# **TERMS OF REFERENCE**

# **Feasibility Study**

**Enhance food security and nutrition through promoting climate resilient livelihood opportunities and disaster risk reduction practices for communities in Cox's Bazar and Chittagong**

1. **Scope of the Feasibility Study**

The study aims to appraise the concept for a project on “Enhance food security and nutrition through promoting climate resilient livelihood opportunities and disaster risk reduction practices for communities in Cox's Bazar and Chittagong” planned duration 36 months starting on 01.10.2022 with a total budget of 1.5 Mio. €. The project will take place in ***Cox’s Bazar targeting Chokoria sub-district*** and in ***Chittagong targeting Shitakundo sub-district***. The project will be implemented jointly in consortium by the local partners ANANDO and SEEP.

The planned project will mainly focus on the areas of food security, climate adaptivity, disaster risk minimization and strengthening the partner organizations. The aim of the planned project is to improve the food security of endangered households and the possibilities of securing livelihoods for poor women and girls. There is therefore a focus on the integration of vulnerable girls and women. A total of at least 6,000 households at risk, including 2,000 women and girls, are to be supported. Only households of the Bangladeshi population will be involved in the project.

The project Outputs are following:

**Result/Output 1**: Homestead space resources and fallow land of the host community used to produce nutritionally balanced foods, modern and sustainable agro technology are used by the farmers and livelihood situation of firm families are improved.

**Result/Output** **2**: Enhancing Climate Adaptive Livelihood and Disaster Risk Reduction Practices in the targeted communities.

**Result/Output** **3:** The capacities of the local partners have been strengthened. On a second layer, the capacity of implementing local partners will be developed to run activities for communities ensuring the integration.

**2. Purpose and objective of the study**

The **purpose of a feasibility study** is to provide the private organization in question with a sound basis for **developing a project concept**, by identifying **project prerequisites, opportunities and risks**. This enhances **project effectiveness** and helps **avoid bad investment decisions from the start**.

**The study’s findings will be used to:**

1. *Assess the feasibility of the project*
2. *Assess the capacity of implementing partner*
3. *Assess the capacity of available concerned stakeholders*
4. *Provide inputs to improve project quality*

**The feasibility study will focus on the following core question:**

* *The current organizational capacity building needs of implementing partner*
* *How far is the planned project “*Enhance food security and nutrition through promoting climate resilient livelihood opportunities and disaster risk reduction practices for communities in Cox's Bazar and Chittagong*” feasible and realistic given the operational environment both in Cox’s Bazar and Chittagong?*
* *The potential sustainability of planned project and risks to its success*

**Following guiding questions can be of help to be able to respond to above stated:**

* What are the current demands/needs in organizational capacity building for the partner?
* Who are the potential stakeholders/actors and what are their capacities and responsibilities?
* Who are the primary target groups of the projects and what are their needs?
* Which financial, institutional and human resources would be required?

This study should analyze the situation, the problem(s) resulting thereof and the target group and stakeholders. It needs to include a baseline study and critically review the planned project in terms of the OECD/DAC criteria (see <http://www.oecd.org/dac/evaluation/49756382.pdf>) of relevance, effectiveness, efficiency, impact and sustainability. On that basis, the study needs to provide recommendations for the project concept and project measures.

*A detaled Guidance Note for conducting feasibility study developed by BENGO/BMZ will be shared with consultant.*

**Relevance**

Are the planned project activities appropriate for addressing the problem?

**Effectiveness**

What is the most suitable project approach to achieving the objectives?

**Efficiency**

Can the objectives be achieved in an economically efficient way through the planned project?

**Impact**

Will the project help achieve broader development impacts?

**Sustainability**

Will the positive impact last after the project has been completed (without further external support)?

**3. Methodology**

The FS will be conducted via qualitative/quantitative data collection methods: document review, key informant interviews, focus group discussions and direct observations.

**4. Expected Deliverables**

1. **Inception Report** containing proposed methodology incl. sampling, tools, work schedule
2. **Validation Presentation** introducing initial findings
3. **Draft Report** allowing for feedback from WHH management, within one week from the end of field assignment
4. **Final Report** incorporating feedback from WHH management to the Draft Report, within 3 days from receiving the response

The report should not feature more than **30 pages** (excluding annexes)

The FS expert will prepare a study work-plan/inception report and a final study report that will describe the FS and include expert’s findings and recommendations.

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| **DELIVERABLE** | **CONTENT** | **RESPONSIBILITIES** |
| **Inception Report** | FS Expert provides clarifications on methodology (incl. list of documents to be reviewed, sampling, tools, work schedule) | FS Expert submits to WHH electronically to: [Fatima.Azizova@welthungerhilfe.de](mailto:Fatima.Azizova@welthungerhilfe.de)  Balu.Rama@welthungerhilfe.de |
| **Field Mission** | Meeting with WHH & briefing on planned project  Review secondary information  Data collection in the field  Meeting with partners/stakeholders | Review of necessary secondary data provided by WHH  Field trips to planned project locations  Data collection and meeting with people/stakeholders/actors present in area |
| **Validation Presentation** | Initial Findings | FS Expert needs to carry out a validation session for WHH CXB management team |
| **Draft of the Final Report** | Full report (maximum of 30 pages of main chapters excluding annexes and forefront pages) | FS Expert sends the draft of the final report to:  [Fatima.Azizova@welthungerhilfe.de](mailto:Fatima.Azizova@welthungerhilfe.de)  [Balu.Rama@welthungerhilfe.de](mailto:Balu.Rama@welthungerhilfe.de) |
| **Final Report** | Revised report | FS Expert sends the draft of the final report to:  [Fatima.Azizova@welthungerhilfe.de](mailto:Fatima.Azizova@welthungerhilfe.de)  [Balu.Rama@welthungerhilfe.de](mailto:Balu.Rama@welthungerhilfe.de) |

**5. FS Report**

Desired structure of the study report:

* **EXECUTIVE SUMMARY**: Summary of the study, with particular emphasis on the main findings, conclusions and recommendations.
* **INTRODUCTION**: Description of the study, its logic, history, organisation and stakeholders. Presentation of the study’s purpose and questions.
* **METHODOLOGY**: Description of the sampling strategy and methods used for data collection; description of the limitations.
* **FINDINGS**: Factual evidence relevant to the questions asked by the FS expert and interpretations of such evidence (answered study questions).
* **CONCLUSIONS**:
  + Problems and needs (Relevance)
  + Achievement of purpose (Effectiveness)
  + Sound management and value for money (Efficiency)
  + Achievement of wider effects (Impact)
  + Likely continuation of planned project/results (Sustainability)
* **RECOMMENDATIONS**
* **ANNEXES (if any)**

**6. Duration**

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| **ACTIVITIES** | **TIMING** | **COMPLETION DATE** |
| **Preparation (Inception Report)** | 3 days | *25 November 2021* |
| **Study Mission (incl. data collection)** | 12 days | *10 December* |
| **Draft Study Report** | 5 days | *15 December* |
| **Final Report** | 1. days | *20 December* |

**7. Payment modalities and specifications**

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| **%** | **Milestones** |
| 50% | Following the signing of the Contract on Feasibility Study Services |
| 50% | After the final version of the final study report has been submitted and approved by WHH management |

**8. Qualifications of FS Consultant**

The desired qualifications, skill, and experience are summarized below:

* Advanced university degree in economics, geography or other social sciences, communications, disaster risk management, development studies, public policy or related fields is required
* Minimum 5 years of prior work experience and demonstrated knowledge in the field of conducting feasibility study, survey or research especially in the regional and international context
* Relevant work experience on Livelihoods, Rural Development, or Agricultural Extension or Agricultural economics with strong expertise in gender studies and related disciplines
* Relevant work experience with progressive professional responsibility in areas related to disaster risk reduction is required
* Knowledge and working experience in the region (Cox’s Bazar / Chittagong) is an advantage
* Excellent writing, editing and oral communication skills in English
* **Previous experience in conducting feasibility study for BMZ funded projects is an advantage**

**HOW TO APPLY**

Please send a cover letter, CV, and contact information for three references to [whhbgdco123@gmail.com](mailto:whhbgdco123@gmail.com) mail address by **27th November 2021**. As your application e-mail subject, please write: **“Consultant for Conducting Feasibility Study for WHH in BGD”** Applications will be reviewed on a rolling basis.