



Terms of Reference (ToR) for Conducting a Comprehensive Needs/GAP Assessment in Collaboration with the Department of Agricultural Extension and the District Administration

A. Context:

Cox's Bazar is one of Bangladesh's poorest and most vulnerable districts, with undernutrition and food insecurity at crisis levels, poverty and well above the national average. Cox's Bazar is also home to one of the world's most protracted refugee situations and is home to over 1.5 million Forcibly Displaced Myanmar Nationals (FDMN) from the Rohingya ethnic minority.

78.5% of Cox's Bazar is rural, and most communities live in remote areas (World Bank, 11/2016). The district also has poor food security and nutritional status, with most of the population relying on daily wages, while government social safety nets are inadequate (District Development Plan for Cox's Bazar - Phase 1, 12/2019). Like other coastal districts in Bangladesh, the frequency of natural disasters and the impact of climate change hinders significant development progress.

Agriculture is a major economic driver, and it provides livelihoods for approximately half of the district population. The key challenges include: (1) market linkages remain under-developed and infrastructure connections for transport need repair and or development; (2) limited access to water is a constraint for many farmers; (3) mechanization programs, which can drastically cut losses, have not yet reached many areas of the district; and (4) irregular access to information communication technologies (ICT).

Seasonal disasters (cyclones, storm surges, landslides, etc.) and climate variables are also impacting agricultural production (e.g., salinity intrusion, heavy rainfall, fluctuation of temperatures, water level depletion, lack of water supplies, etc.)

Demographic changes in the region, the Rohingya influx, and sustained COVID-19 restrictions have coincided to depress the incomes of 76 percent of daily wage earners. Besides, the prevalence of poverty and extreme poverty in Cox's Bazar is estimated to be 52% and 33% respectively as compared to the national average of 40% and 25%. Acute undernutrition in Cox's Bazar is widespread, with the prevalence of global acute malnutrition (GAM) among children aged 6-59 months is estimated to be around 20 per cent (compared to the national average of 16 per cent). In absolute terms, the prevalence of GAM and stunting in Cox's Bazar is above 'crisis' thresholds.

B. Specific background to the assignment

Pre-existing vulnerabilities in this region, compounded by the Rohingya influx, COVID-19, and increasing climate risks, pose significant challenges to agricultural outputs and sustainable food security.

Lack of proper irrigation facilities also hampering the crops production. Due to the uneven terrain of various parts of the district, the water management system is not efficiently functional among the population. Water access and food security for the population need to be prioritized for socioeconomic development.

The importance of infrastructure that supports agricultural activities is well recognized particularly when it comes to raising agricultural productivity (e.g., irrigation channels; feeder/ access roads; bridges; etc.).

WFP intends to improve agricultural infrastructure under Food Assistance for Assets (FFA) programme.

The overall programme goal is to make Cox’s Bazar’s agricultural sector more productive and sustainable, and to contribute to sustainable food security and poverty reduction.

The specific objectives of the project are to enhance productivity, improve farmers’ access to markets, and increase incomes through investments in agriculture infrastructure and their sustainable management by well-mobilized communities.

C. Principal Objective of the assignment

The overall objective of the assignment is to conduct a comprehensive need/gap analysis for the district to identify priority/critical agricultural infrastructure opportunities/ need/ gap in farming communities Cox’s Bazar, such as roads, irrigation/drainage systems, and alternative energy solutions, to help sustainably reduce poverty and hunger.

The specific objectives of the assignment are:

1. **Identify policy and service-related gaps** around agricultural infrastructure improvement in consultation with both demand and supply side.
2. **Assess the competitiveness of the agriculture sector** in Cox’s Bazar, necessary conditions need to be identified and collectively adopted including appropriate agriculture infrastructures.
3. **Assess the existing agriculture infrastructure system** of potential/ selected agriculture commodities and identify barriers and opportunities considering market dynamics, seasonality, smallholder participation, and climate change impacts.
4. Identify the reality of meaningful participation of **people at risks i.e., women, men, transgender, elderly people, and persons with disabilities** on agricultural improvement initiatives and their access to relevant services.

D. Geographical Coverage

The current scope of geographical coverage is Cox’s Bazar District, but the study locations will be finalized through consultative process with engagement of the Deputy Commissioner Office and Agriculture Department and also aligned with the priorities of the District Development Plan.

E. Target Group

Local administration and government included DC office, Line Department e.g., DRRO, PIO, DAE, DoF & DLS, LGED, UNO, Upazila and Union Parishad, beneficiaries including farmers and market actors, relevant UN agencies and I/NGOs

Target Participants	What will they use the findings for?	What format(s) will they access the findings?	How will they access the findings?
Representatives of Local Government Policy makers	Reviewing budget allocations	Short summary brief	Launch event in town hall, by invite

Representatives from Line Department	Reviewing current scopes, budget and designing appropriate intervention	Report, briefs.	Digital access, social Media
Representatives from International, national humanitarian organisations	Designing appropriate interventions that utilize the findings	Report, briefs	Digital access, hard copy of report, social Media
Demand Side participants	Analysing demand and supply mechanism	Focused Group Discussions Vulnerability Mapping exercise	Participatory Practices with the demand side

F. Methodology

The study methodology should be a mixed combination of qualitative and quantitative approach and major data collection tools will be used to collect different dynamics of data from multiple sources.

- The quantitative survey will focus on the individual view from discussions with stakeholders including local administrations, line departments e.g., DAE and review of secondary information including District Development Plan while the qualitative approach, including Focused Group Discussion (FGD), Key Informant Interview (KII), Observation, will focus on the collective view of the stakeholders and communities through contextual and vulnerability analysis.
- The household survey would be used to gather data on specific objectives. A random sampling method will be used to ensure a feasible yet meaningful sample, which will also reflect the population including people at-risk groups.

G. Deliverables

A comprehensive agriculture infrastructure gap analysis report for 8/ selected Upazilas of Cox's Bazar highlighting critical barriers for agriculture productivity, farmers' access to markets, and to increase incomes through investments in agriculture infrastructure and their sustainable management by well-mobilized communities.

Key deliverables	Timeline
Submission of the inception report, proposed methodology, and tools	By 2nd week of December 2021
Finalize evaluation design, schedule, and training of enumerators (2 days training)	By 3rd Week of December 2021
Data Collection, Entry, and Analysis	By end of December 2021
Presentation of key findings to WFP/ other stakeholders	By 2nd Week of January 2022
Draft report writing, submission, and presentation	By 3rd Week of January 2022

Presentation of key findings to stakeholders	By Last Week of January 2022
Refining and submission of final report & Brief	By Last Week of January 2022

Eligibility of the key consultant or the consulting agency:

- The consultancy team leader should have experience in conducting quantitative and qualitative research, and previous experience leading similar surveys for similar assignments, and deep knowledge of various research methodologies and social research tools and techniques
- The ability to write the analytical report in fluent English
- Experience in conducting study for the host community and Rohingya community in Bangladesh
- Understanding of local administrative policies-practices (including regulatory environment) and sectoral coordination mechanism
- Solid understanding of knowledge and experience on sustainable agricultural needs and gap analysis
- Understanding of conflict-sensitivity within humanitarian and development response.
- Solid understanding of thematic concerns in humanitarian response, such as gender, disability, localization and do no harm.
- Strong analytical and interpersonal communication skills
- Have solid M&E skills especially around DRR and resilience programming.

Points to Consider for Consultancy Agency/ Firm

- The firm/ team need to have consultative meetings with all the Upzilla agriculture officer of the district to ensure their input and identify the real gaps.
- Ensure that government validation.
- Link with the relevant university, such as BADC, BARI and other relevant government organizations with the consulting firm for a collaborative study.
- The finalist expert consultancy firm review and refine the draft ToRs before sharing with the DAE for their information and input.
- Before entering into the agreement, the firm should be informed that the government's approval is necessary for such an exercise and firm.
- The firm should have the technical capability to properly evaluate structural assets, and also have some practitioners to find the new scope of work or gaps to be filled in.
- The finalist firm/s should a presentation and advise on what can be do through this exercise in light of our circumstances.
- Ensure involvement of Department of Agriculture Extension

Required business documents:

The Consulting firm/ consultant should have an updated Trade License/RJSC Certificate, Tax clearance certificate, VAT registration certificate, TIN certificate, and a list of clients who provided relevant services. VAT and Tax will be deducted as per Government rules.

Mode of Payment:

20% of the total amount will be paid at the time of signing the contract, 30% of the total amount will be paid at the time of submitting the presentation on key findings. Rest 50% of the total amount will be paid at the time of final report submission and acceptance. All payments shall be made through an account payee cheque. Deduction of VAT and Tax shall be applicable as per government rules.