**TERMS OF REFERENCE (TOR) FOR SUCHANA  
SEMI-ANNUAL SURVEY 2020**

# **BACKGROUND OF SUCHANA**

The Suchana is a six-year project with an objective of preventing chronic malnutrition among children in the first 1,000 days of their lives. It has been implementing since 2015 in 20 Upazilas under Sylhet and Moulvibazar districts of Bangladesh. It adopts an integrated approach combining the nutrition specific and nutrition sensitive interventions and aims to develop a sustainable and replicable model that could be scaled up in the future. Suchana is funded by the UK Department for International Development (DFID) and the European Union (EU) and is being implemented by a consortium of eight partners under the leadership of Save the Children International Bangladesh Country Office (SCiBD), including Technical Partners (TP) - Save the Children, International Development Enterprises (IDE), WorldFish, Helen Keller International (HKI); Implementing Partners (IPs) - CNRS, RDRS, and FIVDB; and research Partner- ICDDR.B.

Suchana has three broader outcomes including 1) HH food security status (HH dietary diversity and consumption of nutritious food) improved and sustained through GoB and market systems, 2) Improved IYCF and MCHN practices and improved systems to sustain changed practices and 3) Strengthened coordination and governance for multi-sectoral nutrition Programs at national & sub-national levels.

The first sub-component of outcome 1 is the implementation of market-led income generating activities (IGAs) stream with start-up investment grants. IGA focuses primarily 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 IGA stream consists of a number of complementary activities - household (HH) selection, IGAs selection, livelihood grant, associated technical training, and market linkages development.

The second component is designed to support homestead production of nutritious food (HFP), primarily for domestic consumption, but also to support income generation by selling surplus produces. Within the HFP sub-component, there are two major sub-groups especially HFP-Aquaculture and HFP-Poultry. Both the sub-groups are provided with training and technologies to grow homestead food production that will ensure protection against sudden and seasonal climatic shocks. These activities are expected to assist the beneficiary households (BHHs) to be connected with input and output market actors such as suppliers (quality seed, seedlings, fingerlings, fertilizer, etc.) and service providers, buyers, retailers, and traders.

# **OBJECTIVES OF SURVEY**

The main objective of the current semi-annual survey is tracking the performance of phase 3 and phase 4 beneficiaries with a set of indicators for the senior management to take an informed decision. The key focus of these indicators is measuring the results under outcome 1 of Suchana and analyzing them to determine whether the program is on course to achieve its objectives. For phase 3 beneficiaries, this survey will be used to track progress from previous semi-annual surveys while the phase 4 beneficiaries will produce baseline results.

The specific objectives of the semi-annual survey are:

* To report results against some of the relevant performance indicators included in the Suchana logical framework **(Annex 1)** that highlights the efficiency and effectiveness of IGA interventions of the project
* To measure Market System Change (MSC) on the set MSC indicators **(Annex 2)**
* To examine the relevancy of IGAs in the context of climate resilience, inclusiveness, and gender
* To determine the impact of IGAs in the improvement of livelihood of Suchana beneficiaries
* To generate evidence to create discussion among the consortium to ensure interventions can be re-calibrated as required for maximum impact on the ground. This feedback loop will enable management to ‘course-correct’ from an informed position.

# **SURVEY LOCATION AND POPULATION**

The semi-annual survey will be conducted in Suchana project areas which are spread in 20 Upazillas of Sylhet and Moulvibazar districts. It is to be noted that Unions under each Upazila are included in the project phase wise (see Figure 1). Thus, every year Suchana works with new BHHs from new Union within same Upazilla. Currently, Suchana is working with 157,720 BHHs in 105 unions; 58,238 BHHs under 36 unions in phase 2, 36,845 BHHs under 29 unions in phase3, and 62,637 BHHs under 40 unions in phase 4. By phase, Suchana will reach up to 235,000 BHHs during its life cycle.

**Figure 1: Suchana phases with target BHHs and timeline**

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
| Suchana BHH Distribution | | | | | | | |
| Phases  Unions | Learning Phase | Year 1 (2017) | Year 2 (2018) | Year 3 (2019) | Year 4 (2020) | Year 5  (2021) | Year 6  (2022) |
| LP------🡪  (12 unions) | 14,714 | \* | \* |  |  |  |  |
| Phase 1--------------🡪  (40 unions) | | 63,145 | \* | \* |  |  |  |
| Phase 2-------------------------------🡪  (36 unions) | | | 58,238 | \* | \* |  |  |
| Phase 3-----------------------------------------------🡪  (29 unions) | | | | 36,845 | \* | \* |  |
| Phase 4----------------------------------------------------------------🡪  (40 unions) | | | | | 62,637 | \* | \* |
| 157 unions | 14,714 | 77,859 | 136,097 | 158,228 | 157,141 | 98,903 | 62,058 |

In addition to the overall characteristics “poor” and “very poor”, Suchana beneficiary households are also targeted in 2 separate categories by a woman of reproductive age (15 to 45) or an unmarried adolescent girl 15 to 19. There are also specific targets and interventions

for each category of BHHs. For example, Suchana is carrying out social behavior change interventions targeting households with young children to increase exclusive breastfeeding for the infant under six months old, supplementary feeding with dietary diversity for children beyond six months old, and vitamin A supplementation for all children. It is also campaigning on the legal age of marriage and the consequence of early pregnancies to stop early marriage of adolescents. In addition to that, a selected number of all these beneficiaries are assigned to an Income Generating Activity (IGA). According to project MIS, 14,738 BHHs of phase 3 and tentatively 25,054 BHHs of phase 4 were assigned to 20 categories of IGAs. The remaining BHHs are considered as Non-IGA beneficiaries who are involved in Homestead Food Production (HFP). There are 2 sub-groups in Non-IGA/HFP beneficiary group – i) Horticulture & Aquaculture and ii) Horticulture & Poultry. In addition to consumption, HFP beneficiaries are also selling surplus produces (e.g, vegetables, fish, and poultry products) for income generation.

# **SURVEY DESIGN AND METHODOLOGY**

The semi-annual survey will use a mixed method, both qualitative assessment and quantitative survey for data collection. The main focus of the quantitative survey is to measure key outcomes of Suchana interventions related to Income Generating Activities (IGAs) such as adoption of improved technology, use of quality inputs, increase production and profit, consumption behavior of the beneficiary households, marketing strategy adopted for selling surplus production, gender transformation in terms of household workload sharing and decision making, access to finance, market linkage, women role in decision making for IGAs, change in business practice and knowledge, household income and expenditure. The area of interventions related to these outcomes is agricultural production disaggregated by horticulture, poultry, and aquaculture.

The quantitative survey will have two different sampling strategies i.e. **measurement of performance indicators using Direct Beneficiary Households (BHHs)** and **measurement of MSC using Market Actors and their customers**. The description of the proposed sampling methods for those two broader aspects are described below;

**Performance Measurement Sampling Procedures**

The performance measurement on the set indicators will be conducted with a sample of Suchana phase 3 and phase 4 Direct Beneficiary Households. The primary sampling unit of the semi-annual survey is BHHs which will be drawn considering the following steps:

* **Steps-1:** 09 unions per phase i.e. 03 unions from 03 implementing partners *(CNRS, RDRS and FIVDB)* will be randomly selected under 20 Upazilla of Sylhet and Moulvibazar districts
* **Steps-2:** 45 villages per phase i.e. 05 villages per unions will be randomly selected from the list in place
* **Steps-3:** 1,200 samples per phase i.e. 26-27 samples (HFP-Poultry 7, HFP-Aquaculture 6 and IGA 13/14 i.e. on-farm 9 and non-farm 4) per villages will be randomly selected

To expedite the process, Suchana MEAL team has determined a tentative sample size of 1200 per phase (around 2% of the total beneficiaries of each phase) based on detecting differences in mean income. These samples are distributed between Homestead Food Production (HFP) and Income Generating Activities (IGA) beneficiaries equally.

**The 600 samples then equally distributed in the HFP-Poultry and HFP-Aquaculture beneficiaries while the remaining 600 samples distributed in the on-farm and non-farm IGAs on 70% and 30% respectively.**

**Table 1: Tentative sample size for quantitative survey**

|  |  |  |  |
| --- | --- | --- | --- |
| *Name of sub-group* | *Expected sample size for the phase 3* | *Expected sample size for the phase 4* | *Remarks* |
| HFP-Poultry | 300 | 300 | Estimated |
| HFP-Aquaculture | 300 | 300 | Estimated |
| IGA-On-Farm | 420 | 420 | To be distributed among 3 implementing partners and 04 on-farm IGAs |
| IGA- Non-Farm | 180 | 180 | To be distributed among 3 implementing partners and 10-15 different non-farm IGAs |
| **Total** | **1200** | **1200** |  |

**Market System Change (MSC) Sampling Procedures**

As a market development and advocacy program, Suchana seeks to create “systemic change”. This is a change in systems, such as markets, government or civil society, that can have a greater impact than direct assistance, as it will benefit people who have had no contact with the program and may continue to multiply after the project is completed. Systemic change is notoriously difficult to measure as market systems are constantly changing and methodologies can only see portions of the wider system. As part of systemic change measurement Suchana has sets a number of indicator **(Annex-2)** under the five key parameters.

The market actors sampling framework for the Suchana MSC will be used in the same geographical location as selected for the direct beneficiary households. Five types of trained market actors will be randomly selected considering the Suchana on-farm service provision and interventions that are taking place. A total of 90 market actors (5 market actors/union\*18 unions) under Phase 3 and 4 study unions will be reached. Each Phase will draw 45 market actors as a sample.  The number of working Unions under each Phase can be found in the figure 1 above. The steps to consider for this sampling procedures are briefed below;

* Steps-1: Five types of market actors (45) who were trained by the project will be randomly selected from the nine (09) survey unions in order to see their practices on improved business skill which were introduced by the project. Additionally, all project created last mile actors (79) called Local Business Advisors (LBA) will be covered by the survey to estimate their number of customer through a validation process.
* Steps-2: The customers who were served by those five market actors in the last 7-10 days outside of Suchana working Unions/villages will be purposively validated to see the product and services they received as part of spillover effect. The customers under every market actor to be interviewed for the validation purposes as seen in the table below

Women of non-Suchana households live in the same village/unions/ will be purposively selected to measure the women access to market as part of spillover effect/replication influenced by the Suchana BHHs. A list of non-Suchana on-farm HHs to be made in support of project staff and/or community people in which at least 120 samples/phase i.e. 30 samples per sector per phase including horticulture, poultry, livestock and aquaculture will be selected to understand the level of market access replication among the on-farm non-Suchana HHs.

**Table 2: Tentative sample size for the MSC**

|  |  |  |  |
| --- | --- | --- | --- |
| MSC indicators | Sample type | Expected sample size for the phase 3 | Expected sample size for the phase 4 |
| MSC-1 | Local Business Advisor (LBA) | 40 | 39 |
| LBA customers validation | Firm to propose | Firm to propose |
| MSC-6 | In-direct BHHs spillover effect | Firm to propose | Firm to propose |
| MSC-7 | Market actors | 45 | 45 |
| Market actors customers spillover effect/validation | Firm to propose | Firm to propose |

***Note: Other 5 MSC indicators will not need a separate sampling strategy. Those will comply with the direct BHH’s sampling methodology***

**Qualitative Assessment**

The focus of the qualitative assessment is to capture evidence of changes taken place **(Annex-4)** among the BHHs and related stakeholders. This evidence could be created due to an improved process of work, a systemic change in service delivery system, an institutional development, etc. that helped the BHHs to come out from the poverty as well as food insecurity. As like a quantitative survey, the qualitative assessment will be conducted with a sample of Suchana phase 3 and phase 4 beneficiaries, and other stakeholders like government officials, NGO officials, and private sector agents. The results will supplement to the interpretation of the quantitative findings as and where needed as well as provide a separate section in the report. The qualitative assessment will use different qualitative assessment tools such as Focus Group Discussions (FGDs), Key Informant Interviews (KIIs), and case studies to collect data from the respondents. To accelerate the process, Suchana MEAL team has determined a tentative sample size for each of these tools. The bidder should review these samples and finalize them in agreement with Suchana MEAL team.

**Table 3: Tentative sample size for the qualitative survey**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Tools | Name of sub-group | Expected sample size for the phase 3 | Expected sample size for the phase 4 | Remarks |
| FGD | HFP-Poultry | 5 | 5 | To be distributed among 3 implementing partners and 20 different IGAs proportionately. |
| HFP-Aquaculture | 5 | 5 |
| IGA | 12 | 12 |
| KII | GOB officials | 20 | |
| NGO officials | 20 | |
| Case studies |  | 5 | 5 |

# **DATA COLLECTION AND ANALYSIS**

The data of the quantitative survey will be collected through an Android application which will be developed based on the questionnaire approved by Suchana MEAL team. The Android application will be field tested before it is using for data collection. The enumerators will be provided with a tab including necessary training to use the application for real-time data collection. Suchana MEAL team must have access to the database so that they can review the performance of data collection and provide feedback on the quality of data.

All data will be analyzed in SPSS or STATA. The phase 3 data will be summarized, and results will be compared with the results of last year survey. On the other hand, phase 4 data will be analyzed as a baseline for future comparison. The data analysis shall be segregated into descriptive, bivariate, and multivariate regression analysis. The primary focus of the descriptive analyses is indicators listed in **Annex-1.** The analysis will further include household characteristics- age, education, occupation, household (HH) size, HH income and expenses, HH construction material, household possession of assets including homestead/wasteland/pond. The bivariate analysis will explore the relationship between IGAs and household income, household food diversity, household food insecurity, women empowerment characteristics using a t-test, one-way ANOVA, correlation analyses as deemed fit by the type of the variables. The multivariate regression analysis will be performed for a few key IGAs to explore their associations with other relevant covariates that contributes to making them profitable. A conceptual framework of covariates would be constructed in order to establish a model that determines profitable IGAs through linear regression. Covariates shall be selected taking consideration of their logical relevance (commercial, contextual) in relation to IGA related outcome indicator.

# **SURVEY SCHEDULE AND CHALLENGES TO BE CONSIDERED**

All works of the survey will be completed and all deliverables in final form must be submitted within 3 months (including off days) from the date of signing the contract. In case of unforeseen circumstances outside the responsibility of either party which causes delays, a revised deadline will be mutually agreed by both parties. It is understood that unless major changes in the scope and timeline of the survey are required in this case, the survey firm is expected to complete the work within the agreed budget.

As per plan is shown in **Annex-3,** the core activities of the survey (data collection, analysis, and reporting) will take place in August and September. On the contrary, Sylhet and Moulvibazar districts face a rainy season in July to October when weather is hot and humid with very heavy showers and thunderstorms almost every day, which could be a big challenge for data collection. At the center of Suchana areas, there is a vast low lying flood plain- locally called Haors. Many of the remote places do not have good transport system for communication. Also, accommodation in village level for some Upazilas is not available. The beneficiaries speak in a colloquial language which is sometimes difficult to understand.

# **COMPOSITION OF SURVEY TEAM**

Suchana recommends a three-person team for undertaking this assessment. The team will include a Market System Specialist, a Climate Resilient Specialist, and a Data Analyst. The Market System Specialist must be a qualified professional who will be involved full time during

the survey and lead the survey team. The Climate Resilient Specialist will provide intermittent services during the preparation of tools, data analysis, and report writing. The Data Analyst should have experience in similar studies with proven skills in STATA and SPSS and will provide intermittent services as per need.

In addition to that, there will be a field team with enumerators and qualitative data collectors. The enumerators must have sound knowledge and adequate experience in the recall data collection of on-farm *(i.e. agriculture, aquaculture, poultry, and livestock sub-sector)* and non-farm IGA (e.g. bamboo crafts, mat crafts, small trading, etc.) in Sylhet and Moulvibazar district to be preferred. Similarly, the qualitative data collectors must have good experience in conducting FGDs, KIIs and case studies in Sylhet and Moulvibazar district. All the data collectors must have good training before starting data collection.

Moreover, the survey team may use intermittent service of a copy editor with strong English writing skills who can produce a report that effectively communicates to both project staff and other national and international stakeholders.

# **MAJOR DELIVERABLES**

* Submit inception report with finalize the data collection tools, (both quantitative and qualitative), methodology, data collection plan taking inputs from consortium partners (facilitated by MEAL team);
* Submit output design/frames (which are to be incorporated in the final report from the survey firm) for all indicators/questions from the designed tools, before starting the survey;
* For ensuring the quality of the data, at least 5% of the surveyed households should be re-interviewed within the next day using the selective indicators;
* Submit SPSS/stata datasets with labeling and syntax as per the questionnaire and indicators of first 500 samples for Suchana MEAL’s feedback
* Submit complete data dictionary
* Give a presentation on preliminary findings (both quantitative and qualitative) on the performance of key indicators with recommendations to MEAL team and program leadership and participate in open discussions - immediately after the survey work is done;
* Share a preliminary draft report and participate in 2-3 rounds of edits (depending upon the quality of the first draft) prior to finalization, and provide a final report in both hard copy and electronic copy;
* Submit final report with cleaned, full labeled and annotated database (on performance indicators and MSC indicators separately) on SPSS or STATA (with Syntax) on the major indicators reported in the final report
* Give final presentation to MEAL team and program leadership after the report is completed;

# **MAJOR RESPONSIBILITIES OF SUCHANA MEAL TEAM**

Suchana MEAL team will take responsibility for the procurement of the survey firm and provide the necessary support to the selected firm for undertaking the assignment and executing the objective of this Terms of Reference (ToR). They will draw samples using agreed sampling method and provide the list of sample HHs to be surveyed. They will provide backstopping service in survey design, sampling and data quality controlling plan, tool development, data collection, data analysis and report finalization process. With the help of field operation team, MEAL team will assist the survey team by providing information on survey locations and respondents as well as monitor their performance and provide feedback, and ensure the effectiveness of survey. The survey firm will report to the Director- MEAL & KM, Suchana who will validate the deliverables as per the terms of reference and contract. The Director MEAL & KM will approve payment as per the agreed schedule and deliverables received in good quality.

# **MAJOR RESPONSIBILITIES OF THE SURVEY FIRM**

Suchana wants a consulting firm/research organization to take responsibility of this survey. It is expected that the firm will work closely with Suchana MEAL team led by MEAL Director on the overall management of the assignment. The survey firm will be responsible for the following tasks but not limited to:

* Design an appropriate survey methodology which includes sampling strategy, sampling plan, data collection method, etc. following the framework mentioned in the survey design and methodology section of this TOR, and finalize the design incorporating feedback from the Suchana MEAL team;
* Develop necessary data collection tools (both for quantitative and qualitative) with inputs from Suchana MEAL team and finalize them through field testing in non-sampled areas;
* Develop and update the database for semi-annual survey using the suitable platform *(preferably modern ICT technologies using mobile/tablet-based platform)* and maintain data (which might include converting hard raw data files into soft copy) for sampling and survey purposes;
* Develop plans for data collection, supervision, and quality control mechanism;
* Perform data analysis following the guidelines mentioned in the data analysis section;
* Engage a survey team as per criteria mentioned in the composition of the survey team section;
* Provide orientation to the concerned staffs/enumerators for the survey before starting of survey and ensure their clear understanding of the tools, sampling procedures etc. of the assignment; Preferably 4 days training including one-day field testing, discussions and tool revision. The enumerators training manual and qualitative guidelines, etc. will be developed and shared by the consultant before the orientation
* Conduct a quantitative sample survey using a structured/semi-structured questionnaire(s);
* Collect additional qualitative data on specific qualitative indicators using a suitable sampling method, if in-depth data collection is required, based on findings of the quantitative sample survey;
* Ensure collection of high-quality accurate data with a high level of reliability and validity;
* Maintain close communications with Suchana MEAL team on survey related issues;
* Produce the English and Bangla version of the all final version of the documents e.g. data collection tools, guidelines, enumerators training manual, guideline for qualitative data collection,
* Provide all recordings and transcripts of data (using appropriate format and media) collected through qualitative data collection tools;
* Preserve hard copies of qualitative tools (i.e. FGD, KII) for a certain time period agreed by all parties;
* Perform customized analytical table as per the need of the program apart from the main

body of the report.

* Propose Covid sensitive data collection techniques and share the organizational protocol on the data collection during Covid pandemic situation (if any)
* Submit all deliverables and brief daily update (including sample coverage and status) on the ongoing survey to the Director- MEAL & KM, Suchana on or before the jointly agreed submission date;
* Any other activities are relevant to the semi-annual survey based on joint agreement among all parties.

# **CONTIGENCY PLAN**

It is anticipated that the data collection of the semi-annual survey will be occurred in-person. But considering the COVID-19 pandemic situation and recent zoning (Red, yellow and green) approach declared by the government may change the data collection modality from in-person to phone survey. So, the Consultancy firm should put a separate section as contingency plan in their technical proposal briefly describing an alternate data collection strategy if movement is restricted in the survey area. The Consultancy firm is expected to add their data collection protocol for this COVID-19 pandemic periods in the annex if they already develop it. As part of contingency plan, the firm should also put a separate financial proposal for the alternative data collection modality under the main financial proposal.

# **ELIGIBILITY CRITERIA OF SURVEY FIRM**

General experience and expertise required for the firm/organization to apply for this survey are:

* Sound understanding on the data collection procedures during COVID-19 pandemic situation
* Clear understanding and enough experience on field research/study/survey/impact assessment, including qualitative and quantitative methodologies, especially on market-based interventions in a rural setting; experience of working for a similar survey(s) in Sylhet region will be added advantage;
* Experience with market system research/study/survey/impact assessment, especially focusing on Income Generating Activities (IGA), aquaculture and Nutrition;
* Ability to analyze both quantitative data using all of SPSS or STATA and qualitative data with R/NVivo/Atlas or any other suitable software;
* Ability to give a presentation in both Bangla and English to program stakeholders;
* Ability to write a survey/study report focusing progress/impacts based on preset indicators in good academic English;
* Must have VAT Registration Certificate, TIN, and Trade License;

# **SELECTION OF FIRM, CONTRACT MANAGEMENT, AND PAYMENT SCHEDULE**

Final selection of the firm will be based on the technical proposal and breakdown of the proposed budget. The total budget for this work should cover all costs for conducting the entire assignment until report submission (including travel and daily allowances). Suchana MEAL team led by MEAL Director will review both the technical and financial proposals and select the best one having a good technical proposal with a reasonable budget. iDE will sign a contract with the finally selected firm under the following terms and conditions:

* The firm will work closely with Suchana MEAL team and report to the MEAL Director. The firm must take final approval of their works such as study design, data collection tools including Android applications, data analysis plan, training module of the enumerators, and the design of the draft report from the Suchana MEAL Director. The firm should also seek guidance of the MEAL Director in field operation and other related activities. IDE will make payment to the firm based on the concurrence of the Suchana MEAL Director.
* The firm will receive budget as follows:
  + 30% payment will be released after the acceptance of the inception report
  + 30% of the budget will be released after initial analysis and draft findings presentation
  + 40% of the budget will be released after the acceptance of the final report (Including final presentation and clean database with syntax file).
* The following terms and conditions will apply in respect of payment:
  + - The payment will be made through account payee cheque/wire transfer (account name, number, type, bank name, and branch name is required for wire transfer);
    - Government VAT and tax regulation will be applied and will deduct at source as

per Govt. rule;

* + - In case of failure to deliver the final product in due time, 1% of the total agreement amount will be deducted for each day of delay in submitting the report beyond the closing date of the agreement;
    - The selected firm will abide by other terms and conditions of Suchana.

# **BID SUBMISSION**

The bidder should submit Technical and Financial Proposals in two separate envelops enclosed in one packet by the closing date of this tender. The bidder packet should include:

**Cover letter** (maximum one page);

**Technical Proposal** (maximum seven pages) which should include:

* Understanding of the assignment
* Survey methodology including sampling, data collection, and quality control plan, tool development and execution process
* Survey Timeline (breakdown each step of the assignment)
* Reporting outline which includes section, sub-sections, contents as well as data analysis and findings presentation technique under the respective section
* Evidence of relevant survey experience of the consultancy firm;
* Profiles/ resumes of the personnel/experts (including all personnel for data collection,

data entry, database management, and data analysis) to be involved in the assignment must be included in the annex;

* The evidence of appropriate legal affiliation/entity.

**Financial Proposal** (maximum one-page): detail breakdown of cost estimates for services rendered. This should include, but not be limited to: human resources cost, and accommodation and living costs; transport cost, stationeries, and supplies needed for data collection and reporting.

Interested firms/organizations should submit their proposals to the procurement unit, iDE Bangladesh through email to: [bangladesh.procurement@ideglobal.org](mailto:bangladesh.procurement@ideglobal.org) by 4:30 PM on 03/08/2020.

**Annex-1: List of performance indicators**

|  |  |
| --- | --- |
| **Performance Indicators** | |
| 1 | % of registered BHHs accessed quality inputs from private sectors |
| 2 | Satisfaction rate of BHHs on input quality |
| 3 | % of BHHs are member of savings group introducted by SUCHANA (e.g. VSLA) |
| 4 | % of BHHs linked to output buyers |
| 5 | Satisfaction rate of BHHs regarding access to output market (Reasons for satisfaction/dissatisfaction regarding access to output market) |
| 6 | % of BHHs with home garden |
| 7 | % of BHHs adopting climate resilient livelihood options |
| 8 | % of BHHs adopting good production technology |
| 9 | Average volume/number of production per season per BHHs |
| 10 | Level of satisfaction on production and reasons behind change in production |
| 11 | % of BHHs increased sales volume/number per season |
| 12 | % BHHs generating profits or increased IGA asset value from income generating activities (IGA)s (only for 100,000 IGA beneficiaries) (Disaggregated by on-farm and off-farm and IPs) |
| 13 | % of BHHs increase in income |
| 14 | % of women in the HH consuming 5 or more food items |
| 15 | % of children 6-23 months of age who had minimum acceptable diet (MAD) |
| 16 | Household Dietary Diversity Score (HDDS) |
| 17 | % of BHHs using safe water for drinking and cooking purposes |
| 18 | % of BHHs using safe latrine |
| 19 | % of women buy inputs from the market directly |
| 20 | % of women sales their produces in the market directly |
| 21 | % of women make decision on IGA expenditure |
| 22 | % of women make decision on selling produces |
| 23 | % of women have control over income |
| 24 | % of BHHs received vaccination/treatment services from local service providers (Disaggregated by HFP and IGA-livestock, poultry, aquaculture and IPs) |
| 25 | Average mortality rate reduced per BHHs in last six months |
| 26 | Percentage of food insecure households according to Household Food Insecurity Access Scale (HFIAS) |

**Annex-2: List of MSC indicators**

|  |  |  |
| --- | --- | --- |
| **Performance statement** | **Indicators** | **Unit of analysis** |
|
| **SCALE** |  |  |
| MSC-1  HHs (Suchana and non-Suchana) accessing services of an LBA | # of customers accessing services from an LBA (Local Business Advisor)/Agri entrepreneur | Customers |
| **AUTONOMY** |  |  |
| **MSC-2**  Suchana IGA BHHs adopt/continue using improved production technologies without project support | % of BHHs who have adopted at least one improved production technology and used for a minimum of two production cycles | BHHs |
| **MSC-3**  Project supported market actors with improved business performance | % of project-supported market actors applying improved business skills | Market actor |
| **RESILIENCE** |  |  |
| **MSC-4**  Suchana BHHs are able to recover from damage to crops or assets due to climatic or economic shocks | % of BHHs who have accumulated savings or assets equivalent to 6 months of living expenses | BHHs |
| **MSC-5**  BHHs linked to multiple market actors/service providers performing the same function in the local market system | Multiple market actors/service providers performing the same function for BHHs within the same union | BHHs |
| **INCLUSIVITY** |  |  |
| **MSC-6**  Improved access to markets for women | % of women with access to markets | Women of in-direct BHHs |
| **MSC-7**  Market actors reaching non-Suchana women and vulnerable market segments | % or # of project-supported market actors reaching non-Suchana i) women or ii) clientele considered "very poor" | Market actor (Customers) |
| **Sustainability** |  |  |
| **MSC-8**  Suchana BHHs consistently increase their livelihood asset base and/or invest revenue from production back into their businesses | % of BHHs that have invested back into their business in last 2 consecutive seasons | BHHs |

**Annex-3: Survey implementation schedule**

|  |  |  |  |  |  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| # | Activity | August | | | Sept | | | | Oct | | | |
|  |  | W-2 | W-3 | W-4 | W-1 | W-2 | W-3 | W-4 | W-1 | W-2 | W-3 | W-4 |
| 1. | Evaluation of proposals & signing contract |  |  |  |  |  |  |  |  |  |  |  |
| 2. | Review and finalization of tools |  |  |  |  |  |  |  |  |  |  |  |
| 3. | Inception reporting |  |  |  |  |  |  |  |  |  |  |  |
| 4. | Enumerator training |  |  |  |  |  |  |  |  |  |  |  |
| 5. | Data collection |  |  |  |  |  |  |  |  |  |  |  |
| 6. | Preliminary findings sharing |  |  |  |  |  |  |  |  |  |  |  |
| 7. | Draft report submission |  |  |  |  |  |  |  |  |  |  |  |
| 8. | Suchana feedback on report, Syntax file and database |  |  |  |  |  |  |  |  |  |  |  |
| 9. | Final report submission (with datasets) |  |  |  |  |  |  |  |  |  |  |  |
| 10 | Final presentation |  |  |  |  |  |  |  |  |  |  |  |

**Annex-4: Qualitative topics to be explored**

* + - Product supply chain scenario of improved products and services
    - Satisfaction on the access to backward and forward market
    - Satisfaction on the yield using improved products and services
    - Business performance and challenges of the market actors
    - Quality of services delivered by the local market actors
    - Resilience technology and shocks coping strategy
    - Social protection
    - Changing the consumption behavior
    - Government’s level of engagement with Suchana and suggestions to improved program performance