



Terms of Reference

Mid-term evaluation Consultant/Consulting firm

Project Title: Economic Enhancement Through Strengthening Beef and
Goat Market System (EES)/ BD2015 Project

September 2021

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Acronyms

BD	Bangladesh
Coops	Cooperative
FOAB	Farmer Owned Agriculture Business
FGD	Focus Group Discussion
FPO	Farmer Producer Organization
GI	Global Indicator
HIB	Heifer International Bangladesh
HPI	Heifer Project International
KII	Key Informant Interview
MTE	Mid-Term Evaluation
MSD	Market System Development
POG	Pass on Gift
PSI	Project Specific Indicator
RFP	Request for Proposal
SPSS	Statistical Package for the Social Sciences
SHG	Self-Help Group
VBHCD	Values-Based Holistic Community Development

Summary of ToR:

ToR Release Date	September 16, 2021
ToR From	Heifer International Bangladesh
Name of Project	Economic Enhancement Through Strengthening Beef and Goat Market System (EES) BD2015 Project
Location of the Project	Five districts of Bangladesh -Tangail, Sirajgoanj, Natore, Rajshahi, and Kishoreganj district
Performance Period of the MTE	80 working days max.
Proposal Submission Deadline	September 27, 2021
Question/Inquiry Submission Deadline	September 23, 2021
Electronic submission to the attention	Administrative Manager, Heifer Bangladesh
Electronic submission	Info.bangladesh@heifer.org
Contact information for inquiries about this ToR	PME-Manager, akramul.islam@heifer.org

Section 1: Approach and Project Background

Heifer Approach: Heifer implements program following Values-Based Holistic Community Development (VBHCD) with integration of market system development (MSD) approach. Heifer’s practice of “Passing on the Gift” to share resource (seeds, offspring of animals, etc.) to other community members is a unique tool and fundamental idea of Heifer International for sustainable development. This unique development tool multiplies the benefit of the original resources and creates resilience and sustainability in communities, also known as the Exponential POG model-rolling out, help from one family eventually reach five families, is applied in all projects. Heifer Bangladesh works inclusively with community and exclusively with women.

Developing people-centric, community-based organizations is another key focus for sustainability. Heifer Bangladesh facilitates formation of self-help group (SHG) as a basic community structure in targeted villages. Over time they are formed as Cooperative/farmers owned agribusiness (FOAB) to let poor access to inputs, technical and financial services, collective processing and marketing.

Project Background: Heifer Bangladesh is currently implementing a five-year (2018-2024) project titled “Economic Enhancement Through Strengthening Beef and Goat Market System (BD2015 Project)”. The project aims to build solidarity and cohesiveness among the communities of Heifer Bangladesh intervention area in six districts (e.g., Rajshahi, Natore, Sirajgoanj, Tangail, Kishoreganj and Narsingdhi) of Bangladesh. The primary focus of this project is on beef and goat market system development. Apart from these, backyard poultry, kitchen gardening and nursery enterprises development support has been provided to the targeted project participants through the five local project partners, e.g., Wave Foundation, National Development Program (NDP), Bangladesh Association for Social Advancement (BASA) Foundation, Jagorani Chakra Foundation (JCF) and ASHRAI to improve nutrition of the families and increase resilience. A comprehensive package is designed to support the participants that includes training, financial support and social capital formation, to achieve living income benchmark.

Intended results of the BD2015 Project: The goal of the project is 80% of 34,500 marginalized and smallholder farmers to achieve living Income by 2024 through developing beef and goat market system and creating self-propelled and sustainable producer’s organizations.

Result Framework of BD2015 Project

Results (R)	Intermediate Results (IR)	Outputs	Indicators [Global Indicator (GI), Project Specific Indicator (PSI)]
1. Strengthening Social Capital, status and condition of 90% of 34,500 women	1.1 Increased cooperation among 90% of 34,500 SHG members	1.1.1. COOPs formed and strengthened 1.1.2. SHG members aware of CS and practice PSRP (participatory self-review and planning)	R: 90% of HH possess Solidarity and trust among community members (GI-13) 80% women involved in decision making (GI-04) IR: 90% SHG members involved in collective activities (PSI-1) 70% SHG members who are shareholders of Coops (PSI-16) Outputs: 1,080 of SHG formed 27,000 of members and spouse received CS training 27,000 of SHG members trained on SHG management 216 PMC formed
	1.2 Improved women's status and condition at HH, community and institution level	1.2.1 SHG members and their spouse are aware of Women's Economic Empowerment and their leadership role.	IR: 70% Women in managerial/leadership positions of assisted organizations (GI-05) Outputs: 27,000 of SHG members and spouse trained on gender
2. Increased Incomes	2.1 Increased production and productivity	2.1.1 SHG members are aware of improved technologies and best practices of livestock rearing 2.1.2 Animal health, nutrition and management practices improved 2.1.3 Farmers have access to finance and other services (right input procurement. Insurance etc.) 2.1.4. Peer-to-peer learning platform established	R: 50% of HH Income increased (GI-1) 60% Value of production, marketed, processed increased (GI-09) IR: 50% of livestock mortality reduced (PSI-03) 2 rearing cycle per year for beef (PSI-04) 30 of days of kidding interval reduced for goat (PSI-05) Output: 27,000 SHG members received technical training on IAM and poultry rearing 18,900 of SHG members aware about new technologies 5,400 of HH adopted vertical fodder cultivation 10 IEC materials developed and introduced 90% of HH have improved housing for cattle, goat and poultry 48 new technologies demonstrated 70% SHG members linked with inputs and services market actors (finance, insurance, fodder, vet, feed, concentrates, etc.) 90% SHG members who utilized services of CAVES 2,160 progressive farmers identified- who can co-mentor other farmers 100 farmer's field schools established
	2.2 Accelerated Business Development	2.2.1. HHs inclined towards Agro-enterprise development 2.2.2 SHG members, input sellers, CAVES and COOPs are linked with market actors 2.2.3 CAVES are skilled and able to provide services to the community	IR: 1,500 entrepreneurs developed (PSI-08) Outputs: 5,400 of SHG leaders trained on entrepreneurship skill development 5,400 of SHG leaders trained on business plan and record keeping 210 of actors are linked with the farmers and hub 21 of aggregation centers with infrastructure for selling 69 of CAVES providing services to the community 69 of CAVES linked with DLS and market actors

Results (R)	Intermediate Results (IR)	Outputs	Indicators [Global Indicator (GI), Project Specific Indicator (PSI)]
	2.3 Increased adoption of climate smart actions (CSA)	2.3.1 SHG members are aware of CSA	IR: 90% of HH adopting CSA techniques (GI-11) Outputs: 31,500 of SHG members aware about the use and benefit of organic fertilizer 2,160 SHG leaders who received CMDRR training.
3. Improved nutritional status and hygienic practices	3.1 Increased adoption of nutrition and hygienic practices	3.1.1 SHG members are aware of nutritious food production and consumption 3.1.2 SHG Members have access to sanitation 3.1.3 Local butchers are aware of hygienic meat processing	R: 12 HH Dietary Diversity Score (HDDS) (GI-02) 12 Months of Adequate HH Food Provisioning (MAHFP) (GI-03) IR: 90% of HH cultivating vegetables in their Kitchen Garden (PSI-2) 60 of butcher shops maintaining improved hygienic practices (PSI-09) Outputs: 90% SHG members trained on nutrition, hygiene and kitchen gardening 31,050 of HHs that received poultry, seeds for kitchen garden and financial support for sanitation 80% of HHs using sanitary latrine 60 butchers oriented on hygienic slaughtering and processing
4. Capacitated and self-propelled Coops through functional structure, financial Mgt and gradual business expansion.	4.1 Enhanced functionality of the committee, subcommittees & staffs	4.1.1 Mgt committee, sub-committee and staff are aware about the Policy and procedures 4.1.2 Coops committee, subcommittee & staffs are aware about their roles and responsibilities for organizational management 4.1.3 Members of cooperatives actively engaged with Coops operation	R: 21 FOABs strengthened (GI-08) IR: 21 Coops with policies and procedures in practice (PSI-14) 80% of active coop members (PSI-12) Output: 21 Coops having the SOP 21 Coops Strategic plans developed 21 Coops with clearly defined roles and responsibilities of committee, sub-committee and staffs 21 of Coops with functional committee & subcommittee 60% of members participate in AGM 80% of members participate in SHG meeting
5. Strengthened input, services and output market	5.1 Increased use of quality inputs and services	5.1.1 Inputs and services are channeled to farmers (production level) 5.1.2 Input's sellers and farmers are trained and aware of input market 5.1.3 Financial services organized and stepped for efficient management 5.1.4 Coops are providing insurance for members and large animal	R: 30% of sales/turnover increased of market actors (CAVE, HUB, IS, Traders, Butchers, buyers) (PSI-15) IR: TBD# of Market linkages established (PSI-13) 70% of HH used inputs and services (PSI-11) Outputs: 150 inputs sellers developed or connected with hub 12 partnerships built with public and private sectors 150 input sellers trained 10,500 of farmers aware on usage of inputs 8,400 of farmers received loan from coops 10,500 members are insured 21 coops adopted insurance policies
	5.2 Increased sale of products	5.2.1 Products are channeled to forward market	IR: 13% sales done through hub (PSI-10) Outputs: 5,250 farmers are supplying products to hubs
	5.3 Developed functional business hub	5.3.1 Stakeholders are aware of Hub's services	IR: 12 hubs are functioning as of plan (PSI-07) 20% of income increased for coops (PSI-06)

Results (R)	Intermediate Results (IR)	Outputs	Indicators [Global Indicator (GI), Project Specific Indicator (PSI)]
		5.3.2 Brand developed by hubs	Outputs: 10,500 farmers served through hub 1,500 business plans developed at Coops level # of workshop organized for brand promotion # of monitoring report produced on sales

Therefore, Heifer International Bangladesh (HIB) is seeking an external consultant to conduct a Mid-term Evaluation (MTE) of this 5-year project “Economic Enhancement through Strengthening Beef and Goat Market System (EES) Project BD2015”. This evaluation will focus on a formative evaluation of all specific components of the project and objectives after two years and half of implementation. The following sections provide the overall evaluation process of MTE.

Section-2: Mid-Term Evaluation Objective, Scope of Work and Existing Documents

2.1 Objective of the MTE

Overall objective

The overall objective of MTE is to assess the current status of performance against the key indicators that are defined in the results framework of the project, and the evaluation will also assess relevance, effectiveness, impact, and sustainability of the program.

Specific objectives:

1. To measure progress towards stated results using 25 result indicators (9 GIs and 16 PSIs) into project participants lives and livelihoods.
2. To compare progress and achievements of expected results and performance after two and half years of interventions with base value.
3. To know the present status or progress of the targeted project participants in terms of five household transformation model (HHTM¹) indicators.
4. Assess continued validity of program results, approaches, and assumptions.
5. Identify lessons learned and areas for improvements that would facilitate the attainment of planned results.
6. Provide recommendations/lessons to improve progress towards desired results and document these in the learning plan template.

2.2 Audience and intended uses

The audience of the mid-term evaluation report will be Donors, Heifer International, Heifer Bangladesh, project team, implementing partners and Cooperatives. They will learn about the present status of the smallholder farmers lives & livelihoods, involvement of market actors, value chain actors, entrepreneurs and other project stakeholders during program implementation. Evaluation results and learning will be used to guide implementation for the remaining period, to ensure project goal is achieved successfully.

2.3 Scope of work of the evaluation

The MTE will look at the following criteria but not limited to:

Relevance will look at the planning, design, implementation, and coherence of BD2015 Project. The MTE will make suggestions to improve the program design to achieve the results from the perspective of the targeted beneficiaries i.e., smallholder farmers, Cooperative members and community people etc.

¹ **HHTM indicators:** GI-01-Actual Income; GI-03-Months of Adequate Household Food Provisioning (MAHFP); GI-04-Women Making Household Decisions Jointly; GI-11-Household adopting Climate Smart Agriculture (CSA); and GI-13-Household Demonstrating Solidarity and Cooperation Among Community Members.

Effectiveness will examine factors contributing to achievement of the results using both quantitative and qualitative data where possible. The MTE should also examine Heifer Bangladesh coordination role and look at the level of ownership among the stakeholders in the program. Any lessons learnt at this stage of the program should be identified by the MTE.

Sustainability will assess current aspects of the program which contribute to the continuation of the results and lessons of the program after its completion. Suggestions on further activities to improve sustainability of the program can be made.

The MTE should be able to answer (but are not limited to) the following questions:

Criteria	Questions
Program Performance/Impact	<p>What extent the project has achieved its targeted intermediate results, results and goal?</p> <p>What is the present quality of life and livelihoods situation of targeted smallholder farmers in terms of 9 GIs and 16 PSIs?</p> <p>What changes have happened in targeted smallholder farmers lives and livelihoods compared with baseline?</p> <p>What is the present situation of targeted project participants in terms of five HHTM indicators (i.e., A, B, and C)?</p> <p>What is the condition of social capital and women empowerment in the project working area?</p> <p>What is the nutrition, sanitation and hygiene practices status of the project participants' families?</p> <p>What is the present status of farmers-owned agribusiness/Coops in terms of profit and sustainability?</p> <p>What is the present status of input services and output markets in project areas?</p> <p>What market constraints currently exist in the project working areas?</p> <p>Assess external factors (if any) that have affected the process and interventions positively or negatively towards achieving the goal, results and intermediate results.</p>
Program design and implementation strategy	<p>Is the project implementation strategy the right one to achieve the project goal, results and intermediate results?</p>
Program management and Coordination	<p>What are the strengths, weakness and opportunities of the project?</p> <p>What is/are the learning which can be applied for reaching better outcome as well as project management for future intervention design?</p>
Relevance	<p>Relevance of the interventions in response to the geographical advantage and disadvantages as well as poverty level, culture, attitude, knowledge, market accessing scope and response.</p>
Effectiveness	<p>Assess effectiveness of project delivery devices in producing desired results.</p> <p>Assess effectiveness of selected project approaches/methodologies/activity in producing desired results.</p> <p>Effectiveness of range of training delivery to develop their cognitive, skill, social capital, Gender, Organizational development, Animal Management, Nutrition, Business development and Marketing etc.</p> <p>Effectiveness of working with goat and beef value chain and women participation and benefits.</p> <p>Progress to self-reliance through adopting improved production and management practices supported by Community Agro-Vet Entrepreneurship (CAVE), GoB and private sector organizations as well as accessing to financial services through parallel cofounding and savings and credit.</p> <p>Progress towards improving nutritional status within households, awareness building on disaster preparedness and climate adaptive livestock rearing practices.</p>

Criteria	Questions
	<p>Assess the lessons learned from these partnerships to date and the possibilities to replicate them.</p> <p>How effective is the collaboration with other participating organizations/associations? And what has been the added value of this collaboration?</p> <p>How did factors outside of the control of the program affect program implementation and program objectives and how did the program deal with these external factors?</p> <p>Are there any and what alternatives strategies would be more effective in achieving its objectives?</p>
Sustainability	<p>Identify to what extent the outcomes are sustainable and what activities are likely to be carried out after the two and half years of the project.</p> <p>Identify the evidence-based scope of sustenance of cooperative and delivery of services to its members.</p>

2.4 Existing data/documents

Heifer Bangladesh will provide the consultant/s team with a package of briefing materials (Producer Organizations documents, material of VBHCD, Living Income benchmark, HHTM indicator calculation guideline, country program brief, baseline survey report, annual report, Global Indicators Monitoring survey report, List of GI and PSI with analysis narratives, project proposal, and access to SurveyCTO etc.

Section 3: Mid Term Evaluation Process, Design and Methodology

3.1 Overall evaluation approach and data collection methods proposed but not limited to:

Preparation phase: Secondary data review; review of the project proposal, baseline report, HHTM guideline, GIM Report and Result Framework; submit an inception report, and tools for data collection. The methodological proposition of evaluation must allow a mutual understanding between the Heifer team and the consultant, regarding the objectives, scope of work, time and expected results of the evaluation.

Field phase: Meeting with key stakeholders, especially Cooperative, Project Partners, project beneficiaries, and other relevant people (CAVE, Entrepreneur, Value Chain actors, and project staffs) by using evaluation methods and tools.

Analysis and debriefing and final report submission phase: After submission of draft report, consultant and his/her team will present the key findings of the evaluation results and preliminary conclusions to the Heifer Bangladesh team. A debriefing session will also be organized by the lead consultant to discuss the results and the recommendations of the evaluation to the Heifer International team to reach their feedback and finalization of the report.

3.2 Mid Term Evaluation Design

The mid-term evaluation design must be relevant to its purpose, objectives, indicators of the Result Framework and guiding questions above (**sub-section 2.3**). If gaps are identified, the original design may need to be adjusted. In addition, Evaluation should be designed following the project outcomes/Results, Global Indicators and Project specific indicators by the consultants with the assistance of Heifer team. The consultant will propose the mid-term evaluation design, methods and tools for data collection etc.

3.3 Methodology

The MTE team should use robust survey design and sampling techniques suggested by Heifer's MELS guideline (Heifer uses standard sampling technique) to detect present status of the targeted project participants. The evaluation will use mixed method approach through a combination of both qualitative and quantitative method for data collection and analysis. In-depth qualitative data would be collected through focus group discussion (FGD) and key informant interview (KII) to justify some of the findings received from household

survey and better interpretation or analysis of the evaluation findings. Descriptive statistics will be used for measuring progress of all indicators to analyze the data which will assist to set milestones. All the indicators (9 GIs and 16 PSIs) of project (please see the Annex-2&3) for the Mid-term evaluation would be calculated through the suggested guideline of Heifer's Performance Indicator Reference Sheet & analysis techniques.

3.4 Determination of sample size

To determine required sample size for a specified absolute precision, contingency %, design effect, confidence level and for the existing total project beneficiaries or smallholder farmers of BD2015 project, the following standard statistical formula will be used for sample calculation.

$$n = D [(Z_{\alpha} + Z_{\beta})^2 * (sd_1^2 + sd_2^2) / (X_2 - X_1)^2]$$

(Source: Sample Size Calculator, July 2018, Heifer International: Magnani,R.(1999). Sampling Guide [online]. Managing for impact.org available at: http://www.managingforimpact.org/sites/default/files/resouce/fanta2012,Sampling_guide_with_addendum.pdf [Accessed 30 May 2018].

For 21,750 population size, with a 95% confidence level, 5% Acceptable Percentage of Error (APR), 15% contingency percentage, and design effect (2, say) and the suggested sample size for the MTE would be $n=285 \times 2=570$. Considering a 10% over sampling the sample size will be $627(570+57=627)$.

The total sample size (627) should be divided equally in each sub-district (i.e., 13 sub-districts) in project intervention areas (please see the Annex, table1) with considering proportional allocation among the three categories of households (A, B and C) in Heifer Bangladesh.

3.5 Methods of data collection

Both quantitative and qualitative methods will be used for data collection. A semi-structured interview questionnaire will be used to gather information on selected households. The evaluation will collect quantitative information by using online based SurveyCTO data collection form through direct interview. Besides, the quantitative data collection, qualitative data will be collected through FGD and KII with different stakeholders including direct beneficiaries, project staff, Coop leaders, entrepreneurs, value chain actors, Heifer Bangladesh staff etc.

Household Survey: A total of 627 households will be surveyed through survey questionnaire comprised of semi-structured interview questionnaire.

KII: The evaluation will be conducted number of key informant interview with different types of project stakeholders, e.g., project staff, Coop leaders, entrepreneurs, value chain actors, Heifer Bangladesh staff etc. considering the evaluation objectives and rationale. The consultant/ firm will need to propose adequate number and types of key informants for interview.

FGD: The evaluation will conduct a number of FGDs exclusively with SHG and Cooperative members to measure the social capital, status and condition of women empowerment and leadership, strong and profitable farmer-owned cooperatives etc. Consultant to propose adequate number and types of FGDs.

3.6 Data management and analysis

The quantitative data will be analyzed by using SPSS 25 version. Simple statistical techniques include simple frequency distribution expressed in bivariate table with T-test, graphical presentation etc. The qualitative data will be analyzed manually by following coding and recoding process. In addition, qualitative techniques will be employed to describe any particular situation of significance, understand and complement the associations observed in quantitative findings.

Extensive guidance will be provided by PME Manager of Heifer Bangladesh to the evaluation team, e.g., field enumerators, supervisor, researchers, data management team and consultants.

Section 4: Profile of consultant/s

The Lead consultant and co-lead consultant should be gender sensitive, culturally diverse and collectively possess the education, abilities, skills, and experience appropriate to the evaluation. The lead consultant should have at least 10 years of experience in conducting process evaluation of development projects or programs, e.g., baseline survey, mid-term and end line evaluations in the various development projects/sectors, e.g., agriculture, business development, social capital, women empowerment, market systems, socio-economic development and livelihoods of the smallholder farmers etc. Education level of the lead consultant: Advanced degree in relevant discipline (e.g., development studies, economics, social studies, sociology, business development, anthropology or other relevant disciplines.), PhD preferable. Advanced training certification in field-based program evaluation is an asset.

Section 5: Credibility

- 5.1 Mid-term evaluation findings should be trustworthy, objective, independent and unbiased.
- 5.2 The selected sample should be mirror as closely as possible the geographic distribution of operations and represent the population.
- 5.3 Mid-term evaluation, data analysis and reporting should be based on methods that generate the highest quality and most credible information.
- 5.4 The evaluation report should be free from influences and conflict of interest that would bias the conduct, findings, conclusions or recommendations.

Section 6: Ethical Considerations

- 6.1 Mid-term evaluation shall provide due regard for the welfare, beliefs and customs of those who will be involved or affected by the project.
- 6.2 Consultant/s must have professional integrity and respect the rights of individuals in terms of informed consent and confidentiality.
- 6.3 In line with Universal Declaration of Human Rights survey must be sensitive to and address issues of discrimination and gender inequity.
- 6.4 Consultant/s should maximize the benefits and reduce unnecessary harm that might occur from the evaluation survey.
- 6.5 The evaluation survey should take into account the public interest and good, going beyond analysis of particular stakeholders' interests to consider the welfare of society as a whole.

Section 7: Mid-term Evaluation Products and Deliverables

7.1 Deliverables

- (a) Inception Report: The selected consulting firm/consultant will provide an inception report covering introduction, objective, methodology, plan of action/details work plan no later than the 5 days of agreement.
- (b) Methodology Plan: A written methodology plan including data collection and analytical framework as per evaluation questions. Before finalizing the questionnaire, the consultant/s should share the draft questionnaire. S/he should incorporate feedbacks from Heifer Bangladesh team.
- (c) The debriefing will include a discussion with Heifer Bangladesh staff on findings and issues as well as any recommendations for possible modifications to project approaches, results and impacts.
- (d) A draft report should be submitted to Heifer Bangladesh, and it should clearly describe evaluation objectives, methodology, findings, discussion & conclusions, and recommendations. Heifer Bangladesh will provide comment on the draft report within one week of submission.

- (e) Consultant will present the evaluation key findings to Heifer Bangladesh team.
- (f) The evaluation team will submit a final report that incorporates all feedback, comments and suggestions which come from Heifer International team. The report will be submitted in English, electronically in PDF format along with three hard copies.
- (g) Electronic Datasets (raw, and cleaned version used for analysis) in SPSS, Excel or CSV format and scripts used to process and report data should be submitted to Heifer Bangladesh.

7.2 Mid-term Evaluation Report template

The format of the evaluation report is as follows:

- (1) **Title page:** Include a title, name(s) of consultant/s, date, and relevant logos like Heifer Bangladesh.
- (2) **Evaluation Team:** Lead consultant, Co-lead consultant, Data Managers, Field Supervisor and Field Enumerators
- (3) Table of contents
- (4) Acknowledgement
- (5) Acronyms
- (6) **Executive summary:** Provide a short brief overview of project background, purpose of MTE, methods, key findings, conclusions and recommendations.
- (7) **Introduction:** Background, Project overview, Rationale, Purpose and Objectives, specify what indicators, criteria are to be used with sufficient explanation of the mid-term evaluation.
- (8) **Methodology:** describe evaluation method in detail including evaluation areas and population, sampling procedure, methods of data collection, data management & analysis, limitations and gaps, etc.
- (9) **Findings:** a) The progress of result framework indicators, e.g., 9 GIs and 16 PSIs, Comparisons with baseline findings and significance level test. B) Results Framework table with progress versus targets (baseline vs MTE), present all findings as analyzed facts, evidence, and data supported by quantitative or qualitative evidence, and not people's or evaluator's opinions or hearsay. Address relevant MTE Questions and address scope of work which mentioned in the ToR (section 2.3).
- (10) **Discussion and Conclusions:** Synthesize and interpret findings and make judgment supported by one or more findings.
- (11) **Recommendations:** Support recommendations with specific findings and provide recommendations that are action-oriented, practical, relevant, specific and doable. Address relevant MTE Questions.
- (12) **References:** Provide relevant reports, documents and policy or strategy papers
- (13) **Annexure** –Data collection tools, additional tables and figures.

Section 8: Team Composition

The consultant team/consultancy firm/individual consultant may apply for the task. There are no bindings with team composition, but minimum criteria for being a consultant mentioned in ToR (Section 4) to be addressed.

Section 9: Mid-Term Evaluation Survey/Data Collection Management

9.1 Logistics

Heifer Bangladesh will provide key relevant documents and facilitate the work plan. HIB will arrange meetings with stakeholders prior to the initiation of field work. The consultant/s team is responsible for arranging their accommodation, vehicle rent, and drivers as needed for site visits and for procuring its own work/office space, computers, printing and photocopying.

9.2 Period of performance and timeline

The evaluation will take place over a period of approximately four months, beginning from the October 10, 2021, with field work completed within November 10, 2021, and the final report and close-out in December 31, 2021.

- Pre-field work – Four weeks: Document review, planning and tools development (Bengali and English), questionnaire upload in SurveyCTO, Field Enumerator Training and Field Test of Survey Questionnaire
- Field work – Three weeks, Data collection
- Post field work–Four weeks: Data checking, data cleaning, data analyzing & output table preparation.
- Draft and Final Report Preparation work-four weeks: prepare draft report and key findings sharing with Heifer Bangladesh teams, adjust feedback and comments in draft report, draft final report to share with the Heifer International team, adjust feedback and comments and make final version of the report.

Section 10: Procurement

10.1 Proposal submission requirements

All interested Evaluators/firms will submit their proposals with the following information:

Technical proposal (not to exceed 15 pages)

General information (not to exceed 2 pages):

- Organization overview
- Capacity statement
- Website

Technical Approach (not to exceed 8 pages)

- Based on what is proposed in the ToR, A detailed methodology on how the assignment will be conducted, including a qualitative and quantitative data collection approaches, sampling strategy, sample size, data collection methods and system/technology to use, field procedures, quality control practices and data analysis etc.
- List and briefly describe the team and its proposed personnel, indicating what role each proposed individual will have. (Curriculum vitae (CV) of the lead consultant and co-team lead to be provided in an attachment).
- Based on what is proposed in the ToR, a clear and comprehensive work plan (draft), outlining the major activities, responsible and time schedule.
- Organizational capacity statement, including past experiences and activities related to the theme of the study. Reference information must include the location, award numbers, and brief description of work performed.
- At least three references of other clients for which similar evaluation assignments were undertaken with contact information for each one.

Financial proposal (in BDT)

- Itemized budget
- Narrative explanations of line items

Financial proposal with outlines the fees and associated costs in Bangladesh Taka. The firm/consultant(s) must budget for all relevant costs (included Tax and Vat) and provide explanatory notes. The tax and vat are to be deducted according to the Government rules.

Interested local or international firms legally eligible to implement this assignment in Bangladesh are requested to submit a proposal. Please include the name of the person in your organization who will be involved in negotiating the contract as well as your telephone and email contact information.

Submission must be in English and typed single-spaced using **Times New Romans font size 12**, with a complete set of appendices/attachments as applicable. All documents can be submitted by email.

10.2 Scope of bid price and schedule of payment

- Remuneration of the successful contractor will be fixed, and bids should be submitted on this basis. No adjustment will be given for the period and determined by the specified outputs as per this ToR. The price should take into account all HR costs and professional fees, travel costs, subsistence and ancillary expenses.
- The budget should not contain income tax as a separate head, it can be blended with costs as it will be deducted from the source. Heifer Bangladesh will be deducted Tax from the total amount of fees as per government rule. Similarly, VAT will be deducted from the total amount of fees as per govt. rule.
- HIB shall affect payments, by bank transfer to the consultant's bank account, upon acceptance by HIB (in consultation with PPs) of the deliverables specified in the ToR. Payments will be made based on milestone deliverables upon submission of invoice and upon certification of the work completed.

10.3 Payment installments

- 30% of the contract amount upon approval of inception report.
- 30% of payment upon approval of first draft report and key findings sharing meeting or workshop.
- 40% of payment upon approval of final report.

10.4 Selection criteria

Submitted proposals must clearly demonstrate alignment with the ToR outlined above with appropriate level of details. Proposals will be evaluated according to the following criteria:

Proposal evaluation focus:

- | | |
|---|-----|
| - Accuracy and relevance of the proposed technical approach and methodology | 30% |
| - Completeness of proposal (activity plan, budget, team expertise, etc.) | 20% |
| - Proposed team: expertise and competencies to address project components | 30% |
| - Budget justification and costs realism | 20% |

The HIB Procurement or selection committee will evaluate the technical proposal based upon the criterial listed above, and the financial proposal will be assessed for its cost-effectiveness in the budget.

10.5 Validity of Proposals

Proposals submitted shall remain open for acceptance for 15 days from the last date specified for the proposal. This includes, but is not limited to pricing, terms and conditions, service levels, and all other information. If your organization is selected, all information in this document and the negotiation process is contractually binding.

10.6 Limitations

This proposal does not represent a commitment to award a contract, to pay any costs incurred in the preparation of a response to this proposal, or to procure or to contract for services or supplies. Heifer reserves the right to fund any or none of the applications submitted and reserves the right to accept or reject in its entirety and absolute discretion of any proposal received as a result of the proposal.

10.7 Intellectual property

Part 1. Ownership Generally Subject to Part 2 below, any intellectual property (including but not limited to copyrights, trademarks, service marks, and patents), intellectual property rights, deliverables, manuals, works, ideas, discoveries inventions, products, writings, photographs, videos, drawings, lists, data, strategies, material, processes, procedures, systems, programs, devices, operations, or information developed in whole or in part by or on behalf of contractor or its employees or agents in connection with the Services and/or Goods (collectively, the “Work Product”) shall be the exclusive property of HPI. Upon request, Contractor shall sign all documents and take any and all actions necessary to confirm or perfect HPI’s exclusive ownership of the Work Product.

Part 2. Prior-owned Intellectual Property. Any intellectual property owned by a Party prior to the Effective Date 9 (“Prior-Owned IP”) shall remain that Party’s sole and exclusive property. With regard to any of Contractor’s Prior-Owned IP included in the Work Product, Contractor shall retain ownership, and hereby grants HPI a permanent, non-exclusive, royalty-free, worldwide, irrevocable right and license to use, copy, reproduce, publicly display, edit, revise, perform, and distribute said intellectual property, in any format or any medium, as part of the Work Product.

Part 3. Work Made for Hire. To the extent copyright laws apply to the Work Product, the Parties agree that (a) HPI specially ordered or commissioned the Work Product, (b) the Work Product is a “work made for hire” under United States copyright laws, and (c) HPI shall be deemed the author thereof and shall own all right, title, and interest therein. To the extent such rights, in whole or in part, do not vest in HPI as a “work made for hire”, Contractor hereby irrevocably grants, assigns, and transfers to HPI, exclusively and in perpetuity, all of Contractor’s rights of any kind or nature, now known or hereafter devised, in, to, and in connection with the Work Product, and HPI shall solely and exclusively own any and all rights therein, and in the elements thereof, including but not limited to any and all allied, ancillary, subsidiary, incidental, and adaptation rights. Contractor hereby waives any and all rights known as “moral rights”, and any similar rights, which Contractor may have in connection with the Work Product. The description of Services and/or Goods provided in this Agreement shall in no way limit the manner in which HPI may use the Work Product.

10.8 Applicable Regulations

Offerors must be legally registered to operate within Bangladesh and comply with local applicable legislation, including but not limited to labor law, financial requirements, taxes etc.

Section 11: Submission of Proposal

The technical and financial proposals should be submitted electronically to the Administrative Manager, email address: Info.bangladesh@heifer.org. The Subject line of the email should read “Mid-term Evaluation of the BD2015 Projects-Economic Enhancement Through Strengthening Beef and Goat Market System” of Heifer International Bangladesh.” Proposal submitted to any other email account except this and in hard copy or soft copy will be treated as disqualified. Submissions after the deadline **September 27, 2021**, will be treated as disqualified. Two different folders i.e., technical and financial proposal should be submitted into one zip folder with a cover letter. The soft proposals should be submitted in pdf format.

Section 12: Award of Contract

The consultant/consulting firm expected to commence the assignment within one week of signing the contract.

Annex-1: Project working areas and project participants

SL. No.	Name of District	Name of Upazila/Sub-district	Name of Union	Project Participants		
				SHG Member	Cooperative member (No. of Coops)	Total
1	Rajshahi	Paba	Borogachi, Hujuripara, Horipur, Horogram	0	949 (3)	949
		Mohonpur	Mougachi	0	425 (1)	425
		Tanore	Pachondar, Badhair, Tanore Municipality	0	511 (1)	511
		Godagari	Basudevpur, Gogram, Deopara, Matikata	3,000	0	3,000
		Putia	Belpukur, Vallukgachhi, Banersar, Shilmari	1,500	0	1,500
2	Natore	Baraigram	Joari, Majgaon	0	980 (1)	980
		Lalpur	Walia	0	938 (1)	938
3	Sirajgonj	Raigonj	Dangora, Chandaikona, Ghurka, Dhangasi, Bromogacha	3,000	0	3,000
		Belkuchi	Vangabari	0	1,872 (2)	1,872
		Ullapara	Borohar, Hatikumrul, Ramkrishnapur, Salonga, Bangala	1,600	0	1,600
4	Tangail	Sakhipur	Dariapur, Jadobpur, Hatibanda, Bohuria, Kalia, Boheratola, Gozaria	3,750	0	3750
		Mirzapur	Bashtail, Azgona, Gorai, Latifpur, Tarapur	1,500	0	1,500
5	Kishoregonj	Bhairab	Shibpur, Gojaria, Shrinagar, Sadekpur, Shimulkandi	0	1,725 (3)	1,725
Total	5-District	13-Upazila	48-Union	14,350	7,400 (12)	21,750

Annex-2: Nine Global Indicators:

GI-01-SDG1-Actual Income

GI-02-SDG2- Household Dietary Diversity Score (HDDS)

GI-03-SDG2- Months of Adequate Household Food Provisioning (MAHFP)

GI-04-SDG5-Women making Household decisions jointly

GI-05-SDG5- Women in leadership positions

GI-08-SDG8- FOAB Strengthened

GI-09-SDG8-Value of commodities produced, marketed or processed

GI-11-SDG13-Household adopting Climate Smart Agriculture (CSA) Techniques

GI-13-SDG16- Household demonstrating solidarity and cooperation among community members

Annex-3: 16 Project Specific Indicators (PSIs):

PSI-01-SDG16-SHG Members Involved in Collective Activities

PSI-02-SDG12- Percentage of households cultivating vegetables in their Kitchen Garden

PSI-03-SDG12-Percentage of livestock mortality reduced

PSI-04-SDG02-Rearing cycle per year for beef

PSI-05-SDG8-30 Days of Kidding Interval Reduced for Breeding Doe

PSI-06-SDG02- Percentage of income increased for coops

PSI-07-SDG12- Percentage of respondent report functions of hubs are as of plan

PSI-08-SDG08-1500 entrepreneurs developed

PSI-09-SDG06- Good Hygiene Practices of Local Butchers

PSI-10-SDG09-Percentage of sales increased of farmers through Hub

PSI-11-SDG2-70% of HH used quality input and services

PSI-12-SDG16-Percentage of active cooperative members

PSI-13-SDG2-Number of market linkages established

PSI-14-SDG09-developed cooperative policies and procedures in practice

PSI-15-SDG09-Percentage of sales turnover increased of market actors

PSI-16-SDG16-SHG Members Who Are Shareholders of Cooperatives