



## BACKGROUND OF SUCHANA

The Suchana program is a six-year initiative that aims to prevent chronic malnutrition in children in the first 1,000 days of their lives in the districts of Sylhet and Moulvibazar in Sylhet Division. The program adopts an integrated approach to nutrition specific and nutrition sensitive interventions and aims to develop a sustainable and replicable model that can be scaled. Suchana is funded by the UK Department for International Development (DFID) and the European Union (EU) and is being implemented by a consortium of partners, including Save the Children, International Development Enterprises (IDE), WorldFish, Helen Keller International (HKI), and the Implementing Partners (IPs) are CNRS, RDRS, and FIVDB. Impact monitoring for Suchana is done by ICDDR.B.

## THEMATIC AREAS

Suchana plans to operate under these five pillars: Pillar 1) improved nutrition governance; Pillar 2) improved access and utilization of nutrition-specific and sensitive services; Pillar 3) better nutrition through improved economic status; Pillar 4) increased knowledge, skills and power of targeted households in particular women of reproductive age) and the wider community to practice optimal IYCF and maternal, newborn and child health (MNCH) care; and, Pillar 5) robust evidence of impact generated for scale up.

Among the five pillars, Pillar 3 – “Better nutrition through improved economic status” – focuses on increasing household income and strengthening livelihood strategies through adopting gender sensitive approaches so that households are able to afford a nutritious diet, have the economic means to put nutrition knowledge into optimal nutrition practices, and invest in developing secure and resilient livelihoods.

## FIRST SUB-COMPONENT

The first sub-component of pillar 3 is implementation of market-led income generating activities (IGAs) stream with start-up investment grants. IGA focuses primarily on increasing household access to sufficient nutritious food through increased income and production for consumption to prevent chronic malnutrition and reduce the incidence of stunting. The IGA stream consists of number of complementary activities - household (HH) selection, IGAs selection, livelihood grant, associated technical training and market linkages development.

## SECOND SUB-COMPONENT

The second component under Pillar 3 is designed to support homestead production of nutritious food (HFP), primarily for domestic consumption, but also to support income generation by selling surplus produce. Within the HFP sub-component, there are two major sub-groups especially HFP-Aquaculture and HFP-Poultry. Training and technologies are provided to promote homestead food production that will ensure protection against sudden and seasonal climatic shocks. These activities are expected to assist households and producers to connect to input and output market actors such as suppliers (quality seed, seedlings, fingerlings, fertilizer, etc.) and service providers, buyers, retailers and traders.

## UNDERSTANDING OF ASSIGNMENT

A set of performance indicators will be tracked and analyzed to ensure that the program is on course to achieve its objectives. A key focus of this performance tracking survey is to measure results under the thematic areas of Suchana Pillar 3. The overall objective of the survey is to

- Report results against performance indicators including number of the indicators from Suchana logical framework along with some key indicators for better representation of different

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components; and,

- Generate evidence to create discussion among the consortium to ensure interventions can be re-calibrated as required for maximum impact on the ground. This feedback loop will enable management to 'course-correct' from an informed position.

### 2.1 SURVEY

The methods of data collection for this second half yearly survey will be both quantitative and qualitative. The survey will gather data on key Suchana activities as well as production, consumption, input usage, income and expenditure. Some of the key study areas are: agricultural production disaggregated by horticulture, poultry and aquaculture, technology adoption for horticulture and poultry production, consumption behavior of beneficiary women and households, marketing strategy adopted for selling surplus production, gender transformation in terms of household workload sharing and decision making, households Input supplies, Market linkage events, Access to finance (Saving and Loans), Access to market, women role in decision making for IGAs, Change in business practice and knowledge, Income, food and non-food Expenditure and. Data will be collected from Suchana IGA and non-IGA/HFP Beneficiary Households (BHHs) and different input and output market actors.

First half yearly households survey of phase 1 beneficiaries was carried out with 818 samples for the 62,500 BHHs proportionately distributed among 3 implementing partners and different IGAs and non-IGA/HFP households (Annex 2) with a multi stage stratified sampling method. A total of 600 samples were drawn from the IGA BHHs and 218 from the non-IGA/HFP BHHs. The second half yearly survey will measure progressive status of phase 1 BHHs during last six months (Aquaculture will be considered for one year production cycle) while baseline benchmark of phase 2 BHHs. The survey firm is expected to propose a statistically sound suitable survey methodology for the second half yearly household survey considering following aspects;

- Geographical distribution (Upazilla, Union, village) of BHHs among 3 implementing partners (IPs)
- Population sub groups i.e. 20 different IGAs and non-IGA/HFP BHHs. HFP BHHs grouped into HFP horticulture & aquaculture and HFP horticulture & poultry
- Year/Cohort wise new BHHs selection and treatment every year

Tentative sample size

Name of sub-group	Expected sample size for the phase 1	Expected sample size for the phase 2	Remarks
HFP-Poultry	250	250	Roughly
HFP-Aquaculture	150	150	Roughly
IGA	600	600	To be distributed among 3 implementing partners and 20 different IGAs proportionately
<b>Total</b>	<b>1000</b>	<b>1000</b>	

The current plan calls for a single round survey (second half yearly survey) of the first half of the year 2018. The next (3<sup>rd</sup>/4<sup>th</sup> ...) round of surveys to be carried out by the same Consultancy firm or not will depend upon performance of the firm.

### 2.2 SURVEY LOCATION AND POPULATION

Suchana works in 20 Upazillas of Sylhet and Moulvibazar districts through 3 implementing partners. Every year the project works with new beneficiary from new Union within same Upazilla. Data for this second half yearly survey will focus on phase 1 and phase 2 BHHs at approximately 62,500 and 61,081 respectively. Among the phase 1 and phase 2 BHHs, 9,835 and 17,513 BHHs were assigned to different IGAs respectively and the rest of the BHHs are considered as Non-IGA beneficiaries who are involved in homestead food production only.

There are 2 sub-groups in Non-IGA/HFP beneficiary group – i) Horticulture & Aquaculture and ii) Horticulture & Poultry. The BHHs will reach up to 250,000 gradually covering whole Sylhet and

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Moulvibazar districts by phases during the life cycle of the program following a stepped wedged intervention approach. The regular implementation has just begun in 2017 (year-1) and will gradually include different cohorts as mentioned in the table 1 including approximately 40% IGA BHHs. Moreover, the IGA/Non-IGA sub-groups might be increased or decreased in different phases of half yearly survey. The BHHs of phase 1 are located across 38 Unions and phases 2 are located in other 40 Unions within same 20 Upazillas.

Both quantitative and qualitative methodologies will be used in second half yearly survey, which will yield credible results and provide richer insights; while optimizing on time and cost. The tools for both qualitative and quantitative data collections will be designed/finalized by the survey firm through consultation with MEAL and program teams of Suchana. The survey will investigate the mechanisms underlying impacts by measuring intermediate results, such as adoption of new/improved production and business practice and beneficiaries' knowledge and ability. This survey will allow the program to produce unbiased, reliable, precise and accurate data regarding the results of Suchana interventions.

Table 1: The Suchana phases with target BHHs and timeline

Table: Suchana BHH Distribution							
Cohorts Unions	Learning Phase	Year 1 (2017)	Year 2 (2018)	Year 3 (2019)	Year 4 (2020)	Year 5 (2021)	Year 6 (2022)
LP-----> (12 unions)	14,714	*	*	*			
Cohort 1-----> (40 unions)		62,500	*	*			
Cohort 2-----> (36 unions)			61,081	*	*		
Cohort 3-----> (29 unions)				49,205	*	*	
Cohort 4-----> (40 unions)					62,500	*	*
157 unions	14,714	77,214	138,295	187,500	172,286	111,705	62,500

### 2.3 SURVEY CHALLENGES TO BE CONSIDERED

The survey population is scattered across Sylhet and Moulvibazar districts. The districts face rainy season from April to October when weather is hot and humid with very heavy showers and thunderstorms almost every day, which can be a big challenge for data collection. At the centre of Suchana areas, there is a vast low lying flood plain- locally called Haors. Many of the remote places do not have good transport system for communication. Also, accommodation in village level for some Upazilas is available.

### MAJOR RESPONSIBILITIES OF THE SURVEY FIRM

The composition of the survey team is at the discretion of the firm, however it is expected that the firm will, 1) employ the service of data collectors with sound knowledge and adequate experience in the methods of data collection 2) employ skilled data analyst with sound knowledge on STATA/SPSS and 3) utilize writers with strong English writing skills who can produce a report that effectively communicates to both project staff and other national and international stakeholders. It is expected that the survey firm will work closely with iDE and MEAL group on overall management of the assignment.

The survey firm will be responsible for the following:

- Design an appropriate survey methodology which include sampling method, sample size, sampling plan

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- based on the major outcome indicators;
- Share survey design including process, methods and all tools (e.g. questionnaires/ checklists) with MEAL group, collect feedback from the MEAL members and finalize the survey design;
- Develop/finalize required data collection tools (both for quantitative and qualitative);
- Field test and validate data collection tools;
- Develop and update database for half yearly survey using suitable platform (*preferably modern ICT technologies using mobile/tablet based platform*)
- Maintain data (which might include converting hard raw data files into soft copy) for sampling and survey purposes;
- Develop plans for data collection, supervision and quality control mechanism;
- Ensure engagement/recruitment of skilled and experienced personnel for data collection, supervision, database management and data analysis;
- Provide orientation to the concerned staffs for the survey before starting of survey each time and ensure their clear understanding on the particularities of the assignment;
- Conduct quantitative sample survey using structured/semi-structured questionnaire(s);
- Collect additional qualitative data on specific qualitative indicators using suitable sampling method, if in-depth data collection is required, based on findings of quantitative sample survey;
- Ensure collection of high quality accurate data with high level of reliability and validity;
- Analyze quantitative data using SPSS/STATA and qualitative data with suitable software;
- Maintain close communications with MEAL group on survey related issues;
- Any other activities relevant to half yearly survey, based on joint agreement among all parties.

## MAJOR RESPONSIBILITIES OF IDE AND MEAL GROUP

iDE and MEAL group will provide the survey firm with necessary support to undertake and implement the assignment and execute the objective of this Terms of Reference (ToR). Such responsibilities include the following:

- iDE will take responsibility for the procurement of the survey firm,
- MEAL group will provide technical assistance for selection of the survey firm;
- MEAL group will provide relevant documents and technical support to the survey firm to conduct half yearly survey;
- MEAL group will draw samples for each survey using agreed sampling method and provide the survey firm with list of sample HHs to be surveyed;
- MEAL group will provide backstopping service in survey design, sampling and data quality controlling plan, tool development, data collection, data analysis and report finalization process;
- MEAL group, with the help of field operation team, will assist the survey team by providing information on survey locations and respondents;
- MEAL group, in assistance with field operation team, will monitor regularly, and provide feedback and ensure effectiveness of survey;
- The selected survey firm will report to the Chair of the MEAL group (Director- MEAL & KM, Suchana) who will validate the deliverables as per the terms of reference, contract, etc; and
- iDE will disburse payment as per the agreed schedule and deliverables received in good quality, after having approval from the MEAL group.

## MAJOR DELIVERABLES

- Finalize the data collection tools (both quantitative and qualitative) before starting the survey taking inputs from consortium partners (facilitated by MEAL);

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- Finalize a data collection plan showing data quality checks during at field and supervision visits, validation plan
- Provide soft copy of converted hard raw data files (if required) for sampling and survey purposes;
- Provide output design/frames (which are to be incorporated in final report from the survey firm) for all indicators/questions from the designed tools, before starting the survey;
- For ensuring the quality of the data, at least 5% of the surveyed households should be re-interviewed within the next day using the selective indicators;
- Submit a brief daily update (including sample coverage and other status) on ongoing survey to MEAL group;
- Maintain/provide cleaned database (MS Access database with all output files of analysis done using any/all of the SPSS/STATA any other software or technologies - immediately after the survey work is done);
- Provide all recordings and transcripts of data (using appropriate format and media) collected through qualitative data collection tools;
- Preserve hard copies of all questionnaires and other data from qualitative tools (i.e. FGD, KII) for a certain time period agreed by all parties;
- Give a presentation on preliminary findings(both quantitative and qualitative) on performance of key indicators with recommendations to MEAL Group and program leadership and participate in open discussions - immediately after the survey work is done;
- Share a preliminary draft report and participate in 2-3 rounds of edits (depending upon quality of first draft) prior to finalization, and provide a final report in both hard copy and electronic copy; and
- Give final presentation to MEAL group and program leadership after report is complete;
- Submit all deliverables to the Chair of the MEAL group (Director- MEAL & KM, Suchana), copying to iDE on or before the jointly agreed submission date;
- Perform customized analytical table as per the need of the program apart from the main body of the report (as annex).

### ELIGIBILITY CRITERIA OF SURVEY FIRM

General experience and expertise requirement for the firm/organization applying:

- Clear understanding and enough experience on field research/study/survey/impact assessment, including qualitative and quantitative methodologies, especially on market based interventions in rural setting; experience of working for similar survey(s) in Sylhet region will be added advantage;
- Experience with market system research/study/survey/impact assessment, especially focusing Income Generating Activities (IGA), aquaculture and Nutrition;
- Ability to analyze both quantitative data using all of SPSS/STATA and qualitative data with R/NVivo/Atlas or any other suitable software;
- Ability to give presentation in both Bangla and English to program stakeholders;
- Ability to write survey/study report focusing progress/impacts based on preset indicators in good academic English.

### BUDGET AND PAYMENT SCHEDULE

Final selection of the firm will be based on the technical proposal and breakdown of the proposed budget. The total budget for this work should cover all costs for conducting the entire assignment until report submission (including travel and daily allowances).

The payment schedule is proposed as follows:

- 30% of the budget will be released upon inception report detailing the

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- understanding/interpretation of ToR, the methodologies of carrying out the assignment, workplan and implementation schedule;
- 30% of the budget will be released upon delivery of cleaned database, analysis output files and presentation of findings;
- 40% of total budget will be paid after the acceptance of the final report.

The following terms and conditions will apply:

- The payment will be made through account payee cheque/wire transfer (account name, number, type, bank name and branch name is required for wire transfer);
- Government VAT and tax regulation will be applied and iDE Bangladesh will deduct all relevant VAT and Tax at source as per Govt. rule;
- VAT Registration Certificate, TIN and Trade License must be submitted before the agreement is signed;
- In case of failure to deliver the final product in due time, iDE Bangladesh will deduct 1% of the total agreement amount for each day of delay in submitting the report beyond the closing date of the agreement;
- The selected firm will abide by other terms and conditions of iDE Bangladesh.

### WORK SCHEDULE AND TIMELINE

The second half yearly survey is expected to be conducted from 15 June'18 to 31 August'18. All works for the survey need to be completed and all deliverables in final form must be submitted within 3 months (including off days) from starting date of the survey. In case of unforeseen circumstances outside the responsibility of either party which cause delays, a revised deadline will be mutually agreed by both parties. It is understood that unless major changes in the scope and timeline of the survey are required in this case, the survey firm is expected to complete the work within the agreed budget. Based on performance of the selected survey firm/organization in conducting the second half yearly survey, the contract might be amended for next half yearly survey.

### BID SUBMISSION

Submit expressions of interest (EOI) by 30 June, 2018, 5.00 pm BDT. This EOI should include:

**Cover letter** (maximum one page);

**Technical Proposal** (maximum seven pages) which should include:

Understanding of the assignment

Survey methodology including sampling, data collection and quality control plan, tool development and execution process

Survey Timeline (breakdown each step of the assignment)

Reporting outline which includes section, sub-sections, contents as well as data analysis and findings presentation technique under the respective section

Evidence of relevant survey experience of the consultancy firm;

Profiles/ resumes of the personnel/experts (including all personnel for data collection, data entry, database management and data analysis) to be involved in the assignment must be included in the annex;

The evidence of appropriate legal affiliation/entity.

**Financial Proposal** (maximum one-page): detail breakdown of cost estimates for services rendered. This should include, but not be limited to: human resources cost, and accommodation and living costs; transport cost, stationeries, and supplies needed for data collection and reporting.

Interested firms/organizations should submit their proposals to iDE Bangladesh through email to:

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**Annex-1**

List of quant and qual indicator

#	Performance statement	# of IGA Indicator	Indicators	LF indicator
1	Suchana provides training to beneficiary households	1.1	% of BHHs received training on improved production technology	1.3.1
		1.2	Satisfaction rate of BHHs with the trainings	Additional(Qual)
2	Suchana provides input support to beneficiaries	2.1	% of registered BHHs accessed quality inputs from public private sectors	1.1.3
		2.2	Satisfaction rate of BHHs on input quality	Additional(Qual)
3	Beneficiary BHHs have access to financial mechanism	3	% of BHHs are member of savings group introduced by SUCHANA (e.g. VSLA)	1.2.3
4	BHHs have improved access to market	4.1	% of BHHs linked to output buyers	Additional
		4.2	Satisfaction rate of BHHs regarding access to output market (Reasons for satisfaction/dissatisfaction regarding access to output market)	Additional
5	Beneficiary BHHs increase knowledge level	5.1	% of BHHs having acquired new knowledge and skills	Additional
		5.2	Reasons for change in knowledge and skills among beneficiary BHHs	Additional
6	Beneficiary BHHs adopt improved production technology	6.1	% of BHHs with home garden % of BHH with pond-aquaculture	1.3.3
		6.2	% of BHHs adopting climate resilient livelihood options	1.2.1
7	Beneficiary BHHs increase production (On farm & Off Farm)	7.1	Average volume/number of production (disaggregated by vegetables, fish and other components along with the major species of fish) per year/ production cycle per BHHs and uses (consumed, sold, gifted) of the produces	Additional
		7.2	Level of satisfaction on production and reasons behind change in production	Additional(Qual)
8	Beneficiary BHHs increase surplus sales volume	8.1	% of BHHs increased sales volume/number per season (disaggregated by on-farm, off-farm and products)	Additional
		8.2	Average sales volume/number per year/ production cycle per BHHs (disaggregated by on-farm, off farm, and products)	Additional
9	BHHs increase income and productive assets	9.1	% BHHs generating profits or increased IGA asset value from income	1.4

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#	Performance statement	# of IGA Indicator	Indicators	LF indicator
	(only for 100,000 IGA beneficiaries)		generating activities (IGA)s (only for 100,000 IGA beneficiaries) (Disaggregated by on-farm and off-farm and IPs)	
		9.2	% of BHHs increase in income (disaggregated by different components like vegetables, fish etc.)	Additional
		9.3	% of BHHs used the income from the targeted HFP components of different purposes	
10	Consumption	10.1	% of women in the HH consuming 5 or more food items based on FANTA guidelines	1.1
		10.2	% of children (6-23 months) of the sample HHs are consuming 4 or more food groups (FANTA guidelines)	Additional
		10.3	Average amount (in gram) of fish including the different species consumed by woman and children (6-23 months)in the previous day (24 hours)	Additional
		10.4	Frequency of fish consumed by woman and children (6-23 months)in previous day (24 hours)	Additional
		10.5	Frequency of fish consumed by woman and children (6-23 months)in last 7 days	Additional
11	Ensure availability and sustainable management of water and sanitation for all	11.1	% of BHHs using safely managed drinking water services (sources of cooking water)	Additional
		11.2	% of BHHs using safely managed sanitation services	Additional
		11.3	% of BHHs reporting hand washing with soap at 3 critical times	Additional
		11.4	% of BHHs using ring pacca technology for their tubewell	
12	Increase women access to market (WA2M)	12.1	% of women buy inputs from the market directly (Disaggregated by HFP, IGA and IPs)	Additional
		12.2	% of women sales their produces in the market directly (Disaggregated by HFP, on-farm and off-farm IGA and IPs)	Additional
		12.3	% of women make decision on IGA expenditure and HFP production activities	Additional
		12.4	% of women have control over income and resources earned from IGA	Additional
13	Increase treatment facilities among the	13.1	% of BHHs received vaccination/treatment services from	Additional



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#	Performance statement	# of IGA Indicator	Indicators	LF indicator
	BHHs		local service providers (Disaggregated by HFP and IGA-livestock, poultry, aquaculture and IPs)	
		13.2	Average mortality rate reduced per BHHs in last six months	Additional
14	Gross margin	14.1	Average gross margin per HH per year/ production cycle from pond-aquaculture	Additional
		14.2	% of aquaculture households had increased gross margin	Additional
15	Other	15.1	Major characteristics of vegetable gardens (Qual)	Additional(Qual)
		15.2	Major characteristics of ponds-aquaculture (Qual)	Additional(Qual)
		15.3	Who take the major decisions on production activities and uses of produces such as harvested vegetables and fish, and income from those (Qual)	Additional(Qual)
		15.4	Household's expenditure on additional income earned through IGA	Additional(Qual)

**Note:** each indicator will be disaggregated by phase 1 (first and second survey) and phase 2, implementing partners, IGAs and HFP

Market Level Indicators (Qualitative)

#	Qualitative Indicators
1	Supply chain & quality status on each IGA inputs and constraints
2	Support services functioning status of each IGA
3	Business enabling environment for each IGAs
4	Identification principals market constraint for each IGA
5	Linkage status of BHHs with output market actors on each IGAs
6	Market actors satisfaction/interest with Suchana business model
7	Copying-in: The business model/technology expanding both internally to non-Suchana beneficiary HHs and externally to new geographic areas
8	Crowding-in: The business model expanding both internally to new market actors and externally to new geographic areas
9	The business model being adapted/refined by BHHs and market actors
10	HHs and market actors have capacity to handle economic, natural, and health shocks
11	Suchana beneficiaries and market actors have capacity and willingness to continue business once the project ends
12	Women ability to make decision on input purchase/output sale and transfer of asset regarding respective IGA
	Suchana BHHs have control over income expenditure gained from IGAs

**Note:** Data will be collected from different input and output market actors on major IGAs

**Annex-2**

List of IGAs and Homestead Food Production (HFP)

#	IGA Name	#	IGA Name
1	Chicken Rearing	11	Pati(mat)Making
2	Duck Rearing	12	Tailoring
3	Goat Rearing	13	Fish Trading
4	Sheep Rearing	14	Fingerling Trading
5	Pond Fish Culture	15	Open Water Fishery Management
6	Dry Fish Production	16	Tea Stall
7	Horticulture (Vegetable & Fruits)	17	Grocery Shop
8	Sapling and Seedling Nursery	18	Ferry(mobile)Business
9	Betel Leaf Production	19	Vegetable Trading
10	Bamboo Craft Production	20	Pen/Cage Fish Culture
HFP Name			
1	Horticulture and aquaculture	-	
2	Horticulture and poultry (chicken and duck)	-	