

**Danish Refugee Council (DRC)**

**Term of Reference (ToR) for Consultancy  
Services For**

**Technical Delivery on Plant Nursery Establishment and Management Training as  
a Livelihood Opportunities in Cox'sBazar**

Location of the assignment: Cox's Bazar (Host communities of Ukhiya)

Duration: Total 5 working days (Mid November 2020- Mid December 2020)

Responsibility: Danish Refugee Council (DRC) is responsible for overseeing the assignment along with consultancy and consultant will report directly to DRC

Main Counterparts: Livelihoods Sector/ Programmes

**1. Background:**

The Danish Refugee Council (DRC) is working to improve the livelihoods of the host community people and the refugee population in the targeted areas of Ukhiya and Kutupalong Camps. Through this piece of training on the Plant Nursery growers will have to increase the capacity of the nursery to serve the plant materials to the community as well as increase income and to boost up their self-confidence. A total of 20 selected nursery growers from Ukhiya will be trained and increase their capacity in Nursery management. The participants will receive a 3-day long hands-on training on improved technology by a group of experts at a suitable venue in Ukhiya. The trained participants will carry out the skill & knowledge and make a work plan for the entire year including marketing exploration. DRC will continue to monitor the activity and facilitate backstop services. The trained participants of nursery growers will link with designated local traders/vendors for exploration of market facilities on the following objectives where after completion of the training the participants will be able to:

- i. increase their skill and knowledge on Plant nursery and handle troubleshooting
- ii. confidently run the nursery with improved technology and make the plant material available to meet the local demand.
- iii. learn and teach others to take as a source of income and contribute to the family and going to be an entrepreneur
- iv. create employment and develop linkage with the local market for better livelihoods

**2. The Participants/Trainees and batches and duration of assignments:**

Initially, one batch training with 20 selected participants will be arranged in Ukhiya, The tentative plan will be as follows:

Module finalization and submission: 25 November 2020 (1 person day)

1<sup>st</sup> Batch Training: 1-3 December 2020 ( 3 day-long for 20 Participants)

Report preparation and submission: 4 December 2020 (1 person day)

**3. Training Methodology:**

The training approach is planned as follows:

The selected participants' will receive a three-day-long training with a prescribed module by hired experts. A group of hired experts on the specialized field will facilitate the entire training program while one of the DRC staff/Livelihood Officers will also facilitate as a local resource person to manage the batch. The agreed session plan and the module will guide the entire training session. The training will be the star at 09:00 am to 04:00 pm daily. Local UNO and DAE officials will also be invited to visit and present the opening & closing sessions to motivate the participants on this training. A hands-on learning approach/ methodology (adult learning approach) will be applied in the training sessions- lecture, demonstration/practical, visual, group dynamics, and role-playing as common. A pre and post assessment will be done in the training. Necessary training materials will be ensured before starting the training/sessions. Visibility also is ensured during the training period. Necessary logistics /training materials, food, and participants' daily allowances will be provided by DRC for the training days. Tentative training contents are described below for **Plant Nursery Establishment and Management Training**

1. Main focus/Methodology: Understanding, learning, Commitment, and Action
2. Problems and opportunities for Participating in such training
3. Group dynamics & Leadership and management of a Professional Group
4. Technical sessions as per standard /agreed Module: improved and latest technology like Cocopellet preference to be given on seasonal plants along with permanent (High-value products)
5. Group Business: Benefits and process as a means of livelihoods through Nursery.
6. Develop a Business Plan
7. Develop Action Plan- individual

**Specific objectives of the Consultant /facilitator :**

- To analyses the context, participants profile, DRC's livelihood strategies for compliances in the training.
- To design a handy training module/curriculum based on the availability of resources and participants profile and match with the Department Of Agriculture Extension (DAE) modules.
- To work closely with the DAE local officials during the assignment period and willingly have to take recommendations/feedback when necessary.
- To sit and discuss with DRC's livelihoods team on finalization of modules and planning together for effective delivery well in advance to start the training.
- To facilitate and conduct the whole technical sessions as per the agreed commitment
- Act as a key master facilitator for Nursery training.

**5. Key Deliverables:**

The key variables will be:

- Submit the draft Module on **Plant Nursery Establishment and Management** (In Bangla) match with DAE just before 3 working days of start of the training for review and comment by DRC as defined in the timeline for the action.
- Clearance on the module have to take from local Module clearance have to take from DAE
- Deliver the technical sessions for one batch (3- day-long/batch ) at the field level organized by DRC.
- The assignment completion report shall be submitted in an electronic version in English
- Submit the final report of the assignment along with key findings and recommendations for future intervention as per the proposed reporting outline by DRC

**6. Proposal Submission Guidelines:**

Interested individual national/local Trainer/ facilitator with the relevant experience are requested to submit their technical proposal and financial proposal and one sample of previous work related to this assignment on or before

22<sup>nd</sup> November 2020, through email subject to “ Proposal on Technical Training delivery on Plant Nursery Management training in Ukhiya”.

#### 6.1 Technical Proposal Outline (Recommended)

- Profile of Lead Training Facilitator
- For other members of the team include a short CV highlighting relevant tasks or assignment

#### Technical Management:

Danish Refugee Council is responsible to oversee the Assignment along with the Consultants/ facilitators. The Consultants will report directly to DRC. Danish Refugee Council Livelihood Manager would be the contact point during the consultancy period. DRC reserves the right to decide any other work locations of the consultant as necessary during this period after mutual agreement/discussion.

#### Financial Proposal:

##### Details budget with the breakdown to conduct the assignment as following;

- Consultancy fees of the key facilitator and team members for the whole package.
- Overhead (if any)

#### Financial arrangement:

The key facilitator/ consultant will be given the agreed money as a daily allowance or as a package along with a daily transportation allowance with snacks and lunch. Please note that the amount mentioned in the financial proposal will be assessed in line with the quality of the technical proposal. The consultant will not be entitled to any other benefits. Payment will be made after making necessary deductions as per the DRC policy.

payment shall be ten (10) working days in BDT 100% after the presentation of an invoice and signed Certificate of Completion of Service... An invoice must be submitted for all payments. The payment will be released as per mutually agreed terms.

#### 6.1.2 Selection Criteria

Criteria	Weighting
Understanding of ToR (including proposed work plan)	10%
Proposed Training Module	30%
Relevant experience and skills of the proposed team members (not more than 3)	30%
Availability and Budget Efficiency	30%

#### 7. Duration

The service period shall be for 5 working days starting from November 2020 to 10 December 2020 ( Clearly mentioned in SL# 2 as The Participants/Trainees and batches and duration of assignments).

#### Timeline for the action

- Project document review and briefing with the technical team: As per the technical proposal
- Modules designs and finalization: As per the technical proposal
- Training delivery: As per the technical proposal
- Draft Report ( In English): As per the technical proposal
- Final report submission ( in English): As per the technical proposal

## 9. Required skill and experience of the consultant /consultancy Firm

- The key consultant has to have Experienced in Plant Nursery Management for at least 5 years.
- S/he has to have the experience and knowledge of training & development for this kind of work before.
- The role of the trainer /consultant is to develop a skill in participants of this training.
- S/he will also be responsible for designing a training module for the beneficiary along with identifying potential market opportunities for the products.
- S/he has to ensure the proper maintenance of the latest technology on nursery/seedling production through coco pits, care, and management which will be given to the participants.
- The consultant (s) also have:
  - Proven knowledge on contributing/limiting factors for successful training program implementation such as participatory training approach, by vulnerable women groups, market system, value chain &, market mapping, etc.
  - Should be local and have good in the local dialect
  - Experience/proven knowledge in high-value plants and their management/ propagation techniques
  - Have good knowledge in the field of nursery and income-generating activity, livelihoods, and DRR and humanitarian response.
  - Should have a previous successful record of accomplishment of doing a similar assignment
  - Good knowledge of the current context of Cox's Bazar district.

## 9. Follow Covid-19 regulations by Government

Consultants have to abide by the rules and regulations of the Government of Bangladesh on the Covid-19 crisis and follow strictly in every step of implementations considering limitations/restrictions due to Covid-19 affects just after signing the contracts with DRC.

## 10. Commitment:

Consultant/Consultancy Firm is agreed that during this assignment period. he/she will provide sincere support to the Danish Refugee Council as per agreement. This consultancy can be terminated by either party by giving written notice of termination 5 days' notice period in writing.

If the above matches your understanding, we would request you to send the application, technical proposal, financial proposal (budget) with valid documents by 22<sup>nd</sup> November 2020 to the following contact:

Danish Refugee Council (DRC) Bangladesh, Sayman Heritage Residence (1st Floor), Sayaman Road, Baharchara, Cox's Bazar, 4700 Bangladesh in a closed envelope marked as (EOI- **Plant Nursery Establishment and Management Training**, DRC, Bangladesh). Email: [bgd.procurement@drc.ngo](mailto:bgd.procurement@drc.ngo)

## 11. Property rights

The ownership of the study data set, draft, and final project proposal belongs to the Danish Refugee Council. The assessment document shall not be shared with any other agency or body. Intellectual Property Rights: all documentation related to the Assignment (whether or not in the course of the evaluator's duties) shall remain with DRC.