

Terms of Reference (TOR)

for

assessment of local food production system and food market, and selected nutrition sensitive value chains in the selected upazilas under three hill districts in Chittagong Hill Tracts (CHT)

1. Background

The overall objective of the Leadership to Ensure Adequate Nutrition (LEAN) Action is to contribute to improve maternal and child nutrition in the Chittagong Hill Tracts (CHT), Bangladesh. The Action combines the skills and experience of six co-applicants who together form a consortium that represents both the supply and demand side of improved nutrition governance. In the consortium United Purpose (UP), apart from its lead role, HELVETAS Swiss Intercooperation (HELVETAS) and Global Alliance for Improved Nutrition (GAIN) act as technical partner, Caritas Bangladesh (CB) act as both technical and implementing partner, and Jum Foundation (JF) and Integrated Development Foundation (IDF) act as the implementing partner.

The action will have three results to achieve, and as a technical partner for result-3 (Strengthening horizontal and vertical alliances for nutrition sensitive and climate smart value chains) 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. 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 in this relation. 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 and will increase the ability to improve 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, safety, nutritional quality and acceptability of foods in the local market place. To set the ground of action HELVETAS will require to select and investigate the local food markets including existing and potential nutrition sensitive food VCs in the target area.

Objectives of the Study

The broader objectives of this study are:

- To analyse nutrition sensitive local food production system
- To identify and analyse market system of nutrition sensitive value chains
- To assess the constraints and opportunities of nutrition sensitive value chains
- To recommend, what the project can do and what strategies the project should follow to promote nutrition sensitive VCs

However, the specific objectives of the study are as follows:

1. How the local food market and nutrition sensitive food production system looks like? To what extent the current production system and market is nutrition sensitive? If the local food market and food production system complies with Minimum Dietary Diversity of Women (MDD-W, FAO) standards? How many MDD-W food groups are available in the local market? And, to what extent the diversity could be bring into the local food production system through a Market System (MSD) approach?

2. What would be potential value chains for respective upazilas considering the local food production system and requirement of minimum dietary diversity and why?
3. To identify and assess the potentials (includes potentials to introduce new crops and/or varieties), constraints and the trends in regard to demand and supply for each of the proposed commodities.
4. To assess the current market system of the selected value chains (please see the table in the following section) and its performance.
 - What are the specific market requirements regarding production, quality, quantity, sustainability, traceability, logistics etc.? What are the current practices at the level of production, input usage, post-harvest handling, transportation and marketing and what are the further scope for value addition in terms of meeting the requirement for successful nutrition outcomes?
 - What kind of skills and knowledge in the nutrition sensitive value chains/markets are currently acquired by producers and other VC actors? What are the gaps? How HELVETAS can effectively address these knowledge and skills gaps?
 - To which extent poor producers including women can participate in the selected value chains? To what extent they will be able to produce their own nutritious food for consumptions? To what extent they can earn from commercial production? And, to what extent they can benefit from local service provision, access to inputs and output markets and adaptive finance?
 - What are the climate smart technologies currently used at different stages of the value chains? To what extent such technologies are profitable for the value chain actors (including farmers)?
 - To what extent the growth potentials (in terms of increased yield, increased land coverage and increased production) can be tapped by the farmers, especially by the poor?
5. What would be the lobby and advocacy activities and challenges in relation to existing policy environment and what would be the implication of such advocacy efforts to nutrition sensitive and climate smart VC promotion?
 - What are the important public policies in relation to access to services, access to market, access to finance and insurance, etc.? Where and how the poor producers including women are deprived to harness the benefit of existing policy framework? What are the limitations in relation to proper implementation of policies? Where policy adjustments are required and why?
 - To which extent the poor and women can benefit from existing public policies in the selected markets in relation to public extension services/training, skill development, access to finance? What are the potentials in policies that should be harnessed? What are the barriers and where the adjustments are required?

2. Methodology

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

- Consultation meeting with project team to clarify the assignment and deliverables and to set an action plan in relation to data collection, analysis, drafting, validation and final reporting
- A desk review/research of available authentic literatures and project documents e.g. the project proposal, log frame and baseline report
- Interviews and KIIs of the representative samples of all categories VC and market actors from the 10 selected upazilas
- Consultation/meeting/FGDs with producer group/organizations, traders group/ association both input and output market actors, service providers association, upazila and district level public extension agencies (agriculture, livestock office), NGOs/MFIs and private sector
- Organize a meeting with LEAN Project Implementation Unit (PIU) to finalize the tools and methodologies (submitted with the proposal)

- To consolidate inputs from consortium partners and to present the findings in 3 validation workshops in 3 districts (workshop shall be organized by the project staffs) after the submission of draft report to validate the findings including strategic options and interventions
- Submission of final report after adjusting the comments of the project and workshop participants and other stakeholders

3. Documents that we will provide

- Baseline Report
- Other relevant documents/resources-project approach, methodology etc.

4. Expected Deliverables

The main deliverables will be a final report of 30 pages maximum excluding annexes, on the local food market overview (in relation to the current nutrition status), and upazila wise market structure, market system and performance of the major nutrition sensitive VCs. The report should elaborately present the findings following the expectations presented in section 2. The report must contain separate sub-sections upazila wise for each value chains along with location specific recommendations. The reporting format should be prior agreed with HELVETAS.

5. Time table

The market assessment of the local food production system and market to be completed within 30 August 2019. There is a specific timeframe for the assignment and the consultant would need to work around the following dates:

Activity	Deadlines
Publish the ToR for inviting request for proposal (RFP) from interested Consultants/Agencies	17 June 2019
Receive Request for proposal (RFP) for interested consultant through email	25 June 2019
Discussion and negotiation with selected consultant	04 July 2019
Completion of contracting formalities with selected consultant	14 July 2019
Work commences by the selected consultant	21 July 2019
Submission of draft report (the contracting agency will collect data and bear the cost for data collection)	15 August 2019
Validation of findings through workshop with selected stakeholders (the contracting agency will arrange and bear the cost for validation workshop)	25 August 2019
Submission of final report (Integrating comments from consortium partners and workshop participants)	30 August 2019

Note the above dates are indicative and can be changed on mutual agreement.

6. Application Process

Interested agency/firm/ individuals are requested to submit their Request for Proposal (RfP) electronically to the following address on or before 25 June 2019 by COB.

Email to: recruitmentbd@HELVETAS.org

7. Firm/Consultant Qualification

- The consultant should have experience and strong background to assess local food production system and food market, and value chain /market system development approach
- Experience in the field of nutrition sensitive value chains and/or market system development is highly preferred

- Prior experience of carrying out similar surveys/studies in the CHT is a 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: Experience in assessment of food production system, value chain assessment, backward and forward market linkages, identification of systemic constraints and lobby & advocacy issues, design and develop strategies and interventions. (Minimum five references of previous assignments performed related to this assignment including short note on the assignment, client, and time of the assignment)- maximum 3 pages
- Section-4: Knowledge and experience on works that linked to nutrition sensitive value chain assessments and experience of similar exercise in CHT- maximum 1 page
- Section-5: Updated and detailed CV of 2 key consultants with brief descriptions of similar assignments – each CV maximum 3 pages. If awarded, the bidder would not be entitled to change proposed key consultant for this assessment.
- Section-6: Financial proposal – maximum 2 pages
- 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/s/ agency for the study. Selection of the consultant/s/ agency will be based on:

Selection criteria	Scores
Introduction and understanding of the assignment	5
Methodology (including proposed work plan, methodology and approach, time line of each level of tasks)	5
Experience in assessment of food production system, value chain/market assessment, backward and forward market linkages, identification of systemic constraints and lobby & advocacy issues , design and develop strategies and interventions	5
Experience in nutrition sensitive value chain development	5
Experience of similar works in CHT	5
CV of proposed consultants	15
Financial proposal (in BDT)	20
Total	60

10. Mode of Payment

- Total fees for the evaluation will be paid in three installments. The first installment (25% of the total fee) will be paid upon signing the contract, second installment (25% of the total fee) will be paid upon submission of the draft report and invoice and the remaining amount (50%) 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/consulting firm
- 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.
- HEVETAS 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
- HEVETAS Swiss Intercooperation Bangladesh or its representatives reserve the right to monitor the quality and progress of the work during the assignment.