**[Draft Version]**

**Background:**

The USAID Feed the Future (FtF) Bangladesh Cereal Systems Initiatives for South Asia Mechanization Extension Activity (CSISA-MEA) began in October 2019 and is implemented by CIMMYT in partnership with iDE and the Georgia Institute of Technology. The activity works in the FtF zone of influence in southern Bangladesh and in the Rohingya crisis-impacted zones of the Cox’s Bazar district. CSISA-MEA is a five-year development project which aims to support the mechanization of agriculture in Bangladesh by developing the capacity of the private sector to develop, manufacture, and market innovative new technology which will enable the country’s farmers to mechanize their agricultural production.

**Objective of seeking this service:**

To perform a feasibility assessment of potential workshops to develop sustainable workshops in the project area. The selected workshop will be developed as new or to renovate /upgrade the existing workshop by using sustainable materials to ensure it is environmentally appropriate, energy efficient, comfortable working environment, gender sensitive, and socially inclusive.

**Duration of this contract:**

This service contract will be valid for **a total of two months** from the date of signing with not less than 60 full days of work as mentioned below:

* Conduct feasibility assessment (two months) of potential location specific **total 07 (seven) workshops** in project area (Bogura-2, Jessore-2, Faridpur-2 and Cox’s bazar- 2)

**Scope of work:**

Within the scope of this contract, the service provider will:

* Conduct a rapid feasibility assessment of potential workshops (7 nos) to become sustainable workshops with details in project area.
* Field visit to the selected workshops to assess their suitability to be selected as sustainable workshops based upon the feasibility of providing technical assistance specific each workshop wise (not limited to design, drawings, materials estimation, costing, material source information, OHS etc.) to the workshops to either establish a new model workshop or to renovate / upgrade an existing workshop into a model workshop.
* The visit team (2-3 persons) should consist of architect, civil and structural engineers.
* In person discussions with selected workshops’ officials at field on different stages (02 times) of this study, like; during the assessment, during the draft designing completion to make the final design incorporating suggestions (each workshop wise).
* Present findings and recommendations (as mentioned above specific workshop wise) based on the selected workshops timely basis as per after 1st field visit, after draft design and final design and plan for next stages related consultancy report to be submitted to CIMMYT.
* Work closely with the Private Sector Engagement Unit and Field teams of CIMMYT/CSISA-MEA.
* Provide the field visit plan to CSISA-MEA field team through Private Sector Engagement (PSE) unit well in advance.
* Complete the consultancy as per stipulated time schedules and seek no extension.

**Technical requirements:**

The reports may be used for CIMMYT partners’ and donor’s (USAID) website. The report should be written in good quality English maintaining an international standard and inserting high quality photographs of field work.

**Qualifications, Competencies and Experience:**

* Expertise on architecture (including structural and civil) specially on eco-friendly concept by using sustainable materials.
* Affiliation with USAID’s development projects is preferable.
* Excellent verbal and written skills both in Bangla and English.
* Ability and willingness to travel to the remote areas of CSISA-MEA project.
* Knowledge and understanding of the development sector.

**Milestones and deliverables:**

| **Milestone** | **Deliverable** | **% Payment** |
| --- | --- | --- |
| **Milestone 1**Signing of the contract and work plan | Soft copy of the work plan | 20% |
| **Milestone 2**Feasibility Study: Field visits and workshop wise report draft report submission and presentation on draft report  | Presentation and draft report on specific workshops | 40% |
| **Milestone 3**Submission of Consultancy report and each selected workshop wise PP deck | Final report on the study and PPT slide deck | 40% |

**Payment and Condition:**

The payment will be done as per the milestones through online transfer to the account details provided by the service provider. Around 10% will be deducted as tax.

**Obligation:** All the images, reports, documents, papers, or any other related materials produced under the agreement will be the property of CIMMYT and consequently confidential; and should be handed over to the organization. Therefore, the outputs/deliverables or any part of it will be strictly prohibited to share, sell, use or produce/reproduce by any means without the prior permission of CIMMYT. The organization's written consent will be required to utilize the findings or any other related matters for/by any other purposes or institutions.

**Reporting:** The service provider will report to the contact person mentioned in this TOR.

**Contact person for the EOI Submission:**

**Md. Kafil Uddin**

Email:k.uddin@cgiar.org

**Mr. Dhon Raj Lama**

Email: d.lama@cgiar.org

**Ms. Shaida Khatun**

Email: shahida@cgiar.org