



**“Integrated Emergency response and early recovery support program,
Cox’s Bazar Bangladesh” project funded by OFDA, USAID**

Terms of Reference for Consultancy

For

The Livelihoods and Market/Value chain assessment
PD REFERENCE - PD-DHK-00381

Location of the assignment	: Ukhiya, Teknaf, Moheshkhali, Kutubdia and Chakoria Upazila under Cox’s Bazar District.
Duration	: 45 days (1 st February 2020 to 16 th March 2020)
Responsibility	: Action Against Hunger (ACF) is responsible for overseeing the assignment along with the consultancy and Consultant will report directly to ACF.
Main Counterparts	: Head of Department, Food Security Livelihoods and DRR

1. Background

Action Against Hunger (ACF) has been providing humanitarian assistance to the Rohingya Refugee population living in Registered Camps and Makeshift Settlements in Cox’s Bazar since 2009. The volume of humanitarian response by Action Against Hunger has increased by many folds after the mega refugee influx in 2017. Considering the vulnerability of the host community population in Ukhiya and Teknaf Upazila due to Rohingya Refugee influx and recurrent disaster hit, ACF has been providing emergency response, early recovery and recovery support to most vulnerable host community population with funding support from multiple donors.

ACF has been implementing “**Integrated Emergency response and early recovery support program, Cox’s Bazar Bangladesh**” project supported by USAID OFDA. The project started in 17 June 2019 and continue until 16 June 2021. The project aimed at addressing the issues related to food security, livelihoods and disaster preparedness of the most vulnerable disaster affected community in the targeted 10 unions under Ukhiya, Teknaf, Moheshkhali, Kutubdia and Chakoria Upazila in Cox’s Bazar district.

ACF will conduct a study on livelihoods and market value chain assessment in order to identify potential products for value chain development that can benefit poor small producer groups thus enabling them to take better advantages from markets. In addition, value chain analysis, will allows to identify bottlenecks to the smooth functioning of the chain, can help to determine what level of external intervention, when, and by whom is needed to reduce the bottlenecks etc. The study will be conducted through hiring a consultant (value chain expert) by the end of first year of the project.

Action Against Hunger planned this livelihoods and market value chain assessment study with a view to have a deeper insight about the livelihoods options in the targeted locations due to the new vulnerabilities induced by climate change. There are a lot of discussions to develop a climate adaptive and resilient livelihoods strategies for the disaster affected community in this locations. However, there is no study conducted in recent years focusing on this thematic. Findings of the assessment will help Action Against Hunger and other stakeholders including community people in designing climate smart and adaptive livelihoods strategies to cope with climate change impact. The study will focus on identifying suitable products for value chain development by the disaster affected community people and along with potential market actors mapping. Findings of the study will be helpful for designing market based intervention in the future. This assessment will cover multiple sector both on-farm and off farm products rather focusing on specific sector but product and will be useful for designing sector product specific value chain program design.

2. Purpose/Objective

This consultant will carry out a study in collaboration with the project team and the lead of the consultancy will provide a detail report on findings. The consultancy will produce a comprehensive list of suitable IGA options for most vulnerable host community population, identification of local products for value chain development, actors related to market and value chain development etc.

The main objective of the livelihoods and market assessment is to provide practical recommendations and input to inform FSL/DRR's livelihood programming, which aims to enable and prepare vulnerable population living in Cox to proactively position themselves for employment and to participate in income-generating activities.

This assessment should provide FSL/DRR program staff with the full-economic picture and offer an overview of the existing livelihood challenges and employment opportunities in Cox.

Furthermore, the assessment shall inform FSL/DRR on existing vocational training service providers (public and private) in the selected area and which could be considered as prospective partners, assess their capacity as well as the quality of the training modules, and type and cost of trainings available.

2.1 Specific objectives for the consultant

- To find feasible income generating options in the makeshift settlement which has potential to include poor and marginalized beneficiaries of cash-based interventions.
- Identification of potential product for value chain development in order to benefit small producer groups.

- Identification of bottlenecks to the smooth functioning of the chain, what level of external support, when and by whom is needed.

3. Scope of work and responsibilities

3.1 Responsibilities of ACF

ACF will take responsibilities of following activities -

- Will provide relevant documents related to guideline, lessons learned documentation, capitalization reports, evaluation report, etc.
- Will create a team to assist consultant in leadership of project PM
- Provide input for development of study methodology and tools
- Support to primary data collection i.e. arrange group discussion, interviews, etc. as defined in the study methodology
- Support for introducing with relevant local authorities.

3.2 Responsibility and tasks of the Consultant

- The consultant will formulate a comprehensive action plan for conducting this study.
- Review of the relevant secondary data – study reports, project reports, relevant study documents etc.
- Develop and share methodology for the study. The consultant will develop tools (questionnaire/checklists) in Bangla/English for this study. Before finalizing the checklist the tools will have to be shared with ACF.
- Assigning Human resources with necessary expertise in line with the objective of the study and hiring the data enumerators.
- The consultant will provide training to the data enumerators and guidance to the study team.
- The consultant will do the intensive field visit during field level data collection and will be engaged in conducting the FGD/IGD/KII and will monitor the progress of field work.
- The consultant will do the analysis and prepare the draft report in which s/he will also suggest IGAs and approach and strategies
- The consultant will present the main findings before finalizing the report
- The consultant will develop and share the detail final report.
- Analysis of a range of different business sectors and vocations in the target areas
- Robust analysis of the current and potential future economic / business opportunities in the specified target areas
- Collection of robust data disaggregated and analysed by gender, maturity of business, sector and area of intervention

4. Stakeholder to meet

- Direct project beneficiaries
- Relevant project staff and partner agencies.

- Relevant representative: value chain based actors/market actors, government technical department, service providers, non-government, etc.
- Other stakeholders including local government (union, upazila)

5. Deliverables

- The assessment should use relevant Minimum Economic Recovery standards and analytical tools (Household economy approach, sustainable livelihoods framework, Emergency market and mapping analysis, ILO livelihood assessment, etc.)
- The Consultant shall assist to produce a comprehensive, clear, and concise report that includes, but not necessarily limited to, the activities, tasks, and outputs described in line with the objective of the study. The draft of this report shall be submitted to ACF for review and comment as defined in the timeline for the action. The Report shall be submitted in electronic version compatible with Microsoft Word.
- A power point presentation based on study findings to be presented in the sharing workshop

Key Deliverables:

1. Comprehensive work plan at the initial phase of the study
2. Develop tools and questionnaires relevant to this study
3. Conducting staff orientation for field level data collection
4. Draft study report and presentation of key findings
5. GIS map of the study area
6. Final report of the feasibility study along with key findings and recommendations for future intervention.

6. Duration

The service period shall be 45 Days, starting from 1st February 2020 to 16th March 2020. Time line for the action

- Designing of the methodology for the assignment: As per the technical proposal
- Formation of study team in Cox's bazar: As per the technical proposal
- Project document review: As per the technical proposal
- Tools development and finalization: As per the technical proposal
- Team Orientation: As per the technical proposal
- Completion of field work and data collection: As per the technical proposal
- Data analysis: As per the technical proposal
- Draft Report : As per the technical proposal
- Final report submission: As per the technical proposal

7. Required skill and experience of the consultant

- Advanced University degree (Master Level minimum) in Development studies, Development economics, Socio-economic studies, or other related field. Additional areas of experience could include poverty reduction; economics, business administration or management.
- Experience and knowledge in livelihood programming in terms of Vocational and Technical Education and Training, job placement, employment promotion, entrepreneurship building, private sector development; Income Generating Activities; Cash assistance
- Minimum of 5 years of relevant practical field experience within one or more of the following areas: Socio-economic and/or household economy assessments; risks and vulnerability assessments, Market assessments.
- Proven knowledge on contributing/limiting factors for successful IGA implementation such as market system, value chain, market mapping, value chain based actors/market etc.
- Experience/proven knowledge in Participatory Market System Development will be added value
- Should be well knowledge on income generating activities and inclusive business
- Should be well oriented about the simple theory of change model.
- Have good knowledge in the field of food security, livelihoods and DRR
- Skilled in technical report writing in international Standard English, documentation and presentation.
- Should have previous successful record of accomplishment of doing similar study.
- Good knowledge on current context of Cox's Bazar district.

8. Management of the assignment:

Action Against Hunger is responsible to oversee the Assignment along with the consultancy and Consultant will report directly to Action Against Hunger. Action Against Hunger Head of Department, FSL & DRR would be the contact point during the consultancy period. S/he will be coordinating with the Head of Department of FSL and DRR, ACF on a day-to-day basis. Consultant will work closely with ACF technical department (FSL/DRR) in Dhaka. However, consultant should visit field during data collection to monitor the progress. ACF reserves the right to decide any other work locations of the consultant as necessary during this period after mutual agreement/discussion.

9. Financial arrangement:

The bidding amount for this assignment should be all-inclusive of VAT, TAX & field conveyance and will be deducted at source during settlement of invoice as per government rule. Please note that, the amount mentioned in the financial proposal will be assessed in line with the quality of the technical proposal. No additional amount will be paid as allowance of lodging & transportation. Consultant will not be entitled for any other benefits. Payment will be made after making necessary deductions of AIT (according to the AIT laws). Payment for the assignment will be made by Bank Transfer . An invoice must be submitted for all payments. The payment will be released as per mutually agreed terms.

10. Commitment:

Consultant is agreed that during this assignment period (1st February 2020 to 16th March 2020) he/she will provide sincere support to Action Against Hunger as per requirement of the feasibility study of IGAs. This consultancy can be terminated by either party by giving 10 days' notice period in writing.

If the above matches your understanding, we would request you to send application, technical proposal, financial proposal (Budget) along with CV by 23 January 2020 to following contact: ACF Bangladesh, Orin Tower, House 23, Road 113/A, Gulshan 2, Dhaka 1212, Bangladesh in a closed envelope clearly marked as (EOI- The Livelihoods and Market/Value chain assessment , PD-DHK-00381).

In case of any query please contact fslldrrdhod@bd-actionagainsthunger.org; mobile: +88 01819724634

11. Property rights

The ownership of the study data set, draft and final project proposal belong to the appointing agency. The assessment document will not be shared with anybody except ACF.

Intellectual Property Rights

All documentation related to the Assignment (whether or not in the course of the evaluator's duties) shall remain the sole and exclusive property of ACF.