

TOR FOR DEVELOPING MODULES AND CONDUCTING TRAINING TO FISH NURSERY OWNER & PATIL PATI OF CHETONA FISH HATCHERY IN KURIGRAM

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 recognizes the universality and indivisibility of human rights and this form the most basic framework for its work. It 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. For more info: www.oxfam.org

2. Rational & Background:

“Enterprise Development Programme (EDP) - Bangladesh” is a unique Impact investment programme led by Oxfam in Bangladesh under the Economic Justice and Resilience¹ Pillar. A number of small & Growing business enterprise/ projects is running since 2017. The concept of EDP is different from regular development project funded by Oxfam. Usually, Oxfam implement the project through its local level implementing partner, but EDP programme is directly work with different rural based Small and Growing enterprises, where, EDP provides different technical support to develop the capacity of the selected enterprises in terms of quality, quantity and sustainability and institutionalize the enterprise through strengthening its finance, administration, Inventory management, business operation and management. By 2018, there are four enterprises were selected and approved under EDP, among them one is Chetona Fish Hatchery situated in Rajarhat, Kurigram.

Chetona Fish Hatchery situated at, village-Chetona, Union-Ghariaidanga, Thana-Rajarhat, District-Kurigram. Mr. Ishaq Ahmed has established this enterprise in 1998, currently it sells 12 varieties of fish spawn to 30 permanent fish nursery owner, fish farmers and traders in the Kurigram district. There is a large demand for high quality as well as indigenous varieties of spawn in the local and regional market. Chetona Fish Hatchery, the current market leader in the region, has a noteworthy reputation in the community as well as demonstrable know how and technical capacity and is therefore well positioned to further increase its market share by introducing new fish varieties and expanding its client base. The enterprise currently employs 5 full time staff including the Manager cum CEO Mr. Ishaq. The assistant manager manages the overall day to day operation. The pump operator mainly responsible for water management and another person mainly supports administrative activities of the business. Additionally, during the production period 5 to 10 more employees are hired on a temporary basis.

¹ 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.

3. Objective of the Assignment:

Under the EDP, Oxfam in Bangladesh is going to provide some technical support and knowledge on fish farming, fish nursery management and so on to the enterprise as well as to the fish farmer linked with the respective enterprise. This support will help to increase the production of the hatchery.

So, the main objective of the Consultancy service is to develop different training module and provide training based on the module to the selected fish nursery owner and fingerling traders (*patil pati*). This assignment will focus on the increase of production of the fingerling traders (*patil pati*), capacity development on nursery management, entrepreneurship development and business development of the fish farmers especially women fish farmers. Apart from production increase the training design should also focus on the increasing women's participation in the fish nursery business, women's economic empowerment.

The objectives of the assignment are to develop module and conduct training on some specific issues and also use the local resources and resource persons. This will comprise:

1. **Review the existing module of different department of Government, INGOs and develop different training module on**
 - 1.1 Fish Hatchery- increase the Production and decrease the mortality rate of fish
 - 1.2 Fish Nursery management
 - 1.3 Entrepreneurship development and business capacity development of fish nursery owner
 - 1.4 Fingerling Management of Patil Pati.
2. **Arrange and conduct different training based on the module in Kurigram by using local resources and resource persons.**

4. Key Tasks:

- 4.1 Identify, collocate and review of all relevant existing training module of Government, NGOs, INGOs and recognized training institutions.
- 4.2 **Need Assessment** of Training and content development will be conduct before designing the module for each training and field test also performed by the consultancy group.
- 4.3 For increasing the fish production and reduction the mortality rate training to *patil party* and fish nursery owner is very crucial. So, the training module should focus on increase the production and decrease the mortality rate.
- 4.4 Apart from production how the nursery will be managed also need to cover during the assignment.
- 4.5 The assignment also focus on the entrepreneurship development and business development of the fish nurse owner especially women.
- 4.6 All the module should develop in Bangla
- 4.7 Facilitate each training and conduct pre and post assessment of each training will include.

4.8 Use the local resources and local resource persons.

5. 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
1. Inception report after an <u>inception meeting</u> with the Chetona Fish Hatchery of Kurigram and EDP-Bangladesh team that proposes details as relate to: 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 1.2. The methodology to be used, including data and information collection approach and the tools to be used and training facilitation methodology	5 working days	July, 2018	The Inception report to be reviewed and approved by the Oxfam in Bangladesh EDP team
2.1 Review the existing module of different institutions 2.2 Need assessment of the training and content for each module in Bangla 2.3 Share the need assessment report to Oxfam in English	7 working days	July, 2018	The need assessment report will be validated by the enterprise and Oxfam in Bangladesh team
3. One Module development and conduct Training for 60 (Sixty) fingerling trader-patil party in Kurigram		By July 2018	The training dates should be confirmed by Oxfam and the Enterprise
4. Module development and Train 50 (Fifty) fish nursery owner on nursery management for nursery owner to develop entrepreneurship & business capacity		By July/August 2018	Before training the module should validate by Oxfam and the training dates should be confirmed by Oxfam and the Enterprise
5. Submit report in English after each and every training by including pre and post assessment result	5 working days after each training		Report will be reviewed and approved by the enterprise and Oxfam in Bangladesh team



***All the module arising from this consultancy will be owned by the Oxfam and the concern enterprises. The consultant will not be allowed, without prior authorization in writing, to present any module as his/her own work or to make use of the consultancy purposes.

6. Duration of the Assignment:

The expected duration of the assignment is based on the deliverables module development and training starts from July to August 2018.

7. Location of the Assignment:

The consultant will be expected to work with many of the stakeholders in Kurigram District, Ministry of Fisheries and Livestock, Agriculture University and different training institutions of Bangladesh.

8. Qualification and Experiences of the consultant:

A team made up of at least: - A lead consultant with a post graduate or equivalent degree or expert on concern economic sector or sub sector expert on **Fish spawn production, hatchery management, fish farming** with having minimum 10 years of professional experience with required no's of team member. Expert on module development and 5 years' experience as trainer. Ensure the gender diversity in team **And need base add the member from local resources:**

- 8.1 At least 5 years of prior professional work experience in dealing with fish farming and fish management or relevant nature of works will be an added advantage
- 8.2 5 years' experience as trainer and module development.
- 8.3 Knowledge and experience to work with small holder farmers and small enterprise.
- 8.4 Proven ability and experience in leading and facilitating different training.
- 8.5 Excellent communication skills for discussing issues with all manner of persons
- 8.6 Have capacity to work under tight deadlines.

9. Evaluation and selection process:

Interested consultancy firm or individual requires submitting a technical and financial proposal for the work following ToR of module development and conducting training. Applications will be considered those are most relevant qualification, experience and apply within the mentioned time. The consultancy service provider/team (gender balanced) will fully reportable to Economic Justice and Resilience Manager. She/he will also work closely with relevant staff of EDP and enterprises.

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 70:30 respectively.

<i>Criteria</i>	<i>Weight</i>
1. Technical	70
1.1 Relevant experience of the firm/organization/Individual	15
1.2 Understanding of the ToR	10
1.3 Appropriateness of methodology in response of the indicators	10
1.4 Team composition	20
1.5 Quality assurance	10
1.6 Work Schedule	05
2. Financial	30
Total	100

10. 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 copy of any similar work. Proposal will be accepted preferably in soft copy form (signed scanned copy) by mentioning subject line "Consultancy on module development and training for "Chetona Fish" by 18 July 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"> • Consultancy days and fees including arranging, organizing and facilitating the training in Kurigram, (days should be mentioned for key member of the team) • Travel and accommodation • 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax). • Total amount 	