# **Terms of References (ToR)**

# **Existing Policy and process review to establish small scale meat processing plant and operation in Bangladesh**

Background:

Heifer began working in Bangladesh in 2012. As of June 2021, Heifer Project International has supported 30,750 small holder farmers with the target of reaching 52,800 families by FY2025.

Heifer Project International Bangladesh promotes beef, goat, and dairy primary value chains and vegetables secondary value chains. Programmatic approach focusses on quality production and productivity, promoting people, profit and planet and building market linkages to support smallholder farmers to expand their business and achieve a sustainable living income. Poultry rearing and kitchen gardening are also promoted to ensure household nutrition.

Over the years, through Heifer support, self-help groups have organized themselves into cooperatives/farmers owned agri-business to access affordable inputs, technical and financial services, product aggregation, and marketing. These farmers owned agri-business also serve to train on leadership development, financial management, organizational development, conflict management and negotiation skills on leadership and help members access larger markets.

One of the major components of the signature program is to *Promote Safe Beef and Goat Meat Brand in Bangladesh* by establishingan abattoir through a Public, Private and Producer Partnership (4P) model. The purpose of establishing abattoir is to produce safe and hygienic meat for consumers in Bangladesh.

# Specific Objectives:

* Assess existing plans, policies and legal framework of Bangladesh government to identify how they can help to establish meat processing plant.
* Undertake a review and analysis of existing policies, legislations and frameworks to form company ownership structure, procurement process of infrastructure, funding & services from the government to establish meat processing plant in Bangladesh.
* Suggest a set of recommendations to get certification from different legal departments

# Methodology:

The assessment must use an interactive and participatory approach to include, but not limited to, key Informant Interviews, Group Discussions, Field Visits, Validation Workshop, Participatory Assessment, Literature and Policy Paper reviews.

Following is the non-exhaustive list of expected activities for the consultation:

1. **Literature Review and Desk Review:**
	1. Literature review of existing policies, plans and regulations on abattoir development
	2. Document existing practice and support systems to get clearance to establish a meat processing plant.
	3. Literature review on successful abattoirs establishment and its operational procedure in Bangladesh and to include other countries with similar situations.
2. **Key Informant Interviews**
	1. Senior personnel from relevant government bodies and other relevant departments
	2. Relevant government officials and policy implementors from local level
	3. Renowned economist, civil society policy influencer, media personnel, consumer association, existing projects, relevant regional and national level planning commission officials and policy making cell.

# Other operational considerations:

**Licenses and certificates** – Identify what is needed to have a trained government meat inspector or Hazard Analysis Critical Control Point (HACCP) certification, organic certification, and halal/kosher certification. These certifications will allow producers to sell their product through all revenue channels, including super shops, farmers’ markets, and major grocery retailers.

**Waste management environmental requirements-** (water and solid waste) facilities, protocols and procedures (EIA)

# Expected Deliverables and Duration:

Total duration of the assignment will be 45 days after signing of the agreement. Final research questions and methodology need to be developed in consultation with Heifer team. It is anticipated that the first draft report will be produced within thirty days of signing of the agreement. The final report should be submitted within two weeks of receiving feedback. Follow up meetings will be held from time-to-time between the contracted consultant/consulting firm and Heifer International Bangladesh.

The consultant/consulting firm shall produce the following deliverables:

* An inception report containing final methodology and detailed work plan.
* Study instruments pretested, finalised and printed in Bangla and English.
* Draft and edited data set should be submitted with draft report.
* Draft report containing detailed findings, well blended qualitative and quantitative analysis on findings.
* Presentation of the key findings to the staff members of Heifer International Bangladesh.
* Final report should be submitted in soft copy (one PDF and one word version). The report should be delivered in acceptable English. If required, the consultant/Consulting firm will arrange for proof reading to maintain the quality.
* All field notes and other relevant materials.
* 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 International Bangladesh.

# Terms of Payment:

1. 20% of consultancy amount upon submitting inception report with plan of feasibility study.
2. 30% will be paid after submitting the draft report
3. The last instalment (50%) will be paid upon the submission of assignment as per this Terms of Reference with full satisfaction evaluated by hiring manager.
4. VAT & TAX should be deducted at source as per government rules.

# Preparation of Proposal

The proposal will be divided into two parts and should be submitted in two separate folders i.e., technical and financial. The technical part of the proposal should not exceed 10 pages and will contain the following:

* Detailed methodology of the study that clearly articulates how the feasibility assessment objectives will be linked with the relevant data source and methods.
* Detailed timeframe (including dates for submission of first draft, dissemination of findings, validation workshop and final report).
* Relevant experience of conducting surveys and using qualitative methods.
* CVs of the team leader and key members of the study team which reflect relevant experience to conduct the study.
* Copy of VAT registration certificate (for consulting firm).
* Copy of valid TIN certificate and bank account detail.

The financial proposal should clearly identify, item wise summary of cost for the assignment with detail breakdown. The budget should not contain income tax as a separate head; it can be blended with the other costs as it will be deducted from the source. However, VAT can be mentioned in the budget as per government regulation. The organisation will deduct VAT and Tax at source according to the Bangladesh government rules and deposit the said amount to government treasury. The consultant/consulting firm is expected to provide justified budget which is consistent with technical proposal.

# Required Competencies for the assignment

* A team mix with different relevant expertise and education background such as business development, economics, agriculture economics, environmental science, agricultural engineer, food technologist or related subjects
* Proven expertise on similar kind of research
* Excellent analytical and writing skills
* Strong communication and negotiation skills in English and Bangla as the research requires data gathering from entrepreneurs, government officials, farmers etc.
* Availability to work on the given strict timeline
* Capability to travel outside Dhaka
* Previous experience working in meat industry is desirable

# Response

VAT Registered Individuals/ Consulting Firms can submit their Technical and Financial proposal to by February 21, 2022 via mail Info.bangladesh@heifer.org clearly mentioning the title of assignment in their email subject line.

# Penalty clause

The consultant/consulting firm is expected to provide services within timeframe as well as submit the final report maintaining the quality as mentioned in deliverable section. If for any reason, the consultant/consulting firm fails to deliver services within stipulated time, the consultant/consulting firm needs to inform Heifer International Bangladesh well ahead of time with valid and acceptable explanation. Failing to this may evoke penalty clause at the rate of 1% for each day of delay. If the quality is not maintained as mentioned in deliverable section, the researcher should pay back the amount received from Heifer International Bangladesh.

# Ethical consideration

There will be nothing in the assessment which may be harmful for respondents regarding legal or medical ground. No one would be forced to provide information for the assessment. The objectives will be clearly explained to all the respondents of the feasibility assessment study before gathering data from them. The evaluators will be abstained from collecting data from those who will deny or show any kind of disinterest in providing information. Thus, verbal/written consent of the respondents should be taken before collecting data. Confidentiality of data should be maintained and in the report name of the respondents should not be revealed.

# Bindings

All documents, papers and data produced during the assessment are to be treated as Heifer International Bangladesh’s property and restricted for public use. The contracted consultant/consultant firm will submit all original documents, materials and data to country office of Heifer International Bangladesh.