indicators.
- Analyze the likely trends for project impact on the family income, nutrition, environment, gender and other issues.
- To what extent are the capacities of the different stakeholders including “PORIBAR UNNAYAN SONGSTHA (FDA)” /PKSF have been built by the project?

#### **5.2.7: Quality Standard**

- Any activities that aim to address the specific needs, protection risks, vulnerabilities and priorities of women and young?
- Does the operation mention how vulnerable men and women of all ages and backgrounds were involved in the design, implementation and evaluation of the operation?

## **16 Study management**

### **16.1 Supervision and management of the study**

A supervision team shall be formed with active participation from VCF & Focal “PORIBAR UNNAYAN SONGSTHA (FDA)” Other relevant person from both PORIBAR UNNAYAN SONGSTHA (FDA) /PKSF shall also provide (need-based) feedback in the report.

### **16.2 Coverage of Study**

The endline evaluation shall cover whole working area of the sub-project i.e. Thirteen (13) Union of Charfasson & Lalmohan Upazila under Bhola district.

## **17 Methodology**

As part of the contract, the selected consultant/consultants shall provide a complete and detailed methodology of conducting the survey, which shall include: timeframe, research tools, methods, sample size and any other relevant segments to be used by the consultant.

### **17.1 Quantitative Data Collection:**

The consultant will design the questionnaire for quantitative survey based on the logical framework of “Ecology Friendly Safe Vegetable and Crop Production and Marketing” and share with “Ecology Friendly Safe Vegetable and Crop Production and Marketing” team before it is finalized, and field tested. The data collection modality, either paper or mobile based, need to be agreed with the team prior to application. PORIBAR UNNAYAN SONGSTHA (FDA) will provide necessary information and support to connect with relevant shareholders and administration.

The consultant is expected to propose a suitable methodology for carrying out the work and fulfilling the objectives of the study. The methodology should follow the standard statistical method. The consultant will be free and encouraged to be as creative as possible in arriving at a suitable methodology that will ensure that the objectives of the study are fully met in a timely and efficient way. The consultant will be required to elaborate a detailed Endline design and methodology as part of their Work plan. The Endline study will be conducted in the project areas following appropriate, applicable statistical sampling procedures. However, the sample size could be finalized after discussion with the project professionals. A detailed approach and methodology to conduct the Endline study should be suggested by the consultant in compliance with the, goal, objective, and log-frame of the sub-project. The Endline design document should include a series of data collection instruments.

#### **17.2 Control Group Quantitative Data Collection:**

The consultant will collect at least 20% of the control group for quantitative data. This 20% sample will be taken from the final sample size of the population. Example: The calculated sample size is 384 using standard sampling methodology, with 20% being 76.8, which could be rounded to 80. So, the total sample size will be 464 (Treatment 384+control 80). Sample should be taken from men and women according to the sub-project population ratio.

#### **17.3 Nutrition Data Collection:**

The consultant will collect nutrition data following the MDD-W (Minimum Dietary Diversity for Women) for only women by FAO guidelines to meet the need for nutrition-related indicator/s.

#### **17.4 Gender and Social Inclusion Data Collection:**

The consultant will collect the Gender and Social inclusion data following the project target such as young (age group 18-35) participation, women participation, women empowerment and women participation in family decision making.

### **17.5 Qualitative Data Collection:**

The qualitative part will allow verifying the perceptions and knowledge of the beneficiaries in the project area. The questions of the qualitative data should be made in such a way that they reflect and strengthen the data driven from the quantitative survey, and also complement the indicators whose results could not be driven from the quantitative survey. The following should be done:

- Focus Group Discussion (FGD) with men producers
- FGD with women/mixed producers
- In-depth Interview (IDI) with successful Entrepreneur
- IDI with woman Entrepreneur (including young)
- Key Informant Interview (KII) with (LSP/as per need from input to consumers)
- KII with private sectors
- KII with PORIBAR UNNAYAN SONGSTHA (FDA) Management
- KII with district and Upazila level government officials
- KII with VCMP (Over Phone)
- Case Study/Success Stories (At least-5)
- Triangulation of information gathered during the quantitative and qualitative research is crucial in this study, with reflection on how the findings relate to the secondary documentation.

The logical framework of project, from which the indicators are to be driven, is given as an annex inside the ToR.

### **18 Duration of the study and schedule of the reports**

The total duration of the assignment will be 56 days (Calendar Days). A detail implementation plan will be agreed upon in consultation with PORIBAR UNNAYAN SONGSTHA (FDA), however, it is anticipated that the inception report should be submitted within 10 days upon signing the contract. The draft report of the study should be submitted by the consultant within 40 days, and a presentation on the draft report should be given to PORIBAR UNNAYAN SONGSTHA (FDA) within 50 days after signing the agreement.

### **19 Quality and Ethical Standards**

The consultant hired should take all reasonable steps to ensure that the Endline study is designed and conducted to respect and protect the rights and welfare of people and to ensure that the Endline study is technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner, and contributes to organizational learning and accountability.

- j. **Utility:** The Endline Evaluation must be useful and will be used by PORIBAR UNNAYAN SONGSTHA (FDA)/PKSF.
- k. **Feasibility:** The Endline Evaluation must be realistic and managed in a cost-effective manner.
- l. **Ethics & Legality:** The Endline Evaluation must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved.
- m. **Impartiality & Independence:** The Endline Evaluation should be impartial, providing a comprehensive and unbiased assessment that considers the views of all stakeholders.
- n. **Transparency:** The Endline Evaluation activities should reflect an attitude of openness and transparency.
- o. **Accuracy:** The Endline Evaluation should be technically accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
- p. **Participation:** Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.
- q. **Collaboration:** Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.
- r. **Cross-cutting issues:** The Endline Evaluation activities should reflect the projects' cross-cutting issues such as Nutrition, Gender, Climate Change, and Environment, also reflect it in this report.

## 20 Key Deliverables

- m) Inception Report:** by 10 days (Calendar Days) after signing the contract, a detailed report on the consultant's proposed final Endline design and methodology will be submitted to PORIBAR UNNAYAN SONGSTHA (FDA)/PKSF for approval. This will provide preliminary understandings based on document review, rationale, and a detailed description of the methodology and tools, analytical methods, and detailed work plan for the entire exercise. Any draft questionnaires or interview forms will also be submitted for review at this stage.

- n) **Sample Frame:** A detailed determination of sample size and sampling frame using statistical tools and formula.
- o) **Endline survey questionnaire** (for the quantitative part) and Checklist (for the qualitative part) to capture all required data and information of the study.
- p) **Interview Notes and List of Resource Documents:** The Consultant will provide summaries of all key meetings, and discussions conducted during the endline and copies of any relevant documents and reports gathered during the evaluation (timeline).
- q) **Summary Presentation of Findings:** The Consultant will present initial findings to PORIBAR UNNAYAN SONGSTHA (FDA) for review, comment, and feedback by (timeline). A PowerPoint presentation and handout (maximum of two pages) will be prepared for the presentation through a workshop to the project stakeholders preferably via an online platform. The Consultant will consider PORIBAR UNNAYAN SONGSTHA (FDA) and stakeholder comments and revise the draft report as appropriate.
- r) **Findings brief:** The Consultant should provide a brief of the findings corresponding to the objectives of the evaluation that can be widely circulated. The brief of the study could be within three pages.
- s) **Indicator Table with Value:** The Consultant will provide an indicator table including the values and make comparison with baseline study including the % of progress (Indicator progress table Baseline Vs Endline and Control Group status).
- t) **Final Database:** The consultant should review, recheck and finalize the data set before starting the final analysis. The final database should be handed over to PORIBAR UNNAYAN SONGSTHA (FDA) management along with the final report.
- u) **Draft report:** A draft report identifying key findings based on facts with conclusions, recommendations, and lessons for the current and future operation, will be submitted by the consultant within 10 days after field data collection.
- v) **Final report:** 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. The evaluation findings should be presented in outcome wise and outcomes and further analysis under evaluation criteria. The specific recommendation should be made based on specific thematic of women and young involvement in value chain development. Recommendations and action points should be SMART. The report should also contain appropriate appendices, including a copy of the ToR, cited resources or bibliography/reference, a list of those interviewed and any other relevant materials. The final report will be submitted one week after receipt of the consolidated feedback from PORIBAR UNNAYAN SONGSTHA (FDA). The consultant will submit 5 hard copies of final report to PORIBAR UNNAYAN SONGSTHA (FDA). Last but not the least, the report should be conspicuous and lucid for readers of all levels.
- w) **Case Studies:** To highlight stories of success in the field and include it in the final report. All products arising from this evaluation will be owned by the RMTP/PKSF. The evaluators will not be allowed, without prior authorization in writing, to present any of the analytical results as his/her own work or to make use of the evaluation results for private publication purposes.

- x) **Data Set:** The consultant will submit the final data set to the PORIBAR UNNAYAN SONGSTHA (FDA) in Excel and SPSS.

The draft and final reports will be submitted to Evaluation Management Team PORIBAR UNNAYAN SONGSTHA (FDA)/PKSF), who will ensure the quality of the report providing input if necessary. The Evaluation Management Team will submit the report to the key stakeholders interviewed for review and clarifications. The Commissioner will oversee a management response and will ensure subsequent follow up.

**The Final Report will sketch with the following headings:**

- n. Acknowledgements
- o. Acronyms
- p. Glossary
- q. Executive Summary
- r. Indicator Table with Value (Endline Vs Baseline and control group status of project log-frame)
- s. Introduction/Background
- t. Rationale and Objectives of the End Line Evaluation
- u. Scope of the End Line Evaluation
- v. Evaluation Methodology
- w. Findings and Discussion (as per evaluation criteria)
- x. Recommendations
- y. Conclusion and lessons learned
- z. References
  - a. 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.).

Annexes, including:

- f. Case Study/Success Stories
- g. Scope of Work
- h. Data collection tools
- i. Key data sets, including interview transcripts
- j. List of key informants

## **21 Accountability and Communication Network**

The ownership of the output of this assignment belongs to RMTP/PKSF and shall be utilized for the defined purposes of the Project. The consultant will ensure confidentiality of all information obtained during the assignment and related to the projects mentioned above. All data, materials in soft and hard copies remain the properties of RMTP and are to be returned PORIBAR UNNAYAN SONGSTHA (FDA) at the end of the assignment. The use of the

data remains the sole right of RMTP and any usage of data without prior approval from the PKSf shall be held illegal.

## 22 Responsibility and Competence

The consultant agrees to comply in all professional tasks with the rules and regulations of RMTP. Either party can cancel this agreement within a 7-day written notice. RMTP team can terminate the agreement without notice and payment in the following cases:

- If the consultant cannot fulfil the requirements and the agreed deadlines
- If the consultant cannot submit the deliverables within the time specified in the mandate
- If the quality and standards of the work fail to meet reasonable standards that have so been communicated in writing.

## 23 Required Qualifications

Qualification	Required	Preferred
Proven experience of conducting endline evaluation of a Agre-business Project	<input checked="" type="checkbox"/>	
Demonstrated experience from involvement in a Value Chain Project	<input checked="" type="checkbox"/>	
Demonstrated experience of working with Gender		<input checked="" type="checkbox"/>
Demonstrated experience of working with Nutrition		<input checked="" type="checkbox"/>
University degree at post-graduate level in Soil Science/Agriculture/ Statistics or other relevant subject	<input checked="" type="checkbox"/>	
Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner	<input checked="" type="checkbox"/>	
Excellent in English and Bangla writing and presentation skills	<input checked="" type="checkbox"/>	
Immediate availability for the period indicated	<input checked="" type="checkbox"/>	
Experience working with Mobile based Data collection		<input checked="" type="checkbox"/>

## 24 Consultant requirements

The Consultant should have previous working experience in providing such kinds of services. Should have expertise in the area of the said Sub-Sector/s, Agriculture, and micro-enterprise. The enumerators of this study will be hired by the consultant/consulting firm. The expected qualifications of the independent consultant are given below:

- g) **Education:** He/she should have a minimum Master's Social Science/ Agriculture / Statistics, PhD will be the additional advantage. Global GAP assurer/trainer will get preferences.
- h) **Experience:** The consultant should have 5 years of working experience in research including 3 years of experience in the value chain approach. Research experience in environmental sustainability, economic viability, micro-enterprise development, nutrition, sectoral policy review/analysis, and value chain development will add additional value. Experience in evaluating any projects/sectoral study funded by IFAD/World Bank/ADB/DANIDA and/or any other UN agencies will preferable.
- i) **Publication:** The consultant should have at least 3 publications in an international/national journal. However, Horticulture/Vegetable sectoral publications will be given high preference for the selection of the consultant.
- j) **Familiarity:** Familiarity with the following areas: a) Environment & Climate Change, b) Micro and small enterprise, c) livelihoods d) employment, e) pro-poor development, f) gender and nutrition.
- k) **Language:** Excellent writing and oral communication in English is required.
- l) **Computer Literacy:** MS Word, Excel, PowerPoint, SPSS/STATA.

### 15. Institutional arrangement

The consultant will report to the 'Project Focal' and/or his/her designated person regarding their scope of services, deliverables and other assignment related issues.

### 16. Client's input and counterpart personnel

➤ **Facilities provided by client**

The client will provide relevant documents, any equipment, and other related facilities to perform the job.

➤ **Counterpart personnel**

The client will engage an official to support the consultant to implement the assignment.

### 17. Service and facilities to be provided by the consultant:

The Consultant will provide the deliverables within the mentioned period using their own office space and other necessary logistics. The firm will provide the final report along with the draft report and collected all raw data/information in email/Pendrive/DVD.

### 18. Consultant (National) Selection Process

The consultant will be selected conforming to the Individual Consultant Selection (ICS) method guided by the Public Procurement Rules-2008. The type of contract is lump-sum. The point distribution is given below:

Sl.	Criteria	Point
1	Education	20
2	Experience	50
3	Training & Publication	5

4	Familiarity	5
5	Language	5
6	Computer Literacy and data analysis	10
<b>Total</b>		<b>95</b>

**Note: Above mentioned criteria will be used to shortlist the applicants. Subsequently, Interview will be taken from the shortlisted applicants by Proposal Evaluation Committee (PEC). In this regard, 05 point will be allocated for Interview stage of procurement process.**

## **19. Proposal submission:**

The proposal should include the following below six items.

- ii. **Cover letter:** Clearly summarizing Consultant experience and competency as it pertains to this assignment
- V. **Technical proposal:** Not exceeding eight (08) pages expressing an understanding and interpretation of the ToR, the proposed methodology, relevant experience and time and activity schedule.
- VI. **Detailed CVs including financial information** (as per format in Request for Application-RFA Documents) of all professionals who will work on the process. CVs of proposed study team (will add additional value), please attach a table describing the level of effort (in number of days) of each team member in each of the evaluation activities.
- VII. **Professional references** are needed to provide two or three references from your previous clients.
- VIII. **A short example from previous Endline Evaluation** report (value chain preferred) that is relevant to this work (5-7 pages)

(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 ability 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.)

**Application Procedure:** Please email complete applications to [\*\*fda.crf@gmail.com\*\*](mailto:fda.crf@gmail.com).

**Deadline for Application:** The application deadline is **“13/9/2025”**.

Interested individuals will provide a technical proposal. The total budget includes consultancy fees, field data collection, and other necessary costs. The VAT and Tax will be deducted at source as per the government rules. Interested consultants are invited to submit their technical proposal along with a detailed CV and one page of cover letter by (timeline). The partner organization will form a review committee to analyze the applications, shortlisting, interview, select the firm/individual and execute the deed of contract.

## **20. Payment**

PORIBAR UNNAYAN SONGSTHA (FDA) will pay the cost of the study to the assigned firm subject to the completion of all deliverables and reports acceptance of a “PORIBAR UNNAYAN SONGSTHA (FDA)” by deducting VAT and TAX at source as per the Government rules. Payments will be made based on the following percentages and milestones:

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

## **21. Timeframe**

The study shall be conducted expectedly in two months from start of the study and is scheduled to preferably start in the (20/09/2025). The consultant will submit the final report at the latest by (16/11/25). The timeline will be finalized as agreed by the consultant and “PORIBAR UNNAYAN SONGSTHA (FDA)”

## **22. Disclaimer**

“PORIBAR UNNAYAN SONGSTHA (FDA)” reserves the right to amend the terms of reference at any time as required upon mutual discussion with the consultant. “PORIBAR UNNAYAN SONGSTHA (FDA)” 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. The consultant will never use this Endline Study information for his/her own needs. If it requires, the consultant must take prior permission from the concerned PORIBAR UNNAYAN SONGSTHA (FDA).

## ANNEX B: Cost estimates of Services and Schedule of Rates

### (A) Remuneration

Name of Consultant	Rate, Taka	Quantity	Total Taka
(a)	(b)	(c)	(d) = (b) x (c)
Remuneration is made on a [state monthly, daily or hourly] rate		Sub-Total (A)	

### (B) Reimbursable

Items of reimbursable	Unit	Qty	Rate(Taka)	Total (Taka)
(a)	(b)	(c)	(d)	(e) = (c) x (d)
(a) Per Diem Allowance				
(b) Air Travel Costs				
(c) Other Travel cost				
(d) Communication charges				
(e) Reproduction of reports				
(f) Other Expenses (to be listed)				
<i>Supporting documents and vouchers must be attached with the invoice</i>		Sub-total (B) =		

<b>CONTRACT CEILING (A) +(B)=</b>	<b>Total =</b>
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## ANNEX C: Consultant's reporting Obligations & Payment Schedule

(Sample Format)

Sl. No.	Reports	Date Due	Contents of the Report	Payment Schedule
1	Inception Report			... % of contract value
2	Interim Progress Report (a) First Status Report (b) Second Status Report (c) etc			.... % of contract value
3	Draft Final Report			... % of contract Value
4	Final Report			100 % of contract Value

NB: A sample Payment schedule has been shown below:

- **Interim Report:** Twenty-five (25) percent of the lump-sum Contract Price shall be paid upon submission of the Interim Report duly accepted by the Client.
- **Draft Final Report:** Thirty-five (35) percent of the lump-sum Contract Price shall be paid upon submission of the Draft Final Report duly accepted by the Client.
- **Final Report:** Twenty (20) percent of the lump-sum Contract Price shall be paid upon submission of the Final Report duly accepted by the Client.