



Terms of Reference

Consultancy Support for Strengthening Local Service Provider Networks and Evaluate Performance of Selected IGAs

1 Project Background

The Suchana program aims to reduce undernutrition leading to stunting in children under two years of age living within 250,000 very poor households with women of reproductive age (15-45 years) in the Sylhet and Moulvibazar districts of Bangladesh. The program adopts an integrated approach to nutrition-specific and nutrition-sensitive interventions and aims to develop a sustainable and replicable model that can be scaled. Suchana is funded by the UK Department for International Development (DFID) and the European Union (EU) and is implemented by a consortium of eight partners, including Save the Children, iDE, WorldFish, Helen Keller International, and implementing agencies CNRS, RDRS and FIVDB. icddr,b is responsible for carrying out the impact monitoring of the program. iDE's role in the program is to provide technical advisory services related to strengthening market linkages and capacity building of the consortium partners on market-based approaches.

2 About the Assignment

2.1 Context of the Assignment

Among the five pillars of the Suchana program, Pillar 3- better nutrition through improved economic status - focuses on increasing household income and strengthening livelihood strategies through a nutrition-sensitive approach which ensures that households are able to afford a nutritious diet, have the economic means to put nutrition knowledge into practice, and invest in developing secure and resilient livelihoods. Nutrition-sensitive interventions differ from nutrition specific-interventions in that they aim to address the underlying causes of malnutrition rather than providing a direct solution. The effects of nutrition-sensitive interventions may be less direct, but they may impact a larger number of beneficiaries in a more sustainable way, as the root causes of malnutrition affect many people, and solving them produces long-term gains in nutrition. The nutrition-sensitive approach is also designed to be gender transformative and climate-sensitive through a household-based approach and a rich engagement with climate-sensitive technologies and service delivery mechanisms.

Suchana is implementing a Nutrition Sensitive Market System Developed approach. The first component of Pillar-3 is the implementation of market-led income generating activities (IGAs) with start-up investment grants. IGAs focus on increasing household access to sufficient nutritious food through increased income and production for consumption, to prevent chronic malnutrition and reduce the



incidence of stunting. The second component of Pillar-3 is support for homestead food production (HFP) of nutritious food, primarily for domestic consumption, but also to support income generation by selling surplus produce.

Suchana is, building trust, communications, and incentives between beneficiaries and market actors to create strong forward and backward linkages. Suchana is supporting both top-down systemic interventions and bottom-up facilitated linkages. Rapid Market Assessment and IGA analysis have supported the design of this systems strategy and have identified systemic constraints disaggregated by sectors. The most critical and common constraints for horticulture, livestock, poultry and aquaculture sub-sectors include the following:

- Limited knowledge of BHHs on improved farm management practices
- Limited access to quality inputs and services
- Limited access to finance (BHHs and market actors)
- Limited access to market information
- Limited trained and quality service providers
- Weak or non-existent market linkages

To address these constraints, the Suchana Market Systems Strategy deploys five key interventions at micro, meso and macro levels in the market system which are Business Groups (Micro Level) and Local Business Advisor (Last mile actor) development, establish Collection Points, Local service provider engagement (Meso level) and lead firm engagement (Macro level). This overarching strategy is integrated into each of the five main project sectors: horticulture, livestock, poultry, aquaculture, and Off-farm sub-sector. LSP Association is the part of strengthening LSP capacity and linkages. Currently Suchana is working with three association or Network – Seed Retailer Association, Para-veterinary Association and Fish Fingerlings Hawker Association.

2.2 Objective of the Assessment

The overall objective of this assignment is to strengthen Suchana market development interventions. The specific objective of this assignment is to provide consultancy support –

- for strengthening three types of LSP network/Associations with Local seed retailers, Para-veterinary and Fish fry hawkers
- for evaluating the performance of selected IGAs in view of market viability, women economic empowerment, resilience, food and nutritional security; and develop tools for tracking women economic empowerment.

3 Major responsibilities of Consultant

The consultant will go through the HCD process e.g. Hear, Create and Deliver Phase for both of the activities. So, the major responsibilities of the consultant will be as follows:

Phase	Responsibilities
Phase-1: Hear	<ul style="list-style-type: none"> • Develop brief inception report and work plan after an initial briefing with iDE • Desk review of secondary literature • Develop assessment tools • Conduct deep-dive research and collect qualitative and quantitative information.
Phase-2: Create	<ul style="list-style-type: none"> • Upon completion of research, the consultant will present initial findings to the iDE team • Develop scoping report or situation analysis report • Develop strategy paper to facilitate the interventions in future • Develop Training Module for LSP Network
Phase-3: Deliver	<ul style="list-style-type: none"> • Submit a draft of this report to iDE for review and feedback. The consultant should expect at least two rounds of feedback. • Facilitate a validation workshop on IGAs' findings and ToT on LSP Network facilitation at Sylhet for iDE field team • Submit a final report, field notes, data set and other required deliverables to iDE

4 Major responsibilities of iDE

iDE will provide the consultant with the necessary support to undertake and implement the assignment and execute the ToR. Such responsibilities include the following:

- Provide initial briefing and existing work overview
- Provide relevant documents and technical support
- Monitor regularly, and provide feedback and ensure the effectiveness of the contract; and,
- Disburse payment as per the agreed schedule

5 Expected Deliverables

SI No.	Activity	Deliverables	Working days
1	Technical assistance for strengthening Local Service Providers (LSP) Networks	<ul style="list-style-type: none"> • Scoping report for strengthening three LSP network/ association with Seed retailers, Para-veterinary and Fish fry hawker • Intervention strategy paper to facilitate LSP association • Training module for capacity development of LSP network • ToT facilitation for iDE staff and report 	20

2	Evaluate Suchana selected IGAs and develop tools for tracking women economic empowerment	<ul style="list-style-type: none"> ● Women economic empowerment tracking tools ● Evaluate Suchana selected IGAs (in view of market viability, women economic empowerment, resilience, food and nutritional security) and Field note ● Intervention strategy paper to facilitate IGAs ● Facilitate validation workshop on study findings ● Presentation and final report 	25
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All deliverables described above should be written and/or presented in English. The quality should be suitable for an international audience.

Subsequent to signing the contract, the consultant will present iDE with a brief report demonstrating it's understanding of this assignment, the proposed methodology of carrying out the assignment, a work plan with implementation schedule, associated budget, and a draft table of contents (TOC) for the final report. A draft of this inception report will be reviewed by iDE, resulting in a final agreement on the strategy that guides the consultancy.

6 Eligibility Criteria

General experience and expertise:

- Any qualified international or national firm or individual consultant may apply
- Ability to communicate cross-culturally and collaborative nature.
- Excellent communication, written and verbal skills in English
- The consultant must have rigorous experience of conducting studies, a clear understanding of market research methodologies and experience in using different social research tools and techniques
- Excellent understanding of the MSD and M4P
- Personal commitment, efficiency and flexibility, together with the ability to work both independently under minimum supervision and with large diverse project teams.

7 Budget and Payment Schedule

The total budget for this work must not exceed BDT 800,000 (Eight Lakh Taka only) which should cover all costs including consultants' fee for conducting the entire assignment until final deliverables submission. This should include remuneration, field-based travel (accommodation, transport, per diems) and any miscellaneous costs. Government tax regulation will apply and tax deduction at source will be applied. The consultant will submit an invoice at the end of each phase. The payment schedule is as follows:

- 40% of the contract value disbursed upon approval of deliverables for first activity
- 60% of the contract value disbursed upon approval of deliverables for second activity

8 Work Schedule

The assignment will be carried out from 1st July 2019 to 30th August 2019 as stated below.



SI No.	Activity	July 2019	Aug 2019
1	Technical assistance for strengthening Local Service Providers (LSP) Networks		
2	Suchana IGAs assessment and develop tools for tracking women economic empowerment.		

9 Bid Submission

All expressions of interest should include:

- Cover letter (maximum one page);
- Technical Proposal (maximum 3-4 pages) which should include:
 - Understanding of the assignment
 - Relevant experience of the consultant/ firm
 - Profiles/resumes of the personnel to be involved in the assignment must be included in the annex
- Financial Proposal (maximum one-page): breakdown of cost estimates (which must be within the stipulated budget mentioned in the ToR) for services rendered. This should include, but not be limited to: daily consultancy fees, accommodation, and living costs; transport cost, stationeries, and supplies needed for the consultancy.
- If applicable, please also include:
 - Company/Consultant profile
 - VAT Registration Certificate
 - TIN Certificate
 - Joint Stock Company Registration Certificate
 - Trade License Certificate

Interested and qualified consultants/ consultancy firms should submit their proposals to bangladesh.procurement@ideglobal.org by 4:30 pm, June 15th, 2019 Dhaka time. Please write “Suchana Consultancy on LSP Network and IGAs assessment” in the subject line. Only shortlisted firms will be contacted and invited by an interview either in-person or via video-conference.

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