

Terms of Reference

Assessment of the present market structure/ market system and its functioning in the selected four Value Chain (VC) and identification of systemic constraints and propose strategies and interventions in order to support poor and small holder producer and producers' with disabilities to make their business enterprise profitable through better access to market.

1. Introduction

Program Name	Taking Successful Innovation to Scale – Pathway for Disability Inclusive Graduation out of Poverty
Project Location	Kurigram Sadar and Ulipur upazilas of Kurigram district and Sitakund upazila of Chittagong district

Project and Consortium

The “Taking Successful Innovation to Scale – Pathways for Disability-Inclusive Graduation out of Poverty” Project is a joint initiative of Handicap International-Humanity and Inclusion (HI), HELVETAS Swiss Intercooperation, Islamic Relief and Young Power in Social Action-YPSA., funded by DFID. The project supports persons with disabilities and their caregivers, since the exclusion of both has an adverse impact the economy. Within that population, the project makes a priority to work with women. The project aims to increase access to services for households with persons with disabilities, in line with the first programme objective of UK AID Direct. The goal (long-term outcome) of the project is ‘Persons with disabilities in Kurigram and Sitakund graduate out of extreme poverty, have better access to supports in the community and are less vulnerable to shocks and natural disasters.’ The outcome of the project is “households including persons with disabilities in Kurigram and Chittagong districts graduate out of extreme poverty and out of poverty, have better access to services, and are less vulnerable to shocks and natural disasters”

The outcome of the project will be achieved through accomplishment of four outputs: (1) Persons with disabilities have gained functional autonomy and increased their social inclusion; (2) Persons with disabilities and their households are engaged in resilient economic activities leading to an increase in assets and income; (3) Mainstreaming partner organisations have enhanced capacities to offer disability-inclusive poverty reduction initiatives; (4) Production of the first robust evidence on the effectiveness of using a disability inclusive poverty-alleviation graduation model.

The project work in one upazila of Chittagong district (Sitakund), and two upazilas in Kurigram district (Kurigram Sadar and Ulipur).

As partner under technical component, HELVETAS leads implementation of interventions under output -2. Under the output 2, the project aims to increase economic empowerment (including specific commitment to women beneficiaries) through acquiring knowledge, improving access to credit, developing and implementing business plans, and having access to coaching throughout the project cycle. This is aligned with fourth programme objective UK AID Direct.

2. Purpose and expected outcomes from the assessment

The purpose of the assessment are the following:

1. To which extent the selection of value chains/markets are appropriate for persons with disabilities?
2. To identify/assess the potentials, constraints and the trends in regard to demand and supply for each of the proposed 4 value chains/markets.
3. Assess the current market system of the selected 4 value chains (for Kurigram Sadar and Ulipur: dairy milk, bull fattening and vegetables; for Sitakund: dairy milk, vegetables and bamboo craft) and its functioning.
 - What are the specific market requirements regarding production, quality, quantity, sustainability, traceability, registration, logistic etc. and do the producers including producers/person with disabilities have the necessary skills to comply with the market

requirements in the selected value chains/markets? If not, what should be considered and addressed?

- What kind of skills and knowledge in the selected value chains/markets are currently acquired by producers including producers/person with disabilities? What are the gaps? What strategies and interventions should be adapted by the project to address knowledge and skills gaps?
 - To which extent poor producers (including persons with disabilities) can benefit from agricultural extension services/training for skill development, market access (input and output), finance support offered by the various public and private service providers in selected markets? Identify issues related to access to public and private services and finance, skills, training opportunities, and markets in the selected markets for specific locations and develop strategies and interventions
 - Possible way out to resolve these systemic constraints: Analysis of existing service delivery models that are successful and sustainable within the local context while looking at the best practices and how they can be scaled-up in the system.
4. What would be the lobby and advocacy issues in relation to existing policy implementations (in the areas of access to finance, access to services, access to market, and skill development) for economic empowerment of smallholder and poor producer and producers with disabilities in the selected market? Where the policy adjustments are required?
- What are the important public policies in relation to access to services, access to market, access to finance and insurance, etc.? Where and how the poor producers including persons with disabilities are deprived to harness the benefit of existing policy framework? What are the limitations in relation to proper implementation of policies? Where policy adjustments are required and why?
 - To which extent to which the persons with disabilities can benefit from existing public policies in the selected markets in relation to public extension services/training, skill development, access to finance? What are the potentials in policies that should be harnessed? What are the barriers and where the adjustments are required?

This assessment will enable the project team to identify what are the helping and hindering factors in the selected markets and how to address the hindering factors through market system development.

3. Geographical coverage

The project has been implementing in 2 upazilas of Kurigram district (Kurigram Sadar & Ulipur) and 1 upazila of Chittagong district (Sitakund). The market assessment will mainly consider the producers and market actors of the above three working upazilas and the respective districts. However, considering potential market linkage at regional and national level, the assessment should consider broader geographical context and dimension of regional and national market.

4. Methodology

To meet the objectives of the assessment, the consultant should follow the following process:

- A desk review/research of project information including the key documents like project proposal, log frame, other relevant resources
- Consultation/meeting/FGDs with producer organizations, trader association both input and output market actors, service provider association, upazila and district level public extension agencies (agriculture, livestock and cooperatives office), NGOs and private companies input and output
- Organize a meeting with relevant stakeholders to finalize the tools and methodologies (submitted with the proposal)
- A validation workshop has to be organized after the preparation of draft report to validate the findings including strategic options and interventions

- Submission of final report after adjusting the comments of the participants and other stakeholders

If require, the methodology & relevant tools should be adjusted in consultation with Project Management team

5. Documents that we will provide

- The approved project proposal document
- Baseline Study Report
- Other relevant documents/resources-project approach, methodology etc.

6. Expected Deliverables

The main deliverables will be a final report on current market system of the selected VC (dairy milk, bull fattening and vegetables for Kurigram Sadar and Ulipur upazilas; dairy milk, vegetables and bamboo craft for Sitakund upazila) and its functioning. The report should elaborately present the finding following the expectations presented in section 2. The report should contain separate sub-sections for each value chains and location specific recommendations. The reporting format should be prior agreed with HELVETAS.

7. Time table

The market assessment of the selected value chains (dairy milk, bull fattening, vegetables and bamboo craft) should be completed within 20 December 2018. There is a specific timeframe for the assignment and the consultant would need to work around the following dates:

Activity	Deadlines
Publish the ToR for inviting EOI from interested Consultants/Agencies	14 November 2018
Receive Expression of Interest (Eoi) for interested consultant through email	24 November 2018
Discussion and negotiation with selected consultant	28 November 2018
Completion of contracting formalities with selected consultant	29 November 2018
Work commences by the selected consultant	30 November 2018
Submission of draft report (the contracting agency will collect data and bear the cost for data collection)	23 December 2018
Adjustment of comments in the first draft	31 December 2018
Validation of findings through workshop with selected stakeholders (the contracting agency will arrange and bear the cost for validation workshop)	09 January 2019
Submission of final report	16 January 2019

Note the above dates might be changed.

8. Application Process

Interested agency/firm/ individuals are requested to submit their Expression of Interest (Eoi) electronically to the following address on or before 24 November 2018.

email to: recruitmentbd@helvetas.org

The structure of the Eoi should be as follows:

- Cover page with contact details
- Section-1: Introduction and understanding on the assignment (maximum 1 page)
- Section-2: Methodology (including proposed work plan, methodology and approach, time line of each level of tasks)- maximum 2 pages
- Section-3: Experience in value chain assessment, backward and forward market linkages, identification of systemic constraints and lobby & advocacy issues, design and develop strategies and interventions. (Minimum five references of previous assignments performed)

related to this assignment including short note on the assignment, client, and time of the assignment)- maximum 3 pages

- Section-4: Knowledge and experience on works that linked to economic empowerment of disabilities- maximum 1 page
- Section-5: Updated and detailed CV of maximum 2 consultants with brief descriptions of similar assignments – each CV maximum 3 pages
- Section-6: Financial proposal – maximum 2 pages

The EOI document should be presented in English language by Arial font and the font size should be 11.

9. Selection Criteria

On receipt of the EOI designated project management team will study the proposals including an interview, and take a decision about the consultant/s/ agency for the study. Selection of the consultant/s/ agency will be based on:

Selection criteria	Scores
Introduction and understanding on the assignment	10
Methodology (including proposed work plan, methodology and approach, time line of each level of tasks)	
Experience in value chain assessment, backward and forward market linkages, identification of systemic constraints and lobby & advocacy issues , design and develop strategies and interventions	10
Knowledge and experience on works that linked to economic empowerment of disabilities	5
CV of proposed consultant	15
Financial proposal (in BDT)	10
Total	50

10. Mode of Payment

- Total fees for the evaluation will be paid in three installments. The first installment (25% of the total fee) will be paid upon signing the contract, second installment (25% of the total fee) will be paid upon submission of the draft report and invoice and the remaining amount (50%) will be paid upon acceptance of the final report
- The payment would be made through bank transfer or account payee cheque by the name of the consultant
- VAT/TAX deduction should be applied as per government rules before payment.

Other terms and conditions

- The selected consultant should implement the work in coordination with the focal person of HELVETAS Swiss Intercooperation. The consultant should prior inform the focal person on the schedule/programme to implement the assigned task.
- HEVETAS Swiss Intercooperation Bangladesh reserves the right to accept or reject any proposal without giving any verbal and/or written rationale
- All reports and documents prepared in relation to the assignment will be treated as HELVETAS Swiss Intercooperation Bangladesh property
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of HELVETAS Swiss Intercooperation Bangladesh
- HEVETAS Swiss Intercooperation Bangladesh or its representatives reserve the right to monitor the quality and progress of the work during the assignment.