

## **Terms of Reference (ToR) for hiring “Consultancy Firm” for Mid-term Evaluation of ‘COASTS’ Project**

**Cordaid**, an International Development Organization, with its roots in the Netherlands, working in and on fragility, leads development efforts across 5 regional and multiple country offices in Africa, Asia and Latin America. Cordaid stands for those who are hit hardest by poverty and conflict. We support them in their struggle to move beyond survival and to fully participate in equitable and resilient societies.

Throughout our 52 years of track record, CORDAID has had remarkable experiences in working together with local partners for community welfare and development. We believe that long-term success can be achieved through programs and investments carried out by enterprising people and organizations. We have put our non-profit and commercial entities under one umbrella to bring stakeholders together, benefiting from the particular strengths of each. In public-private partnerships, Cordaid can take up the role of co-financer, co-entrepreneur, co-implementer and lobbyist. The thematic areas of Cordaid are Health Care, Humanitarian aid, Security and justice, Private Sector development, Agriculture and Education.

**COASTS** (Coastal Opportunities for Agriculture Solutions to Tackle Salinity in Bangladesh) project is a Public Private Partnership (PPP) project, funded by Netherlands Enterprise Agency (RVO). Cordaid Bangladesh is awarded with this project as a lead partner with Soil Resource and Development Institute (SRDI) as Government partner, Lal Teer Seed Limited based in Bangladesh as a Private Sector Partner (Seed Company) and Bangladesh Agricultural University (BAU) as a knowledge Partner. This 04 year’ project started in July 2020 and planned to exit by June 2024. The direct targeted beneficiaries are 10,000 small to medium holder coastal salinity affected farmers (Direct farmers) and 20,000 indirect farmers who will be benefited throughout the project duration of this 04 years. The project is working in 08 Upazilas/sub-districts under 4 districts which are Khulna, Bagerhat, Barguna and Patuakhali. The objectives of this project are to increase vegetables production and income, commercializing salt-tolerant seeds, strengthening output channels as well as creating an enabling environment for promoting saline agriculture practices through engaging multi-sectoral stakeholders (Public, Private and Academic/ knowledge institutions).

Currently the project is passing its 3<sup>rd</sup> year out of 4 years, so Cordaid is aiming to hire a consultancy firm for Mid-term evaluation of COASTS project. We invite proposals from interested consultancy firms to undertake this study.

### **Objectives of the Mid-term Evaluation of COASTS project:**

- To measure status of the key performance indicators (KPIs) under the impact pathway with comparison to Baseline value.
- To measure the status or changes, happened of the cross-cutting themes of the project in comparison with the baseline value- Gender Equality, Climate Adaptation, Transition to a circular economy.
- To explore/ document at least 04 case stories on the farmers’ successes and projects’ best practices, knowledge & major intervention impacts such as PPP model, FBA model, Extension Model, Collection Points / outputs markets in terms of cost-effectiveness, profitability & pro-environment lens.
- To figure out/ sketch project working area wise and farmer’s category wise comparative analysis of the indicators.
- To find out the gaps or deviations in the intervention with definite recommendation to overcome those deviations.
- To identify unintended benefits that project gained and obstacles to performance, provide justification for extension of 2nd phase.

### **Proposal submission instruction**

Interested consultant(s)/consulting firms must submit the EOI, including the following documents:

- Cover letter (maximum one page)
- Technical Proposal (max 5 pages, see the annex part as guidance)
- Financial Proposal (maximum one-page)

The Consultancy firm must submit the following supporting documents while submitting EOI:

- Maximum 2 pages of organization profile highlighting related assignments completed with client name, contract person and mobile number.
- Lead Consultant's (who will lead the assignment) Maximum 2 pages CV highlighting related assignment completed, role in the completed assignment.
- Other Team members' (who will involve in the assignment): one paragraph, short CV highlighting related assignment completed and role in one page.
- Organization's/Firm's Certificate, TIN and VAT registration.
- Documents in favor of the previous relevant experiences-(But document size should not exceed the size of 2 mb)

The financial proposal should include 15% VAT only for the consulting firm. CORDAID will deduct Income Tax and or VAT as per government legal laws at source from the agreed consultancy amount.

Prospective consultants should submit a written proposal (Technical and Financial) through email with subject line "**Mid-term Evaluation for COASTS Project**" to **Bishnu Pada Roy, Procurement & Admin Coordinator, Cordaid, Bangladesh Country Office, House 7, Road 33, Gulshan-1 Dhaka**, with duly signed by the authority to: [procurement.bd@icco-cooperation.org](mailto:procurement.bd@icco-cooperation.org)

Any queries about the consultancy should be addressed to **Razibul Kader** at [razibul.kader@Cordaid.org](mailto:razibul.kader@Cordaid.org) or to **Arun Kumar Ganguly** at [arun.ganguly@Cordaid.org](mailto:arun.ganguly@Cordaid.org)

**Deadline of Submission: February 18, 2023**

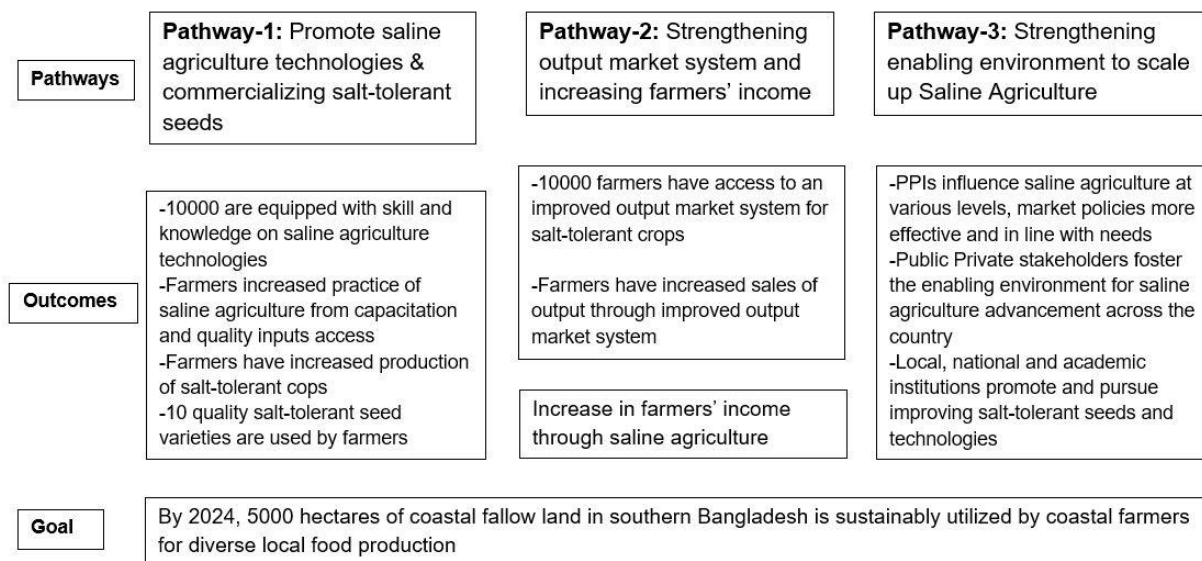
**Annex part: Detail Terms of Reference for Mid-term Evaluation of COASTS Project**

**COASTS** (Coastal Opportunities for Agriculture Solutions to Tackle Salinity in Bangladesh) project is a Public Private Partnership (PPP) project, funded by Netherlands Enterprise Agency (RVO). Cordaid is awarded with this project as a lead partner with Soil Resource and Development Institute (SRDI) as Government partner, Lal Teer Seed Limited based in Bangladesh as a Private Sector Partner (Seed Company) and Bangladesh Agricultural University (BAU) as a knowledge Partner. This 04 year’ project started in July 2020 and planned to exit by June 2024. The direct targeted beneficiaries are 10,000 small to medium holder coastal salinity affected farmers (Direct farmers) and 20,000 indirect farmers who will be benefited throughout the project duration of this 04 years. The project is working in 08 Upazilas/sub-districts under 4 districts which are Khulna, Bagerhat, Barguna and Patuakhali.

The objectives of this project are to increase vegetables production and income of the target farmers, commercializing salt-tolerant seeds, strengthening output channels as well as creating an enabling environment for promoting saline agriculture practices through engaging multi-sectoral stakeholders (Public, Private and Academic/ knowledge institutions).

The project has three pathways which are-

1. **Adoption of Saline Agriculture practices**: Improved production and sustained income of 10,000 farmers through adoption of saline agriculture practices and access to salt-tolerant inputs
2. **Improved output market system**: Improved output market systems for saline tolerant crops
3. **Creating enabling environment for promoting saline agriculture**: Enabling environment for promoting saline-tolerant seeds and technologies through active support from local, national and academic institutions



*Flow Diagram: COASTS\_ Impact Pathway Diagram (Shorter version)*

**Expected outcomes:**

- ✓ 5000 hectares of farmland used more eco-friendly.
- ✓ 5000 hectares of farmland that agro-ecologically became more resilient to possible stresses and/or shock.
- ✓ 10 Salt-tolerant seeds are commercialized (made available at the community) through private sector (seed company)
- ✓ 10,000 farmers (at least 50% women) with increased 80% productivity and 50% income.
- ✓ 10,000 farmers (at least 50% women) have improved access to inputs and/or output markets.

- ✓ 10,000 farmers (at least 50% women) whose farming enterprise became more resilient to possible stresses and/ or shocks.
- ✓ 16 collection points have been established for ensuring sales of farmers' harvests with fair prices.
- ✓ 20,000 additional farmers received market information through collection points, FBAs (Farm Business Advisors), CPMCs (Collection Point Management Committee).
- ✓ Saline agriculture knowledge and learning dissemination across 15 further districts under 03 divisions.

Currently the project is passing its 3<sup>rd</sup> year out of 4 years, so Cordaid is aiming to hire a consultancy firm for Mid-term evaluation of COASTS project. We invite proposals from interested consultancy firms to undertake this study.

The purpose of **Mid-term evaluation** is to review project performance and provide greater insight into the operations and enable efficient and cost-effective project delivery and management. Examine and provide feedback on the implementation processes in coastal context and determine the extent of results achieved.

**The specific objectives of the Mid-term Evaluation are:**

- To measure status of the key performance indicators (KPIs) under the impact pathway with comparison to Baseline value.
- To measure the status or changes, happened of the cross-cutting themes of the project in comparison with the baseline value- Gender Equality, Climate Adaptation, Transition to a circular economy.
- To explore/ document at least 04 case stories on the farmers' successes and projects' best practices, knowledge & major intervention impacts such as PPP model, FBA model, Extension Model, Collection Points / outputs markets in terms of cost-effectiveness, profitability & pro-environment lens.
- To figure out/ sketch project working area wise (Khulna and Barishal region) and farmer's category (General and commercial farmer, male and female, lead and group farmer etc.) wise comparative analysis of the indicators.
- To find out the gaps or deviations in the intervention with definite recommendation to overcome those deviations.
- To gather and analyze relevant information for the purpose of in-depth learning and to assist the project in modifying appropriate interventions and refining its approach and M&E plan
- To identify unintended benefits that project gained and obstacles to performance, provide justification for extension of 2nd phase

**Considering factors of Mid-term Evaluation (MTE)**

- Sampling to cover from 8 working Upazila under 4 districts.
- Sampling from 5000 farmers (1<sup>st</sup> and 2<sup>nd</sup> year direct farmers), including all categories of farmers (Male-Female, Lead-Group, General-Commercial).
- Assess impact on indirect farmers where applicable + Farm Business Advisor (FBA) + Collection Point Management Committee (CPMC) members + Partner Staff + Government stakeholders + Market actors
- Special attention to the women participants for their participation in saline agriculture.
- Situation of the agri-inputs & output market channel
- Farmers' knowledge, capacity and saline agriculture technologies' adoption status
- The MTE will be based on background understanding from Project Proposal, Impact Pathway, Baseline & Annual Progress evaluation reports, M&E Plan and other project docs as needed.

**Evaluation team:**

Qualifications and skills needed for the survey team:

- At least one key team member of the consultant team must have university degree at the post graduate level from Agriculture based institutions
- At least 10 years’ experience in conducting and leading similar and or mid-term survey with demonstrated skills in guiding participatory processes in Bangladesh.
- Experience in working with mid-term survey for the coastal people in Bangladesh
- Solid understanding on knowledge and experience on southern coastal agriculture, salinity issues and scope of salt-tolerant crops etc.
- Experience in managing and coordinating participatory evaluation/research exercise, delivering agreed outputs on time and on budget.
- Strong analytical and interpersonal communication skills.
- Ability to respond to comments and questions in a timely, appropriate manner.
- Ability to write high quality, clear, concise reports in English.

**M&E skills are**

- Monitoring and evaluation skill of agriculture program;
- Understanding of the applied research;
- Planning and monitoring;
- Effective and efficient data collection and data management;
- Data analysis;
- Results interpretation;
- Gender sensitivity;

**Timeline**

Duration of the assignment will be approximately 30 working days from the date of contract and must be completed by **25<sup>th</sup> March 2023**

**Planned timeline of 28 days’ assignment**

Activities	Suggested time frame
Draft work plan: i.e., detailed inception report including methodology, data collection plan, consultative participatory workshop, data analysis plan & questionnaire, report sharing and final report submission plan etc.	02 days
Meeting on draft work plan i.e., review the questionnaire with Cordaid organized by consulting firm	01 day
Data collection, Fine tuning and submit to Cordaid	12 days
Data analysis and draft report preparation	06 days
Share draft report with Cordaid and incorporate their feedback	02 days
Share the findings of draft report in a workshop organized by consulting firm	01 day
Final report preparation and submission	04 days
Total suggested days	28 days

**Deliverables from the assignment**

- a. Share an inception report and study design including methodology of the consultancy work, draft work plan, sampling approach for quantitative data collection, quantitative & qualitative tools, data collection plan, analysis & questionnaires, approved by Cordaid.
- b. Final work plan and questionnaire after incorporating feedback from Cordaid.
- c. Participate in the lesson learnt workshop (Cordaid will organize) and present a power point presentation on the study findings (1<sup>st</sup> week of March 2023).
- d. The report should have with the following sections: Table of contents, Executive summary, Introduction, Background/Literature review, Methodologies of the study including sampling strategy, Results and analysis, Findings, Intended & unintended project benefits (if any), Recommendations and Conclusion.
- e. Must include all databases (Raw data set, syntax for all data analysis and variable transformation, final data set) related to the study, Questionnaire and ToR etc.
- f. Share draft report to feed into Cordaid's feedback for final report.
- g. Final Report (both hard and soft copy) which reflects the specifics objectives stated in the TOR.
- h. Raw data set, syntax for all data analysis and variable transformation, final data set.
- i. Fact sheet in excel on mid-term findings.

**Responsibility of CORDAID**

- a. Communicate and coordinate with partner organizations.
- b. Share relevant documents related to the assignment.
- c. Provide timely feedback on data collection plan, tools, field plan, stakeholder etc.
- d. Monitor the process as and when required.
- e. Feedback on draft report.
- f. Cordaid will not bear any travel or accommodation cost or any other cost in fields.

**The General Terms and Conditions**

- a. The eligible consultancy firm will propose a study team with the most relevant and appropriate skill mix.
- b. All soft and hard copies of the assignment will be treated as the property of Cordaid.
- c. In any circumstances consultant shall have no opportunity to alter the timeline and planning of data collection and submission of first draft and final report.
- d. The consultant/consulting organization must maintain the standard quality in data collection, processing and reporting.
- e. The consultant shall have the responsibility to rewrite the report, modification of sections until the satisfaction of quality required by Cordaid.
- f. In case of any deviation, Cordaid shall have the right to terminate the agreement at any point of the project.
- g. Consultant/consulting organization shall be bound to pay back the full money to Cordaid given as advance of payment in case of any deviation, dissatisfaction of quality and other points mentioned in the agreement.