

## **TERMS OF REFERENCES (TOR)**

### **CASE STORY**

**Project:** “Strengthening participation and influence of poor and vulnerable farmers and fisher folk in decision-making processes related to food security”.

#### **Background**

Oxfam in Bangladesh has been implementing food security governance projects in three northern districts namely Kurigram, Rangpur and Dinajpur with the financial assistance of European Union. The project strives to increase awareness of vulnerable farmers’ and fisher folks’ on various rights and entitlements issues and establish/increase their access to different government’s facilities and services and participation in the decision making processes. Three implementing partners namely Polli Sree-Dinajpur, ZIBIKA-Kurigram and SEED-Rangpur are directly working with 10,000 farmers and fisher folks and organized/ formed 60 Community Based Organizations (CBO) under 12 unions. As part of campaign and mobilization activities, numbers of dialogues, linkage building workshops, mass gathering and round table meeting with MPs and other political leaders and government officials were organized by Partner organizations in respective areas. Oxfam along with the PNGOs have also successfully organized the 1<sup>st</sup> National Farmer’s Assembly in May 2014 in Dhaka at the BIAM Foundation auditorium. Over 400 farmers and fisher folks, civil society representatives, government representatives, policy makers, development practitioners, experts, journalists from print and electronic media participated in the Assembly.

#### **Specific Objective**

- Documentation of the process of changes in the life of poor and vulnerable farmers and fishers in the working areas through the project interventions.
- Documentation of the success of organizational/CBO/Cooperative about their participation in the decisions related food security governance.
- To aware the greater audience, national and international stakeholders about the model of the project and thereby would be more sensitized in favour of marginal farmers and fishers for their rights and entitlement.
- Donor agency, other implementing organizations will come to know the success and the challenges of project and as well how the donor contribution is being used at local level.

#### **Scope of work**

The range of the study/documentation will comprise the review of success story in the filed under three working districts. The consultant will find-out the baseline status of the success, project initiatives, related linkage and collaboration developed changes in people’s lives, challenges faced, learning and sustainability issue of the changes and proper documentation of the process. The consultant needs to conduct field visits, conduct interview, observation and FGD in the project area in Rangpur, Dinajpur and Kurigram district to collect and validate information of the stories.

#### **Deliverable**

Fifteen (15) case story/ study both in English and Bangla including action oriented picture. The write-up of the stories will be diversified in terms of style and presentation. Same style in all stories or conventional way of presentation is not expected from the consultants.

#### **Role of consultant**

- Review the project documents to develop understanding of the project nature and intervention.
- Review the existing case stories of the project
- Identify cases through consultation with the PNGOs for detail assessment
- Filed level data collection
- Collect action oriented picture from PNGO office and fields.
- Produce 15 case studies (5 from each partner) both English and Bengali.

- The assigned person will edit, rectify the cases through personal interview and information collection process.
- Validation of data with field level information, sharing with partners and Oxfam.
- Review the final write up following feedback of Oxfam.

**Responsibilities of Oxfam:**

- Support to identify 15 case-stories
- Provide comments and necessary adjustment in the information collection, process documentation and interview process
- Feedback on draft case stories and action oriented picture
- Provide the consultancy fee as agreed contract.

**Timeframe of the assignment: 10<sup>th</sup> July to 25th of August 2015**

**Evaluation criteria of the consultant hiring:**

In response to the invitation, the individual consultant will have to submit a Technical and Financial proposal as per this 'Terms of Reference'. The total scoring points for the evaluations will be **50** as given below breakdown:

Criteria	Weight
<b>1. Expertise/Understanding/Experience</b>	
Understanding of the ToR	10
Experience of relevant assignment	10
<b>2. Methodology</b>	
Appropriateness of proposed methodology	10
<b>3. Team composition</b>	10
<b>4. Financial competitiveness</b>	10
<b>Total</b>	<b>50</b>

**General instruction:**

It is the responsibility of the Consultant to plan and carry out the assignment. Oxfam will provide financial supports as agreed between Oxfam and consultant and ensure timely feedback. The consultant will be responsible for maintaining correspondence and outputs in a timely and efficient manner keeping Oxfam informed via written email correspondence.

## How to apply:

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**The Individual must submit the following documents along with Technical & Financial Proposal (including VAT/TAX):**

- Maximum 5 page CV highlighting related assignment completed with client name, contract person and mobile number (this person must have fulltime engagement during assignment time)
- Other Team members' one page short CV highlighting related assignment completed
- TIN Certificate (PDF soft version)

**Application Instruction:**

We invite proposal from interested individuals to undertake this assignment. **Please refer detailed TOR for this assignment** and submit your letter of interest to [abakshi@oxfam.org.uk](mailto:abakshi@oxfam.org.uk) by **28 June, 2015**.