

Terms of Reference

Training for association leaders of “Empowering smallholders to strengthen local democratic governance (KHAMATAYAN)” project on entrepreneurship, business development and finance management

1. Introduction:

Project Name	Empowering smallholders to strengthen local democratic governance (KHAMATAYAN) project
Project Location	Bangladesh – Mymensingh, Sherpur, Kurigram, Gaibandha & Satkhira Districts
Project duration	42 months from 1 st January 2018
Co-Donor	European Union
Implementing agency and partners	The project is led by Traidcraft Exchange and co-implemented by INGO- Christian Aid, Solidarites International, LINGO- RDS, GUK, Shushilan

“Empowering smallholders to strengthen local democratic governance (KHAMATAYAN) Project” is a consortium initiative of Traidcraft Exchange, Christian Aid and Solidarites International implementing through three local partners RDS, GUK and Shushilan. The project is underway in 19 Upazila under Mymensingh, Sherpur, Gaibandha, Kurigram & Satkhira District. The European Union is providing financial support by aiming **to ensure inclusive economic development in rural Bangladesh by stimulating the effective engagement of smallholder farmer-led CSOs in local democratic governance.**

The proposed project aims to strengthen the governance, accountability and sustainability of smallholder-led grassroots CSOs and facilitate their constructive engagement with LAs in local democratic governance, inclusive policy development and implementation. It will empower smallholder-led CSOs (District and Upazila associations, Self-help Groups (SHGs) to proactively engage with LAs to ensure policies and practices strengthen the economic and social rights of marginalized farming communities. It will work closely with LAs to develop their capacity to engage in inclusive partnerships with local CSOs and to recognize the constructive role civil society plays in local democratic governance. Smallholder farmers will be empowered to collectively voice, demand and negotiate their economic and social rights by actively engaging with LAs – benefiting from social and extension services, appropriate resources, and increased access to social safety-net programmes by marginalized groups (women, ethnic minorities, disabled people). In this way, the project will ensure farmers’ inclusion in the development process, addressing issues of agricultural governance and contributing to reduced inequality and injustice. It will enable smallholder-led CSOs and LAs to fulfil their potential as key stakeholders in the process of inclusive economic and social development.

Specific Objective of the project: To catalyze Local Authorities (LAs) and smallholder-led CSOs to develop innovative and inclusive partnerships that strengthen the economic and social rights of small and marginal farmers, with a specific focus on women, disabled people and ethnic minorities.

Output 1: Smallholder-led CSOs are effective, well-run, financially sustainable and able to contribute to LA policy development and implementation.

Output 2: LAs and local government bodies develop an inclusive enabling environment through sustained collaboration with smallholder-led CSOs.

Output 3: Smallholder-led CSOs work in partnership with LAs to ensure socio-economic policies and practices respond to needs of marginalised groups (women, disabled people, ethnic minorities)

Output 4: Smallholder-led CSOs work in partnership with LAs to ensure entitlements related to sustainable agricultural practice reach the target populations

The beneficiaries of the project are 23,640 small and marginal farming households (farmers with landholdings less than 1 hectare) across the five selected districts of Bangladesh. Of the 23,640 small and marginal farmers, 11820 will be women (50%), 2364 will be from ethnic minorities (10%) and 1182 will be disabled people (5%). The project targets local authorities and public officials at both Upazila and Union levels.

Project location: This project is working in 19 upazilas of 5 districts of 3 project regions_

- **North East region**
 - Mymensingh - 5 upazilas: Mymensingh Sadar, Gouripur, Phulpur, Haluaghat, Dhobaura
 - Sherpur - 4 upazilas: Sherpur Sadar, Nakla, Jhenaigati, Sreebordi
- **North region**
 - Gaibandha - 5 upazilas: Gaibandha Sadar, Fulchhori, Saghata, Sundorganj, Gobindaganj
 - Kurigram - 2 upazilas: Rowmari, Razibpur
- **South region**
 - Satkhira - 3 upazilas: Satkhira Sadar, Assasuni, Tala

2. Organizational overview:

Traidcraft Exchange is a British Charity have been working in Bangladesh since 2005. Traidcraft Exchange bring people together, to fight injustice in trade. Traidcraft Exchange exists to do two things:
To support people to harness the benefits of trade

To fight against injustice in global trade

It's a simple mission, but it is changing lives all over the world.

Christian Aid is an international humanitarian organization which started working in Bangladesh in 1972 after the Liberation War. Today it works in some of the most disaster affected districts of the country with the most vulnerable people to improve the quality of their lives. It uses integrated approaches to disaster risk management, climate change, resilient livelihoods, emergency preparedness and response, inclusive market development, gender and social equity and human rights. It continues to develop the social enterprise skills of underprivileged people, increasing their power in the market and ensuring their access to and control over productive resources.

Solidarités International (SI) is a non-profit and humanitarian organization founded in 1980 and working in areas of conflict and natural disasters. Its main aim is to provide quick and effective support for people in life-threatening situations by meeting their vital needs: water, sanitation, food security and shelter.

SI started its mission in Bangladesh at the end of 2007, following cyclone SIDR. SI's intervention and strategy in Bangladesh is to target primary needs of crisis affected persons in terms of water, hygiene and sanitation (WaSH), food security and livelihood (FSL), shelter and non-food items (SNFI) and disaster risk reduction (DRR).

Rural Development Sangstha (RDS) is an NGO established in 1998 based in Sherpur, Bangladesh. It is being carried out since its inception its activities within the area of developing vulnerable group, specially landless and small farmers' family, agriculture, health, sanitation, hygiene, water supply and food security, women development, renewable energy sector, micro finance, child & adult education, climate change adaptation, disaster management, local resource mobilization, skill development through 40 Branches located at Sherpur, Jamalpur, Tangail, Dinajpur, Kurigram, Pabna, Khulna and Mymensingh district in Bangladesh.

Gana Unnayan Kendra (GUK) started its journey in 1985 as a community led NGO with the efforts of a group of dedicated social activists through organizing the disadvantaged poor people living in the remote areas especially in the river islands of Gaibandha district in Bangladesh with the purpose to establish a poverty free equitable society. Presently it is working in ten north-western districts of the country i.e Gaibandha, Rangpur, Kurigram, Lalmonirhat, Nilphamari, Dinajpur, Panchagarh, Bogra, Joypurhat, Kustia and Cox's Bazar.

Shushilan, a Bengali name signifying endeavours for a better future, is a national NGO set up in 1991. The organization came into being in the face of degradation of socio-ecological resources in the southwest coastal region with specific mission to redress the declining natural resource base, livelihoods and food security of the people. *Shushilan* is a local agro-ecology, wetland resource management and right based NGO working for ensuring livelihood security of the resource poor community.

3. Purpose and Scope:

Purpose:

The purpose of this TOR is to call proposals/EOI from competent consultant/trainer to design and develop a training module and conduct 24 day-long training on entrepreneurship, business development and finance management considering the Bangladesh context in different project areas (19 upazilas) for the KHAMATAYAN project.

Participants:

The training will be facilitated for 19 Upazila Agro Producers' Associations (UAPA) leaders and 5 District Agro Producers' Association (DAPA) leaders. Each Association has 11 leaders. Total number of participants is 264.

Venue and place:

These are the upazila level trainings. These trainings will be held at 19 upazilas under KHAMATAYAN project. Training venue may be the respective upazila parishad conference room or any other organization's training room.

Scope of the Training:

By this training the participant will,

- Know how to build a strong entrepreneurship with realistic and concrete examples.
- Get guidelines on the way to develop business to ensure that the beneficiaries will do business successfully
- Know about the good management of financial activities that will affect the beneficiaries' financial management
- Know about the good management of group savings and investment scheme (GSIS)

4. Methodology:

The training will be conducted through participatory method. Please note that all participants are the farmers and association leaders. Discussion and group exercise will be effective method rather than using projector.

- A resource person will be hired to facilitate the training session using flexible, easily accessible and understandable training methodologies
- Resource person will facilitate training with participatory manner based in specific knowledge-based learning session in Bangladesh context
- Prepare outline of the session plan including required resources materials/session notes to be used in the sessions and must make these materials available for the participants
- Process and methods must be multi-dimensional

5. Major Tasks:

The major tasks under this assignment would include the following:

- Task 1:** Prepare training modules on topics such as social enterprise development, business development and finance management, book-keeping, Group Savings and Investment Scheme (GSIS) etc. Develop the easy understanding training module and will facilitate the training based on module
- Task 2:** Conduct training selected persons on social enterprise development, entrepreneurship, business development and finance management - a day-long training.
- Task 3:** Gather feedback on training workshop.
- Task 4:** Prepare and submit a copy of "entrepreneurship, business development and finance management manual" and training report.

6. Deliverables:

The Consultant/trainer should be delivered-

- An easy understanding comprehensive training module on topics such as social enterprise development, business development and finance management, book-keeping, GSIS etc. Training will be facilitated based on this module
- A detail session plan agreed by Traidcraft Exchange and partners

- Handout of the topics.
- Proper analysis in the training report
- Training Report within 7 (Seven) days after the training for the final payment with concrete action plan

7. Timeframe:

The assignment should be completed by 15 November 2018. There is a timeframe for the assignment and the consultant would need to work around the following major tasks_

Activity	Deadlines
Closing date for receipt of proposals	30 September 2018
Hiring resource person (TX office call in a meeting)	03 October 2018
Module and session plan development	07 October 2018
Review and finalize the documents	09 October 2018
Conduct Training	10 October 2018 onwards
Final Report	15 November 2018

8. Facilitator/Consultant requirements:

Facilitator need to have the following competences:

- Working experience on Entrepreneurship, Business development and Financial management
- Have experience to conduct similar training
- Have knowledge on the practices, laws and policies based on Business and livelihood related issues
- Excellent facilitation capacity/skill
- Specific training module development capacity on the proposed issues
- An understanding and experience in the agriculture sector and general development experience
- Demonstrate capacity to produce high quality reports in English
- A valid and practical action development capacity from the training related to project goal
- Ability to meet deadlines

9. Budget and Mode of payment:

The consultant/trainer should develop a budget for completing the assignment as outlined in this TOR by clearly allocating expenses and daily rate.

- 50% of the total fee will be paid on after submitting the training module and session plan
- 50% of the amount will be paid upon acceptance of the final report.
- The payment would be made in crossed cheque by the name of the consultant.
- RDS, GUK and Shushilan will pay the proportionate amount of fees by three cheques.

10. Application Process:

Interested organizations or individuals are requested to submit their Expression of Interest (EOI) electronically to the following address on or before 30 September 2018:

Please email to: TX_Bangladesh@traidcraft.org with cc. Nabila.Nusrat@traidcraft.org. For further clarification, please write to Shawkat.Hasan@traidcraft.org

The EOI should include:

- Contact details
- Details of the team who will work on the contract with individual CVs of no more than two sides of A4 that describes their relevant experience in relation to this contract. These may be attached as appendix to the EOI.
- A clear and detailed overview of how these pieces of work will be approached, the methodology proposed, and the outputs generated, with a clear timeline for each of the specified activity and a budget apportioned for the assignment
- Two references

The EOI, excluding the consultant CVs, should not be more than 10 pages long, should have single spacing, and use Arial typeface with a minimum font size of 10.

Shortlisted candidates will be invited to attend an interview.

11. Selection Criteria

On receipt of the EOI designated project management team will study the proposals including an interview and take a decision about the consultant/s/ agency for the study. Selection of the consultant/s/ agency will be based on:

Selection Criteria	Scores
Quality of the proposed plan – well thought out, logical, strong methodology and approach, well-timed, level of details, would meet objectives	10
Knowledge and Experience of doing such assignments	20
Availability during the period of the project	10
Costs – value for money	10
TOTAL	50

12. General terms and conditions:

- Traidcraft Exchange reserve the right to accept or reject any proposal without giving any verbal and/or written rationale;
- All reports and documents prepared during the assignment will be treated as the property of Traidcraft Exchange
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of Traidcraft Exchange
- Traidcraft Exchange reserve the right to monitor the quality and progress of the work during the assignment.