

Terms of Reference (TOR)

for

Study on identification of knowledge, attitude and practice level gaps in nutrition sensitive agriculture technologies and their practices, and explore possible options to address gaps

1. Background

The overall objective of the Leadership to Ensure Adequate Nutrition (LEAN) project is to contribute to improve maternal and child nutrition in the Chittagong Hill Tracts (CHT), Bangladesh. LEAN is implemented by a consortium of six organisations. The consortium is lead by United Purpose (UP) and the other member of the consortium are: HELVETAS Swiss Intercooperation (HELVETAS), Global Alliance for Improved Nutrition (GAIN), Caritas Bangladesh (CB), Jum Foundation (JF) and Integrated Development Foundation (IDF).

The project has three results to achieve. In the project set up, HELVETAS is responsible to provide technical support related to nutrition sensitive and climate smart value chains and market system (VCD & market system) development in the project area. Helvetas interventions falls under the Result-3 (Strengthening horizontal and vertical alliances for nutrition sensitive and climate smart value chains) component of the project. The Result-3 of LEAN Project aims to make available, affordable and accessible of nutritious food to households round the year in selected 18 upazilas of three hill districts- Khagrachari, Rangamati and Bandarban in the Chittagong Hill Tracts (CHT). HELVETAS is mandated to bring technical expertise and experiences of working on market systems and value chain development to achieve expected outcome of result 3. Actions of HELVETAS will contribute to achieve the program outcomes through three pathways: (i) Income pathway: VCD will aim at raising income of the targeted household that will helps to increase the ability to improve the practices of BHHs existing dietary diversity (ii) Own production pathway: smallholders increase production of more nutritious foods that will increase the possibility of more nutritious food intake from own production, and (iii) Market pathway: leveraging the potential of markets for nutrition by acting on demand and supply to increase availability, affordability, maintaining safety and nutritional quality and acceptability of foods in the local market (s) . Understanding of the level of local knowledge, attitude and practice related to nutrition sensitive agricultural production, consumption behaviours and food intake pattern has pivotal role in planning and development of nutrition sensitive value chains and market system.

One of the objectives of the Result 3 to identify, select, demonstrate and disseminate innovative, locally adapted and climate change resilient technologies and methodologies which directly or indirectly contribute to nutrition and gender sensitive agriculture and value chain development in the CHT. The study result will give scope local actors to identify the gaps in knowledge, attitude and practices, and discuss and select technological solutions and methods that will be demonstrated and tested in collaboration with public extension and research agencies, as well as relevant privates sector and development programmes

Therefore, HELVETAS planned to conduct the study for the following 9 upazilas of three hill districts:

Bandarban District: Alikadam, Naikhangchari and Thanchi

Khagrachari District: Dighinala, Guimara, and Panchari

Rangamati District: Baghaichari, Kawkhali, and Langadu

Objectives of the Study

The broader objective of this study is to identify gaps in knowledge, attitude and practice level on climate change resilient technologies and methodologies which directly or indirectly

contribute to nutrition and gender sensitive agriculture and value chain development in the context of and select suitable options to address those gaps in the context of CHT.

The specific questions for the study are as follows:

1. How and to what extent the local knowledge and attitude of the relevant stakeholders' influence nutrition sensitive agricultural production and food safety? Assessing respective stakeholders' knowledge and attitude, identify stakeholders existing practices and gaps in use of gender sensitive, and climate resilient agricultural technologies and practices. The specific questions are as follows but not exclusive. The consultant in consultation with project may add more questions depending upon the local context according to his/her convenient.
 - How the existing knowledge and attitude of relevant stakeholders influence the nutrition sensitive agricultural production and food safety by the producers and service providers? How the existing knowledge and attitude influence practices of other VC actors (Input providers, farmers, market intermediaries and consumers) and what are the gaps here?
 - What are the gaps and constrains in the areas of in practices in relation to climate change resilient and gender sensitive technologies and methodologies in the selected nutrition sensitive agricultural value chains? The list of sub-sectors will be shared with the selected consultant with the work order.
 - How local norms, formal and informal rules, social, cultural and religious practices influence on consumption behaviour and food intake and how it influence in local production in nutrition sensitive agricultural value chains? What are the differences in consumption behaviour and food intake between men and women and reasons behind the differences?
2. How and to what extent nutritious food consumption behaviour and food intake influence the local nutrition sensitive agricultural production system? What are the constraint/root causes on positive and negative influence?
3. What are the gaps and constrains in use of gender sensitive, and DRR and climate change resilience technologies and methods for nutrition sensitive agricultural production? What would be the recommendations to address the gaps and constrains in relation to promotion in use of gender sensitive, DRR and climate change resilient technologies and methodologies in CHT districts?

2. Methodology

Given the objective of this study it aims to reveal the exiting local knowledge and their depth, and attitudes and practices related to nutrition sensitive agricultural production system, consumption behaviour and food intake that affect the nutrition status in the selected upazilas under the three hill districts in CHT. Having said that, this is not the sole that can contribute to such examination. The study of local food production system and markets is another study that is expected to reveal remarkably such gap in knowledge, attitudes and practices. Therefore, the consultant will review carefully the report(s) of the mentioned study and list down the gaps that were not well captured. After identifying the gaps in KAP S/he will develop methodologies, tools and plan for data collection and analysis. In addition, the consultant will orient data collectors (S/he also can use local service providers (LSPs) developed by the project for data collection) to collect data from the HHs, and other actors. The consultant will be fully responsible for data collection, compilation, analysis, and reporting.

To meet the objectives of the assessment, the consultant should follow the following process:

- Reviewing the study report on local food production system and markets, and develop a table detailing the gaps and necessity of further data collection.
- Consultation meeting with the representatives of LEAN Project Implementation Unit (PIU) to clarify the assignment and deliverables and to finalize the methodology and setting an action plan in relation to data collection, analysis, drafting and final reporting.

- A desk review/research of available authentic literatures, and project documents e.g. the project proposal, log frame and baseline report, if needed
- Conduct Individual interviews, KII and FGDs of the representative samples from all relevant categories of VC and market actors including HHs from the selected upazilas.
- Collect, analyse and present information in gender disaggregated manner
- To analyse the data and present the findings to 3 district team and relevant stakeholders, and to PIU in order to finalize the report.
- Submission of final report after adjusting the comments of the project and other stakeholders.

3. Documents that we will be provided

- Assessment report of Local food production system and markets
- Baseline Report
- Other relevant documents/resources-project approach, methodology etc.

4. Expected Deliverables

The main deliverables will be a final report of 20 pages maximum excluding annexes. In addition, the consultant will deliver the final FGD tools, soft copy of raw data and data analysis.

5. Timetable

The KAP study should be completed as per following schedule:

Activities	Deadlines
Receive Request for proposal (RFP) from interested consultant through email	26.10.2020
Discussion and negotiation with selected consultant	01.11.2020
Completion of contracting formalities with selected consultant	08.11.2020
Work commences by the selected consultant	11.11.2020
Sharing draft report and presentation of draft report to project team	30.11.2020
Feedback by project on the draft report, relevant persons and stakeholders	05.12.2020
Submission of final report (Integrating comments from project and relevant persons and stakeholders)	08.12.2020

Note the above dates are indicative and may be changed.

6. Application Process

Interested consultants are requested to submit their Request for Proposal (RfP) electronically to the following address on or before October 26, 2020.

Email to: recruitment@helvetas.org

7. Consultant Qualification

- The consultant should have experience and strong background to assess behaviours (knowledge, attitude and practice) especially in the field of agriculture/ food system
- Knowledge on the cultural diversity of CHT and local language skill is highly preferred
- Prior experience of carrying out similar studies is must
- Strong analytical skills along with strategy formulation
- Excellent English drafting and communication skills

8. The structure of the RfP should be as follows:

- Cover page with contact details - 1 page
- Section-1: Introduction and understanding of the assignment- maximum 1 page

- Section-2: Methodology (including proposed work plan, methodology and approach, time line of each level of tasks)- maximum 2 pages
- Section-3: Relevant experiences. (Minimum 3 references of previous assignments performed related to this assignment including short note on the assignment, client, and time of the assignment)- maximum 1 page per reference.
- Section-4: Experience of working in CHT, short note on the assignment with role of the consultant & references- maximum 1 page
- Section-5: Updated and detailed CV of the proposed consultant (s) with brief descriptions of similar assignments – each CV maximum 3 pages. If awarded, the bidder would not be entitled to change proposed consultant (s) for this assessment.
- Section-6: Financial proposal – maximum 1 page
- The RfP document should be presented in English language by Arial font and the font size should be 11.

9. Selection Criteria

On receipt of the RFP designated project management team will study the proposals including an interview and take a decision about the consultant for the study. Selection of the consultant will be based on:

Selection criteria	Scores
Introduction and understanding of the assignment	10
Methodology (including proposed work plan, methodology and approach, timeline of each level of tasks)	10
Relevant Experience	10
Work experience in CHT	5
CV of proposed consultant (s)	15
Financial proposal (in BDT)	10
Total	60

10. Mode of Payment

- Total fees for the study will be paid in two instalments. The first instalment (40% of the total fee) will be paid upon signing the contract and the remaining amount (60%) will be paid upon acceptance of the final report.
- The payment would be made through bank transfer or account payee cheque by the name of the consultant
- VAT and TAX will be deducted at source should be applied as per government rules during payment.

11. Other terms and conditions

- The selected consultant/consulting firm should implement the work in coordination with the focal person of HELVETAS Swiss Intercooperation. The consultant should prior inform the focal person on the schedule/programme to implement the assigned task.
- The data collection will be done in coordination with Assistant Technical Coordinator- VCD & Market System/ Project Manager, LEAN Project
- HELVETAS Swiss Intercooperation Bangladesh reserves the right to accept or reject any proposal without giving any verbal and/or written rationale
- All reports and documents prepared in relation to the assignment will be treated as HELVETAS Swiss Intercooperation Bangladesh property
- The reports/documents or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of HELVETAS Swiss Intercooperation Bangladesh
- HELVETAS Swiss Intercooperation Bangladesh or its representatives reserve the right to monitor the quality and progress of the work during assignment

12. Contact Person

For the additional information on the consultancy please contact:

[Kazi Mozammel Hossen, Technical Coordinator-VCD and Market System](#)

Email: mozammel.hossen@helvetas.org