

**TERMS OF REFERENCE (TOR)**  
**ON**  
**STUDY ON COMPRESSED BIO GAS IN BANGLADESH**

**1. About Oxfam:**

Oxfam is an international confederation of 20 organizations networked together in more than 90 countries, as part of a global movement for change, to build a future free from the injustice of poverty. Oxfam believes that all people are rights-holders and that human rights apply to all people equally; and that all duty-bearers, especially states, have an obligation to respect, protect, and fulfil these human rights.

**2. Rational & Background:**

“Enterprise Development Programme (EDP)” is an unique impact investment programme lead by Oxfam in Bangladesh under the Economic Justice and Resilience<sup>1</sup> Pillar. A number of small projects is running since 2017. The concept of EDP is different from regular development project funded by Oxfam.

Bangladesh is a role model in the world for micro finance and done a great job. Whilst microfinance offers great opportunities, evidence suggests that it is not the most effective way to reduce poverty and drive economic growth in the long-run. One of the important aspects of Bangladesh’s recent economic resilience and progress is a flourishing rural economy, covering both agricultural and non-agricultural activities including enterprise development. It is widely recognized that the development of Micro, Small and Medium Enterprises (MSMEs) is essential for overall economic development of a Bangladesh. MSME sector has a great role to achieve the government declared “vision- 2021” as well as sustain Development Goal (SDG). But due to lot of financial & non-financial barriers MSME sectors cannot flourish as it’s expected.

Based on this recognition, **Oxfam in Bangladesh has operating its unique impact investment activities for developing the rural based MSME in Bangladesh under the Enterprise Development Programme’s (EDP)** and its objectives to provide various financial & non-financial supports to rural small & growing enterprises that enables them to become sustainable businesses and benefit for smallholder farmers and women;

EDP in principle focuses on the agricultural, food and rural sectors, but is open to analyses other sectors. EDP helps promising businesses to reach SME size, so they can grow more easily, ensure market access for thousands of farmers while also achieving economies of scale.

In view of Oxfam in Bangladesh under its EDP is going to conduct a field study to know the current landscape of Compressed Bio Gas(CBCG) in Bangladesh. The landscape in terms of;

- a. Country current demand and utilization pattern of Gas sector (both cooking, household and commercial level & CNG-as fueling) and supply of sources of Gas.
- b. Current source of compressed natural (CNG) and bio gas, compressed bio-gas and opportunity to use CBG as an alternative source of gas

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<sup>1</sup> Oxfam in Bangladesh works focusing in 3 major pillars;1. Humanitarian Response and capacity building; 2. Economic Justice and Resilience Building; 3. Gender and Women Economic Leadership.

- c. backward and forward market opportunities of major types of Bio gas like vermicomposting and organic farming
- d. commercial use of the alternative source of gas by using in cylinder for cooking and transportation,
- e. safety net (health, environment and climate) by using the gas in cylinder and opportunities and challenges of CBG in Bangladesh
- f. Current market actors of the gas (cylinder gas) and their source and demand supply status;
- g. The challenges and prospects to use cow dung, kitchen and hotel waste as raw material to produce compressed bio-gas.,

### 3. Objective of the Assignment:

The aim of the Consultancy is to conduct a **qualitative and quantitative** study on natural gas, bio-gas & compressed bio gas(CBG) situation in Bangladesh.

1. Conduct a qualitative and study on natural gas, bio-gas and compressed bio gas (in cylinder and gas station) situation in Bangladesh.
2. Market review and research on compressed bio gas by using cow dung and kitchen waste and their other backward and forward market opportunities.
3. Commercial and business feasibility analysis of the cylinder based bio gas in the household and market.

### 4. Scope of the Assignment:

- 4.1 The consultancy will be based on secondary review, interview and market assessment.
- 4.2 The consultant will work closely with all relevant actors (Bangladesh Petroleum Corporation, University, researchers, academicians, Chamber of commerce, Associations, Gov't and autonomous body) of Gas, Power, CBG and Oxfam in Bangladesh EDP team to ensure and validate information and process.

### 5. Key Tasks:

- 5.1 Desk review on the necessary documents which is relevant to Natural gas, Bio-Gas, CBG and CNG
- 5.2 Interview with the relevant actors related with Gas, Bio-Gas and CBG
- 5.3 Identify and collect all existing market actors of CBG
- 5.4 Identify and analysis the scope and opportunity of the domestic market in divisional wise for CBG
- 5.5 Find out the key Challenges in all respects like technological, legal, business environment and scope of CBG (from cow dung and kitchen waste) in Bangladesh.
- 5.6 Key challenge to produce in community base electric facility by using CBG or bio gas and its potential opportunity in terms of market demand.

### 6. Output and Deliverables:

The output and deliverables of the assignment shall be:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
<p>1. Inception report and work plan will submit by the consultant/firm.</p> <p>1.1 Work plan outlining individual activities to be performed under this consultancy, the timeframe for the implementation of activities, a list of stakeholders involved in each activity</p> <p>1.2. The methodology to be used, including data collection approach and the tools to be used and workshop/forum facilitation methodology</p>	5 working days	January, 2018	The Inception report to be reviewed and approved by the Oxfam in Bangladesh team
<p>2. Draft Report on qualitative and quantitative market research report will be submitted to Oxfam in Bangladesh.</p>	22 working days	February 2018	The draft report to be reviewed and Validated by Oxfam in Bangladesh team
<p>3. Final Report will be submitted to Oxfam in Bangladesh after incorporating all the inputs and comments from Oxfam.</p>	5 days	February, 2018	Report will be reviewed and approved by Oxfam in Bangladesh team

#### 7. Duration of the Assignment:

The expected duration of the assignment is a maximum period of Thirty-Two (32) Working Days; within the period from January to February 2018.

#### 8. Location of the Assignment:

The consultant will be expected to work with many of the stakeholders in relation with Gas sector, throughout the country.

#### 9. Qualification and Experiences of the consultant:

A team (gender balanced) made up of at least: - A lead consultant with sufficient skill, research experience and a graduate or post graduate in relevant discipline like power engineering, environment technology, Industrial engineering, Business process and designing or equivalent degree in dairy science or dairy waste management and business discipline. Adequate no's of supporting researchers with at least five years' professional experiences in relevant fields like market research, environmental research, business process design, mapping, Power sector particularly in Gas sector, Dairy plant etc.

- 9.1 Demonstrated experiences and skills in facilitating stakeholder/working group consultations.
- 9.2 Demonstrated knowledge and experience in market research.
- 9.3 Have capacity to work within the deadlines.

## 10. Evaluation and selection process:

Interested consultancy firm are requested to submit a technical and financial proposal for the work following ToR on conducting study on Gas, Bio-Gas, CNG and CBG. Applications will be considered those are top most suitable, relevant and apply within the mentioned time.

- The evaluation team will fully reportable to Enterprise Development and Private Sector Coordinator, Oxfam in Bangladesh. She/he will also work closely with relevant staff of EDP team

### 10.1 Evaluation process

The award of the contract will be made to the consultant/consulting firm whose offer has been evaluated and determined as:

- a) Responsive/compliant/acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this solicitation, with the ratio set at 75:25 respectively.

Criteria	Weight
1. Technical	75
1.1 Relevant knowledge, skill, experience of the firm/organization / Individual consultant	20
1.2 Understanding of the ToR	10
1.3 Appropriateness of methodology in response of the indicators	15
1.4 Team composition	10
1.5 Quality assurance	10
1.6 Work Schedule	10
2. Financial	25
Total	100

## 11. Guideline of proposal submission

The proposal/expression of interest (duly signed) should comprise with the following sections and given page limit along with sample write up of maximum 2 pages and evidence of previous experience in any similar work. Proposal will be accepted preferably in soft copy form (signed scanned copy) by mentioning subject line “Consultancy on conducting study on landscape of compressed bio gas “ by 20<sup>th</sup> January 2018.

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	1 Page
Table of Content	1 Page
Understanding of the Assignment (Not just copy and paste from the ToR content)	2 Page
Proposed Methodology	2 Pages
Evidence of relevant experience	1/2 Pages
Work Schedule	1 page
Team composition along with its rationale/role and CVs	2 pages
Any other relevant information (if required only)	1 pages and use Annex for detail CV of the team members
Financial Proposal	
Budget detailing out	
<ul style="list-style-type: none"> <li>• Consultancy days and fees (days should be mentioned for key member of the team)</li> <li>• Travel and accommodation</li> <li>• 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax).</li> <li>• Total amount</li> </ul>	

## 12. How to apply



The consultancy firm must submit the following documents along with Technical & Financial Proposal (including VAT/TAX): The financial proposal should include 15% VAT ONLY. Oxfam will deduct 10% Income Tax at source from the agreed consultancy amount.

Only **Consultancy Firm is requested to apply for the assignment with:**

- Maximum 2 page Firm profile highlighting related assignment completed with client name, contract person and mobile number
- Lead Consultant's (who will lead the assignment) Maximum 2 page CV highlighting related assignment completed, role in of the completed assignment
- Other Team members' (who will involve in the assignment) one paragraph short CV highlighting related assignment completed and role
- Firm's Certificate, TIN and VAT registration