**Terms of Reference**

**Baseline Study and Identification of Potential Livelihood Options for GIZ Livelihood Intervention Project in Teknaf, Cox's Bazar (1st Phase) Funded by GIZ \_\_\_\_\_\_\_\_\_\_**

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Date of issue: 06 April 2021

1. **Introduction**

**ICCO Cooperation**, an international development organization, with its roots in the Netherlands, leads development efforts across 36 countries in Asia, Africa and Latin America. Throughout our 52 years of history, ICCO has had remarkable experiences in working together with local partners for community welfare and development. Our solutions center around our twin core principle of sustainable livelihoods and dignity and justice. Our programs aim to eradicate extreme poverty from the remote grassroots through 4 themes; economic empowerment, food security and sustainable consumption, responsible business and humanitarian aid. Climate mitigation, gender, and the rights of marginalized groups are cross cutting issues. We collaborate with multiple stakeholders, including the private sector, government, partner organizations, knowledge institutes and community-based organizations. Through this approach we aim to bring lasting positive changes in the lives of the communities we work with.

1. **Context of the study**

GIZ Livelihood Intervention Project in Teknaf, Cox's Bazaris the first phase after completion of the pilot project funding support from GIZ. Based on its learning and findings, the project has been designed with a complete and sequential livelihood support package for the Host Communities women and youth.

* 1. **Presentation of the project to be evaluated**

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| --- | --- |
| Project title | SMEs and micro business promotion, CFW and apprenticeship to recovery the local economic |
| Implementation date | December 2020 to February 2023. |
| Location/areas of intervention | Teknaf Sadar, Whykong and Sabrang Union under Teknaf upazila |
| Target group | Women lead SMEs enterprises, PWDs persons and returnee migrant workers who are affected by the covid-19 and Rohingya arrival and youth of the liter of light from the Nhila union |
| Project budget |  |
| Objective of the project | The overall objective of the livelihood project is to support the participating beneficiaries to improve and/or recover their actual livelihood situation and to boost the local economy in the target areas, by offering them apprenticeships, Small and medium sized business start-up support, entrepreneurship development for micro business and Cash for Work (CfW). |
| Expected results and indicators | OutcomeEconomic recovery of the host community through enhanced resilient business management capacity of the existing enterprises (SMEs) and restarting microenterprisesIndicators: 1. % of people with increased income (disaggregated by gender) 2. Number of income sources of the beneficiaries' households 3. Number of jobs (% of SMEs and micro enterprises) created from the existing SMEs and micro enterprises 4. % of SMEs increased revenueOutput 1SMEs from the host communities with increased business skills, capital and expansion marketIndicators: 1. % of women and men from the host community with business, technical/ trade related skills 2. Number (% of SMEs) of business plan developed from the SMEs 3. Number (% of SMEs) of SMEs availed new market linkages 4. Number (% of youths) of youths trained on skills for employment/ apprenticeship 5. Number (% of SMEs) of SMEs with increased / average increase in sales volumeOutput 2: Host community vulnerable groups become livelihood resilient thanks to the support through CfWIndicators: 1. Number of people provided with cash for work transfer 2. Percentage of households from selected unions will access to improved water bodies and roads constructedOutput 3: Host communities' Micro enterprise increased business skills, capital and market linkageIndicators: % of the trained people developed as micro entrepreneurs 2. % of developed microenterprises have business, capital and technical/trade related skills 3. % of the beneficiary micro enterprise will develop business plan, |
| Main implementing activities | Intervention A: SME support: Beneficiaries (SMEs) receive adequate business training and a Business Activation Grant (BAG), with the aim of establishing/ reestablishing businesses. BAG receivers will have the option to receive additional grants in the second year upon successful business implementationIntervention B: Apprenticeship support within selected SMEs: 90 beneficiaries (three per SME) receive an apprenticeship, giving them the opportunity to enter the job market in a qualified manner, including basic skills training related to the respective profession. BAG receivers may further have the opportunity to receive salary support for apprentices for up to 4 months.Intervention C: Cash for Work: Beneficiaries participate in a CfW project cycle (up to 20 working days per beneficiary). The CfW project must be linked to market demands (e.g. improvement and maintenance of public infrastructure), in order to create synergies in the local economy.Intervention D: Entrepreneurship Development: Beneficiaries will be offered a Livelihoods Activation Grant (LAG), to create Micro businesses, including basic business trainings, such as business planning, basic finance, etc. |

For better planning of the project implementation as well as to measure the achievements at the end of the project, a baseline survey, potential enterprises selection both for the women and youth is required. As well as to assess the prospective of liter of light specially for the youth is another purpose of this study. This TOR has been developed for hiring a resource person/ consultant to conduct the project’s baseline study along with potential enterprise selection both for the women and youth.

1. **Objectives of the Study**

The overall objective of the baseline to determine the current status of the project defined indicators related to project outcome, output and input. The established benchmarks (baseline) will be used for measuring the project’s progress as per the project log frame and effectiveness during and after the implementation.

The specific objectives of this study are to:

* Review of project the project’s activities and implementation plan to determine the relevance of the project
* Review the project’s activities and implementation plan to increase value for money (efficiency, effectiveness).
* Evaluate the progress largely by comparing recent data with the information of the baseline study at the end of project
* Recommendation the potential enterprise as a means of economic recovery through enhanced resilient business management capacity both women and youth of the community
* Assess the prospective of the enterprise of “Liter of light” and scope of alternative enterprise for the youth.
1. **Methodology**

As this study intends to find out the current status of defined indicators of the projects and relevance of the activities and work plan, ICCO expects the methodology will be both quantitative and qualitative. The project covers different geographical areas in Teknaf upazila. Based on the methodology developed by the evaluation team necessary steps will be taken.

Beneficiaries and staff of the projects will be mobilized at different stage of the evaluation.

However, some methodological requirements are suggested to be fulfilled.

• Convenient and inclusive tools for the respondents

• Maintain distance during interview and FGD and keep short as much as possible as per COVID-19 protocol.

• Remain observant during field visit to observe the practice

• Integrate different qualitative approach, e.g. FGD, KII, etc.

1. **Working Modalities:**

The study will be undertaken by the consultant with the support of the project staff members. The consultant will be responsible for developing the instruments/ tools for the baseline data collection and preparing a comprehensive study report. The project staff will support in selection of beneficiaries in the field for data collection.

**5.1 ICCO Responsibilities**

* Share relevant documents related to the assignment
* Regularly communicate and coordinate with the consultant
* Provide briefing/ overview of the project to the consultant (online or in person)
* Provide additional information as per consultant requirement

**5.2 Consultant Responsibilities**

* Review the project’s documents provided by ICCO and the secondary data available
* Receive project briefing from ICCO official
* Develop baseline instruments/ tools and methods and share them with ICCO
* Organize staff orientation/ training on data collection tools and process before data collection
* Undertake field mission of data collection as per plan and timeline
* Provide the field team with necessary logistics for data collection
* Provide timely feedback on data collection plan, tools, field plan, draft report etc
* Develop activities plan and timeline, and share with ICCO
* Incorporate feedback in the report from project staffs
* Data process, clean and analysis
* Prepare comprehensive report
1. **Ethical measures**

As part of each evaluation, ICCO is committed to upholding certain ethical measures. It is imperative that these measures are taken into account in the technical offer:

* **Guarantee the safety of participants, partners and teams**: the technical offer must specify the risk mitigation measures.
* **Ensuring a person/community-centered approach:** the technical offer must propose methods adapted to the needs of the target population (e.g. tools adapted for illiterate audiences / sign language / child-friendly materials, etc.).
* **Obtain the free and informed consent of the participants:** the technical proposal must explain how the evaluator will obtain the free and informed consent and/or assent of the participants.
* **Ensure the security of personal and sensitive data throughout the activity:** the technical offer must propose measures for the protection of personal data.
1. **Deliverables**
* Detail activity and timeline plan/retro plan
* Prepare the inception report and share with ICCO; Inception report of no more than 15 pages refining / specifying the proposed methodology for answering the evaluation questions and an action plan within the first week of the signing the contract. This inception report will have to be validated by the project team and PMEL team.
* Data collection tools/ instruments
* A presentation document presenting the first results, conclusions and recommendations (2 Pages), to be presented to the project team and PMEL team.
* Prepare a draft report and share with ICCO
* Incorporate inputs from ICCO
* Submit a finalized comprehensive study report (soft and hard copy)
* Submit a concise PowerPoint presentation of the final report.
* Provide the electronic files with all raw data from the field
* Annexes (e.g., references, inception report, questionnaire, and tools etc.)
1. **Report should include (structure)**

Cover page, Acknowledgement, Table of Content, List of Acronyms, Executive Summary, Introduction, Objectives and Methodology, Findings and Observations (including tables and figures), Recommendations, Conclusion, Annex- Survey tools

1. **Duration of the Study work**

The study is expected to complete within 30 calendar days from signing the contract.

1. **Budget**

The Candidate/s should provide a detail budget breakdown for his offer: the cost per day for each evaluator; the ancillary costs (services and additional documents); the overall cost of the intervention including transport costs logistics costs, translation costs; with proposals for payment modalities.

1. **Required Expertise and qualifications**
* Advanced university degree with experience in conducting quantitative and qualitative research, preferably in similar study for development projects
* Solid experiences on to conduct the baseline and end line survey in regards to the livelihoods and enterprise promotion
* Clear understanding on various research methodologies and experience in using different social research tools and techniques
* Experience in conducting study in Cox’s Bazar context both with Host and Rohingya Communities
* Solid understanding of knowledge and experience of sustainable livelihood interventions, business and technical skill development projects, micro enterprise grants/seed capital and/or access, household food and nutrition security.
* Ability to write high quality, clear, concise reports in English
1. **Assessing the Consultants/ Firms**

 **Stage 1: Screening of Applications**

* All applications will undergo a preliminary screening to ensure the application has all the necessary documents/ requirements.
* This screening will be done by the Finance and Logistics, Head of Humanitarian Response, PMEL Manger and Project Coordinator.

**Stage 2: Shortlisting of Applications**

* Shortlist of 06 applications will be made to move to the next step from the applications that meet the minimum requirements in the screening.
* The shortlisting will be based on Experience of the Consultant/ Firm in conducting similar evaluations, proposed tools/ Methodology and cost.

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| --- | --- | --- | --- |
| Criteria 1 - Price | Team experience (1 to 10) | Bid review: Experience with Similar project evaluation (1 to 10) | Bid review: Relevance of the proposed tools/ Methodology (1 to 10) |
| 20% | 15% | 10% | 25% |

* The shortlisting will be done by a team comprising of; Head of Humanitarian Response, PMEL Manager, Project Coordinator and another relevant person

**Stage 3: Interview of the Consultants**

* The 06 shortlisted candidates will be interviewed based on the; Experience with similar project evaluation, proposed tools/ Methodology, Soft skills (communication / English / writing / consortia) and Means and Planification.

|  |  |  |  |
| --- | --- | --- | --- |
| Means and Planification (1 to 10) | Interview: Experience with Similar project evaluation  | Bid review: Relevance of the proposed tools/ Methodology | Soft skills (communication / English / writing / consortia) |
| 5% | 10% | 15% | 10% |

* The interview process will be done by a team comprising of; Head of Humanitarian Response, PMEL Manager, Project Coordinator and another relevant person

**Table 1: Criteria for Assessing the Consultants/ Firms**

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Criteria 1 - Price | Team experience (1 to 10) | Bid review: Experience with similar project evaluation (1 to 10) | Bid review: Relevance of the proposed tools/ Methodology (1 to 10) | Planification (1 to 10) | Soft skills (communication / English / writing / consortia) |
| 20% | 15% | 15% | 25% | 10% | 15% |

A final report will be generated from the aggregation of results from the assessed components. The best candidate that the Team agrees on will be contracted.

1. **General Terms and Conditions**
* All soft and hard copies of the assignment will be treated as ICCO property.
* The data collection and submission timeline and planning of the first draft and the final report can't be altered without ICCO written approval.
* The consultant must maintain standard quality in data collection, processing and reporting
* The consultant shall have the responsibility to rewrite the report, modification of sections until the satisfaction of quality required by ICCO.
* In case of any deviation, ICCO shall have the right to terminate the agreement at any point of the project.
* The consultant shall be bound to pay back the full money given as advance to ICCO in case of any deviation, dissatisfaction of quality and other points mentioned in the agreement.

**12.1 Authority**

All drafts and final reports, including the raw data should be submitted to ICCO Cooperation in Bangladesh in both hard copy and electronic versions. All the data and the reports including the findings and recommendations will remain ICCO Cooperation property in Bangladesh and must not be published or shared with a third party without a written and prior permission of ICCO Cooperation in Bangladesh. Any changes in this regard must be approved by ICCO Cooperation in Bangladesh.

**12.2 Contact Person**

The contact person for this assignment will be -------------------, ----------. He/She will coordinate with the consultant and other stakeholders involved. For any clarification on this TOR, he/she can be contacted over cell phone, -----------------------

**12.3 Application process**

Interested and qualified consultant may submit their applications following the below process:

* A concise Technical proposal (not more than 5 pages) and Financial Proposal (include VAT and TAX) (one page). ICCO will deduct Tax and VAT as per government legal laws at source
* CV (not more than 3 pages) along with cover letter highlighting consultant profile and experiences relevant to this assignment
* Attached documents confirming the previous relevant experiences (document size should not exceed the size of 2 MB)

Please mention the assignment title ‘**Consultancy - Baseline study GIZ Livelihood Intervention Project’** in the email subject line.

**Applications should be sent by 25 April 2021 as per one of the below modalities:**

1. Via email to **procurement.bd@icco.nl**
2. hard copy with sealed envelope to ICCO Cooperation” Sayeman Pink Pearl Flat # B4 (2nd floor), Plot # 71, Block #A, Kolatoli Road, Cox's Bazar no later than 25 April 2021.