

## **TOR FOR MID-TERM EVALUATION OF CHETONA FISH HATCHERY IN KURIGRAM AND BOLON DUCK HATCHERY IN GAIBANDHA**

### **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](http://www.oxfam.org)

### **2. Rationale & Background:**

“Enterprise Development Programme (EDP) - Bangladesh” is a unique impact investment programme led by Oxfam in Bangladesh under the Economic Justice and Resilience<sup>1</sup> Pillar. A number of small & growing business projects have been running since 2017. EDP provides different technical support to develop the capacity of the selected enterprises in terms of quality, quantity and sustainability of the enterprise through strengthening its finance, administration, inventory management, business operation and facilitates linkages to create an access to finance. In the year 2017 and 2018, OXFAM in Bangladesh has invested in 2 (two) enterprises of Rangpur Division – namely Chetona Fish Hatchery and Bolon Duck Hatchery.

Established in 1998, **Chetona Fish Hatchery** situated at, village-Chetona, Union-Ghariaidanga, Thana-Rajarhat, District-Kurigram currently sells 12 varieties of fish spawn to 30 permanent fish nursery owners, 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.

**Bolon Duck Hatchery** is a rural based private sector business house (duck hatchery), founded in 2007 and is currently engaged in producing and selling ducklings to the duck farmers in Gaibandha and its adjacent districts in Bangladesh. Bolon Duck Hatchery is known as a sustainable enterprise that creates positive social and environmental impact resulting in economic and employment opportunities for marginalized farmers, women and youth.

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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.

### 3. Purpose of the Assignment:

The overall purpose of the mid-term evaluation is to evaluate the results of the investments made in Bangladesh through Enterprise Development Program (EDP) of OXFAM. The evaluation will have an emphasis on the relevance, efficiency, effectiveness, sustainability and impact of the intervention carried out and approach adopted. This will allow the consultant to extract lessons learnt and recommendations to enhance the quality of the future programming by OXFAM, regarding both operational and programming issues. The major questions to look through the evaluation are as follows:

- Has the investment made a sustainable impact towards the enterprise, the community and the industry?
- Has the investment made any increase in the production capacity of the enterprises? Is there a market to absorb the increased production?
- Has the investment resulted in the economic growth of the enterprises?
- Is there any new job creation due to this investment?
- Is there any economic empowerment of women through the programme?
- Is there any scope to integrate more women, especially in fisheries value chain?

This assignment will have strong focus on economic empowerment of women associated with the enterprises on the basis of three indicators using some specific tools.

Enterprise	Direct Beneficiaries	Indirect Beneficiaries	Number	Indicators	Tools
Chetona Fish Hatchery	Commercial Nurserers		30	<ol style="list-style-type: none"> <li>1. At least 30% income increased due to women led new business model</li> <li>2. At least 60% of targeted entrepreneurs (women and men) are having adequate and sustainable income by linkage with local market and access to finance.</li> <li>3. At least 30% income increased due to higher market by women led new business model</li> </ol>	Baseline at inception, Effectiveness of business model, trend of income, linkage with private sector, Market mapping, monitor sample household income survey
		Fingerling Traders	1200		
Bolon Duck Hatchery	Small Women Duckling Rearers		400		
		Commercial Duckling Rearers	30		

#### 4. 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>1.1. Work plan outlining individual activity 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 and information collection approach and the tools to be used and training facilitation methodology.</p>	10 days	10 April 2019	Outline & methodology to be reviewed and approved by the Oxfam EDP team
<p>1.1 Carrying out meeting, interview or FGD at the locations of both the enterprises.</p> <p>1.2 Collection, recording and analysis of data toward report preparation of mid-term evaluation.</p> <p>1.3 Preservation of all data extracted for future reference.</p>	30 days	20 April 2019	Verification of activities and approaches taken to collect data will be made by the enterprise and Oxfam Bangladesh team
1 <sup>st</sup> draft of mid-term evaluation report submission of both the enterprises.	5 days	20 May	Report submission will follow discussion and presentation
Submission of final report of mid-term evaluation of both the enterprises.	5 days	25 May	

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

#### 5. Duration of the Assignment:

The expected duration of the assignment is based on the deliverables starts from April to June 2019.

#### 6. Location of the Assignment:

The consultant will be expected to work with the associated group of stakeholders at Chetona Fish Hatchery and nearby areas in Kurigram District and at Bolon Duck Hatchery and nearby areas in Gaibandha District. Oxfam in Bangladesh will tailor full support if need be for any relevant official documents in conducting the evaluation.

## 7. Qualification and Experiences of the consultant:

- 7.1 A team made up of at least: - A lead consultant with graduate or equivalent degree or expert on concerned economic sector or sub sector having minimum 10 years of professional experience with required number of team members.
- 7.2 Expertise on report generation of baseline, mid-term or end-line data of projects relevant with economic development, income generation and women empowerment.
- 7.3 Ensuring the gender diversity in team **and need based members from local resources**
- 7.4 Knowledge and experience to work with small holder farmers and small enterprise.
- 7.5 Proven ability and experience in conducting evaluation of INGO, donors.
- 7.6 Excellent communication skills for discussing issues with all manners.
- 7.7 Capacity to work under tight deadlines.

## 8. Evaluation and selection process:

Interested consultancy firm or individual requires submitting a technical and financial proposal for the work following ToR of Mid-term Evaluations of two enterprise. Those applications will be considered which meet 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.

### 9.1 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.

<b>Criteria</b>	<b>Weight</b>
1. Technical	<b>70</b>
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	5
2. Financial	30
<b>Total</b>	<b>100</b>

## 9. 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 ToR for “Mid-term evaluation of Chetona Fish Hatchery in Kurigram and Bolon Duck Hatchery in Gaibandha” by April 5 2019.

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 detailed CV of the team members
Financial Proposal	
Budget detailing out <ul style="list-style-type: none"> <li>• Consultancy days and fees including arranging, organizing meeting with beneficiaries in both the locations. (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>	