**Terms of Reference (ToR) for hiring “Consultancy Firm” for Mid-term Evaluation of ‘The Salt Solution’**

**ICCO Cooperation**, an International Development Organization, with its roots in the Netherlands, leads development efforts across 36 countries in Asia, Africa and Latin America. Throughout our 52 years of history, ICCO has had remarkable experiences in working together with local partners for community welfare and development. Our solutions center around our twin core principle of sustainable livelihoods and dignity and justice and our programs and aim at eradicating extreme poverty from the remote grassroots through 4 themes which are economic empowerment, food security and sustainable consumption, responsible business and humanitarian aid. Climate change mitigation, gender and the rights of marginalized groups are cross cutting issues.

**The Salt Solution project** is funded by Nationale Postcode Loterij (NPL), Netherlands. ICCO Cooperation Bangladesh is awarded with this project as a lead partner with Salt Farm Texel (SFT) based in Netherlands as technical partner and Community Development Centre (CODEC) based in coastal belt of Bangladesh as implementing partner. The 3 years’ project starting from March 2017 to till Feb. 2020. The direct targeted beneficiaries are 5000 smallholder farmers (Direct farmers) and 25,000 indirect smallholder farmers who will be benefited throughout the project duration of this 3 years. Among 5000 direct farmers, 2000 Farmers and 3000 farmers are enrolled and organized in 80 farmers group and 120 Farmers Group respectively in year 1 and year 2. Each farmers group consists of 25 farmers, is led by one Local Lead Farmer by establishing a demo plot visualizing technologies, crops, varieties to manage soil salinity in crop production. Thus 200 demos are established as 80 demos in Year 1 & 120 demos in 2 for 5000 farmers.

The project is working in 8 Upazilas/sub-districts under 4 districts which are Khulna, Bagerhat, Barguna and Patuakhali with a duration of 3 years. The aim of this project is therefore to increase the food production of vulnerable farming families in Bangladesh by introducing salt tolerant crops, to enhance their food security and income of saline affected smallholding farmers in coastal belt of Bangladesh. The project has four outputs that are 1) increased saline tolerant crop production/agricultural productivity, 2) increased nutritious food consumption 3) increased participation and decision making women in crop production and water management and 4) Involved Govt. personnel with the project intervention to sensitize them towards project intended production technologies of salt tolerant crop varieties. Through these interventions but not limited to, the project expect at least 5 salt tolerant crops adapted in local context, increased harvest (%) and household income at certain level increased (%), created employment generation and overall nutrition status improvement of household and gender equity. By achieving these results, project might have impact on following areas:

* Unusable or fallow land becomes productive again.
* More labour is needed as increased productivity and more people have jobs.
* Women have more say and a stronger position within the family and the community and selling of saline vegetables.
* The health and living conditions of farming families have improved by better nutrition and income.
* Relation/Active Linkage/ Collaboration with Government relevant departments are in to carry out support for the project and beyond.
* Project engages a number of market actors to access inputs and outputs for the farmers.

So, at present the project just passed the mid-stage. ICCO Cooperation Bangladesh is aiming to hire a consultancy firm for Mid-term evaluation of The Salt Solution project. We invite proposal from interested consultancy firm to undertake this study.

The purpose of **Mid-term evaluation** is to review project performance and provide greater insight into the operations and enable efficient and cost effective project delivery and management. Examine and provide feedback on the implementation processes in coastal context and determine the extent of results achieved.

# The specific objectives of the Mid-term Evaluation are:

* To measure current status of the project progress in relation with IPTT or Log frame indicators;
* Figure out current value of the indicators to compare to Baseline memory or value;
* Measure /explore evidence of salt tolerant crop adoption, best practices /technologies, harvest increased (%), use of fallow land increased (%), income increased (5), employment increased (%) and improved nutritional status of farm families.
* Measure current food security value using appropriate methods with special emphasis;
* Measure crop production cost (irrigation, inputs, labour etc.), production or harvest volume, sales volume and total selling price and consumption volume and cost;
* Measure women participation in agriculture especially in salt tolerant crop production;
* Region wise and farmer’s category wise comparative analysis of the indicators;
* Find out the gaps or deviation in the intervention with definite recommendation to overcome those deviations;
* Gather and analyze relevant information for the purpose of in-depth learning and to assist the project in modifying appropriate interventions and refining its approach and M&E plan
* Identify unintended benefits that project gained and obstacles to performance, provide justification for extension of 2nd phase

# Proposal submission instruction

The firm must submit the following documents along with **Technical** & **Financial Proposal:** The financial proposal should include 15% VAT only for consulting firm. ICCO will deduct Income Tax and or VAT as per government legal laws at source from the agreed consultancy amount.

# For Consultancy Firm:

Please provide following supporting documents while submitting EOI:

* Maximum 2 page of organization profile highlighting related assignments completed with client name, contract person and mobile number;
* Lead Consultant’s (who will lead the assignment) Maximum 2 pages CV highlighting related assignment completed, role in the completed assignment;
* Other Team members’ (who will involve in the assignment): one paragraph, short CV highlighting related assignment completed and role in one page;
* Organization’s/Firm’s Certificate, TIN and VAT registration;
* Documents in favor of the previous relevant experiences-(But document size should not exceed the size of 2 mb)

Please mention the assignment title “**Mid-term Evaluation for The Salt Solution Project’** in the subject line during application via below mentioned email. Submit following two separate pdf files -

# Expressions of Interest should include:

* Cover letter (maximum one page)
* Technical Proposal (max 5 pages, see the annex part as guidance)
* Financial Proposal (maximum one-page)

Interested and qualified consultancy firms should submit their proposal to the following email address to be received no later than **December 22, 2018** to: ICCO Cooperation, Bangladesh Country Office. Send your EOI in these email address: hr.bd@icco.nl

**Annex part: Detail Terms of Reference for Mid-term Evaluation of The Salt Solution Project**

# Background of the program

The Salt Solution project is funded by Nationale Postcode Loterij, Netherlands. ICCO Cooperation Bangladesh is awarded with this project as a lead partner with Salt Farm Texel (SFT) based in Netherlands as technical partner and Community Development Centre (CODEC) based in coastal belt of Bangladesh as implementing partner. The direct targeted beneficiaries are 5000 smallholder farmers (Direct farmers) and 25,000 indirect smallholder farmers who will be benefited throughout the project duration of 3 years and afterwards indirectly through exposure from 5000 direct farmers. Among 5000 direct farmers, 200 lead farmers who lead a group with 25 members each, makes total 4800 group farmers along with 200 lead farmers. The project is working in 8 Upazilas/sub-districts of 4 districts which are Khulna, Bagerhat, Barguna and Patuakhali with a duration of 3 years. The aim of this project is therefore to increase the food production of vulnerable farming families in Bangladesh by introducing salt tolerant crops, to enhance their food security and income of saline affected smallholding farmers in coastal belt of Bangladesh. Purpose is the introduction of salt tolerant crops in Bangladesh to increase food production of small farmers and improve their food security and income. The project has four outputs that are 1) increased saline tolerant crop production/agricultural productivity, 2) increased nutritious food consumption 3) increased participation and decision making women in crop production and water management and 4) Involved Govt. personnel with the project intervention to sensitize them towards project intended production technologies of salt tolerant crop varieties. The primary interventions are a) setting up a field station and development of best practices b) demonstration & promotion, c) scaling up, d) linking with input suppliers and with markets for sale of produce, e) research, f) water management, g) influencing government policies. Through these interventions but not limited to, the project expect at least 5 salt tolerant crops adapted in local context, increased harvest and household income at certain level, created employment generation and overall nutrition status improvement of household and gender equity. By achieving these result project would have following impact:

* Unusable or fallow land becomes productive again. Farmers exploit their land more effectively and get more income from agriculture in a sustainable way. This stimulates the rural economy.
* More labour is needed because of the increased productivity, so more people have jobs.
* Women have more say and a stronger position within the family and the community because of their active role in the production and selling of saline vegetables.
* The health and living conditions of farming families have improved by better nutrition and income.
* People in disaster prone areas have become more resilient and can adapt themselves better to the consequences of climate change.

# Purpose of the study

The purpose of **Mid-term evaluation** is to review project performance and provide greater insight into the operations and enable efficient and cost effective project delivery and management. Examine and provide feedback on the implementation processes in coastal context and determine the extent of results achieved.

**Considering factors of Mid-term Evaluation(MTE)**

* Sampling to cover from 4 Upazilas intensively out of 8 working Upazila under 4 districts
* Sampling from 2000 local lead + group farmers (1st year direct farmers) and assess impact on indirect farmers where applicable + Government stakeholders + Market actors.
* Sample to cover sex segregation and Upazila wise geographical area segregation
* Special attention to the women participants for their participation, decision making in crop production and water management;
* Situation of the agri-inputs & output markets actors
* Capture saline tolerant crops and locally practices technologies
* 2000 number of farmers will be covered under this study from 4 Upazila under 4 districts (Patuakhali, Barguna, Bagerhat and Khulna)
* The MTE will be based on background understanding from PP, Log frame, Baseline & Annual Progress evaluation reports, M&E Plan, Rolling Stone Reports and as felt needed of other project docs.

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# Detailed objectives of the Mid-term Evaluation are:

* To measure current status of the project progress in relation with IPTT or Log frame indicators;
* Figure out current value of the indicators to compare with Baseline value;
* Measure current food security value using appropriate methods with special emphasis;
* Measure Dietary diversity and vegetables consumption status of target farmers HH along with nutritional status at HH level in comparison with baseline status;
* Measure income at household level through increased employment, crop production and nutritional status enhancement;
* Another emphasized area is to measure employment status of target HH members through using fallow land and project intended salt tolerant crop production;
* Measure crop production cost (irrigation, inputs, labour etc.), production or harvest volume, sales volume and total selling price and consumption volume and cost;
* Measure women participation in agriculture especially in salt tolerant crop production;
* Region wise and farmer’s category wise comparative analysis of the indicators;
* Find out the gaps or deviation in the intervention with definite recommendation to overcome those deviations;
* Gather and analyze relevant information for the purpose of in-depth learning and to assist the project in modifying appropriate interventions and refining its approach and M&E plan
* Identify obstacles to performance, provide justification for extension of 2nd phase

# Evaluation team:

Qualifications and skills needed for the survey team:

* At least one key team member of the consultant team must have university degree at the post graduate level from Agriculture
* At least 10 years’ experience in conducting and leading similar and or baseline survey with demonstrated skills in guiding participatory processes in Bangladesh;
* Experience in working baseline for the coastal belt people in Bangladesh
* Solid understanding on knowledge and experience on salinity issues, saline tolerant crops, household food security, nutrition etc.
* Experience in managing and coordinating participatory evaluation/research exercise, delivering agreed outputs on time and on budget
* Strong analytical and interpersonal communication skills;
* Ability to respond to comments and questions in a timely, appropriate manner
* Ability to write high quality, clear, concise reports in English

# M&E skills are

* Monitoring and evaluation skill of FNS program;
* Understanding of the applied research;
* Planning and monitoring;
* Effective and efficient data collection and data management;
* Data analysis;
* Results interpretation;
* Gender sensitivity

# Timeline

Duration of the assignment will be approximately 30 working days from the date of contract and has to be completed by **12th February 2019**

# Task or output

|  |  |
| --- | --- |
| **Activities** | **Suggested time frame** |
|  |  |
| Draft work plan: i.e. detailed inception report including methodology, data collection plan, consultative participatory workshop, data analysis plan & questionnaire, report sharing and final report submission plan etc. | 2 days |
| Meeting on draft work plan i.e. review the questionnaire with ICCO organized by consulting firm | 0.5 day |
| Data collection, Fine tuning and submit to ICCO | 12 days |
| Data analysis and draft report preparation | 6 days |
| Incorporate feedback from ICCO | 2 days |
| Share the findings of draft report in a workshop organized by consulting firm | 0.5 day |
| Final report preparation and submission | 4days |
| Total suggested days | 27 days |

Note: The days for feedback from ICCO have excluded

# Deliverables from the assignment

1. Developed draft work plan (draft work plan, methodology, sampling approach for quantitative data collection, quantitative & qualitative tools, data collection plan, analysis & questionnaires)
2. Final work plan and questionnaire after incorporating feedback from ICCO was delivered in place.
3. The report should have with the following sections: Table of contents, Executive summary, Introduction, Background/Literature review, Methodologies of the study including sampling (including Tools & Techniques to be used), Results and analysis, Findings, Intended & unintended project benefits (if any), Recommendations and Conclusion. The Study reports reflect the specifics objectives state in this TOR.

Annex- Must include all databases related to the study, Questionnaire, ToR etc.

1. Share clean data after collection and before analysis
2. Share the findings of draft report in a workshop organized by consulting firm
3. Share draft report to feed into ICCO’s feedback for final report;
4. Final Report (both hard and soft copy).
5. Raw data set of each pathway, syntax for all data analysis and variable transformation, final data set.
6. Fact sheet in excel on mid-term findings

# Responsibility of ICCO

1. Communicate and coordinate with partner organizations
2. Share relevant documents related to the assignment
3. Provide timely feedback on data collection plan, tools, field plan, stakeholder etc.
4. Monitor the process as and when required
5. Feedback on draft report
6. ICCO will not bear any travel or accommodation cost or any other coast in fields

# The General Terms and Conditions

1. The eligible consultancy firm will propose study team with most relevant and appropriate skill mix.
2. All soft and hard copy of the assignment will be treated as the property of ICCO.
3. In any circumstances consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
4. The consultant/consulting organization must maintain the standard quality in data collection, processing and reporting
5. The consultant shall have the responsibility to rewrite the report, modification of sections until the satisfaction of quality required by ICCO.
6. In case of any deviation, ICCO shall have the right to terminate the agreement at any point of the project.
7. Consultant/consulting organization shall be bound to pay back the full money to ICCO given as advance of payment in case of any deviation, dissatisfaction of quality and other point mentioned in the agreement.
8. DAC criteria will be followed during evaluation of proposal.