



Rural Microenterprise Transformation Project (RMTP)

Terms of Reference (TOR) for Conducting an End line Evaluation

On

Value chain sub-project titled “Production and Marketing of Safe Fish & Fish Product”

1. About the organization

Manab Mukti Sangstha (MMS) is a rights-based development and humanitarian organization that has been working since 1984. It originated in the riverine Char areas, focusing on supporting Char and other underprivileged communities. Over the years, MMS has implemented a wide range of programs including Climate Change Adaptation and Disaster Risk Reduction (CCA-DRR), climate-resilient fisheries, agriculture and livestock, entrepreneurship development, women’s leadership and empowerment, and the promotion of the rights of marginalized communities. The organization also emphasizes child protection and rights, health and nutrition, WASH, education, food security, social security, human dignity, humanitarian assistance, and institutional capacity building—both at the grassroots level and within the organization itself.

Currently, MMS is working in Sirajganj, Tangail, and Pabna districts—among the most disaster-prone and poverty-stricken areas in northern Bangladesh. Since its inception, MMS has remained a steadfast presence in these regions, guided by its vision of establishing a discrimination-free, climate-resilient society. The organization is dedicated to its mission of advancing socio-economic development by empowering people and building climate-resilient communities.

MMS is initiating an endline evaluation to assess the present status of its project through the engagement of an individual consultant or firm. The evaluation aims to provide a comprehensive overview of the project activities. This assessment will help identify the changes resulting from project interventions and track the progress made.

2. About the Project

The project titled Production and Marketing of Safe Fish & Fish Product titled value chain sub-project jointly financed by Palli Karma-Sahayak Foundation (PKSF), the International Fund for Agricultural Development (IFAD) and Danish International Development Agency (DANIDA), has been implemented in 03 Upazilas of Sirajganj district by the Manab Mukti Sangstha (MMS)”. The sub-project will work to increase income, ensure food security and improve family nutrition of marginal, small farmers and micro entrepreneurs engaged in the backward and forward market in the fisheries sector. The sub-project will also work on value addition at various levels, expansion of financial services for enterprise development, and strengthening of the institutional framework for the development of safe fish & fish products of the value chain. Efforts will be made to scale up and expansion of enterprises through efficient production methods and strong market linkages of marginal and small farmers. Through the implementation of the sub-projects, the participants will be supported to adapt the modern fish production technologies, link quality input suppliers, avail technical assistance with local service providers, effective market linkages for value-added fish products, farm, and product certification, use IoT and AI throughout the value chain, traceability, etc.

The value chain analysis of the sub-sector has been undertaken while taking up the sub-project. The study found several constraints to the development of the fisheries sub-sector, the problems in the project area are - quality concerns & the high cost of commercial feed and import dependency on feed ingredients and aqua-



medicine; less or no demand for probiotics, tea seed cake, etc. in the local market, the quality concern of supplied fry/fingerlings/PL; lack of knowledge about permitted and restricted inputs, safe dose and withdrawal periods for different chemicals; lack of knowledge on Good Aquaculture Practices (GAqP); tendency to use low quality & low-cost inputs and habituated to use banned chemical pesticides in culture pond; lack/ weak linkages among the producers, input suppliers, service providers, and traders; lack of entrepreneurship for producing value-added fish products and marketing; no idea of creating brand image of products, packaging, and certification of products; lack of ICT & financial services; no formal market system for safe fish supply and so on. Working to solve the problems mentioned in the project area will increase the sales of safe fish and value-added fish products.

3. The Project results

The consultant should follow the project's logical framework to get a clear understanding of the project; cross-section of the logical framework is necessary to carry out the endline as it is a prime requirement of this assignment. The following are the project results-

3.1 Goal

To increase the income of small and marginal fish farmers and small entrepreneurs and ensure food security and develop family nutrition.

3.2 Development Objectives

- a) To Increase the income of entrepreneurs through safe fish production and marketing.
- b) To increase the income of entrepreneurs through production and marketing of processed fish products.
- c) To Increasing the use of safe fish farming equipment and modern farming technology at the local level.
- d) Creating production and market systems keeping in mind environment, safe and nutritious food and climate change issues; And to increase the participation of women; and
- e) Youth in the initiative.

3.3 Outcome

Fisheries related enterprises will grow in a strong and sustainable manner with modern production (semi-intensive and intensive farming) methods, adoption of Good Aquaculture Practice (GAqP), internationally recognized safety standards, traceability, market development/connectivity etc. That is, through the implementation of sub-projects-

- a) Among the project entrepreneurs, 40% of entrepreneurs will produce safe products through quality materials, advanced technology or Good Aquaculture Practice (GAqP).
- b) The 10% production group will conduct institutional/contractual business with government or private larges market/buyer.
- c) About 35% of the entrepreneurs will adopt environment-friendly and climate tolerant farming methods.

3.3.1 Immediate result:

- a) The 7,000 members got Introduced to the fish producing team.
- b) 70% of the project associated families have been provided with services to improve the nutrition of their families.
- c) At least 350 small entrepreneurs/manufacturing team members have been trained in IGA or Business Management.

- d) 20 master trainers have been trained on Good Aquaculture Practices (GAaP) and Development of HACCP protocol.
- e) Training has been imparted to 4875 farmers on Good Aquaculture Practices (GAaP).
- f) Incentive allowance has been provided to 100 local service providers for providing technical services.
- g) 500 small entrepreneurs have been ensured to get the necessary business development services from various public and non-government organizations.

4 Purpose and Scope of the Endline Evaluation

4.1 Purpose of the Evaluation

The endline evaluation will measure the changes about providing social, economic, nutrition and environmental data at the end of the project. Further the endline evaluation will assess the performance of the sub-project, and capture the Project's achievements, challenges, best practices, key lessons, and recommendations to improve future projects implementation. It will also be a significant advocacy document for further Project improvements, strategic planning and policy making in the arena of Value chain project implementation. The study acts as an accompaniment to the quantitative and qualitative data that is also recommended when implementing a project for the first time at the beginning of the project. This should help to identify any major issues and provide some insights into the opinions of the project participants.

The evaluation will be done based on the indicators of the project logical framework to identify the appropriate changes and impact during the project phase. The study will explore the income increase of the participants, and the specific engagement of women in the project and define the role of women in decision making process including their nutrition intake status.

4.2 Scope of the study / evaluation

The evaluation will be conducted in the three targeted upazilas of Sirajganj district — Ullapara, Tarash, and Rayganj Upazila at a point in time when almost all of the project activities have been implemented and a significant percentage of the funding has been spent. The results of the end line evaluation will be helpful for future value chain project planning, implementation, monitoring and evaluation of POs and PKSf. The evaluation findings and results will also be used by the stakeholders or change agents who are involved with this project and implementing value chain interventions. The end line evaluation will follow value chain characteristics mentioned in PDR developed by IFAD. The findings of the study will also be compared between endline and baseline study results focusing on the project indicators.

Moreover, the evaluation will encompass all targeted upazilas and unions under the sub-project, ensuring representation of diverse geographic and socio-economic contexts. It will adopt a value chain lens to assess improvements in backward and forward market linkages, adoption of Good Aquaculture Practices (GAaP), safety standards, traceability systems, and engagement of private sector partners. The study will also examine thematic areas such as gender and youth participation, nutrition improvement, climate resilience, environmental safeguards, entrepreneurship development, and access to financial services.

Stakeholder perspectives will be incorporated through engagement with producers, local service providers, traders, processors, and relevant government agencies to evaluate coordination, collaboration, and capacity-building outcomes. The assessment will also explore the sustainability of interventions, including the continuation of improved production practices, market linkages, and institutional capacities of POs and PKSf beyond the project's lifespan.

5 Endline Evaluation objectives and Criteria

5.1 Endline Evaluation objective

The Endline Evaluation will be conducted for the following objectives:

- To evaluate the positive change to increase production/sales/profit/income of the participants for the project intervention.
- To evaluate whether the Project delivered effective, efficient, relevant and timely activities to the targeted participants/beneficiaries as set in the project workplan.
- To evaluate the present condition of the project indicators, participants' knowledge attitude and practice in comparison with baseline study (log-frame indicators).
- To prepare a value chain existing map and make a profile of Fisheries value chain in the respective district and identify the changes.
- Explore if the coordination and collaboration changes among value chain actors (in compare with baseline study).

5.2 Evaluation Criteria Following are some standard questions that will need to be adjusted with the successful firm/consultant's team, in agreement with the Evaluation Management Team, at the stage of the inception report.

5.2.1: Relevance and Appropriateness

- To what extent does the project meet the outcomes and impacts articulated in the proposal?
- Are the activities and outputs of the project consistent with the overall goal?

5.2.2: Efficiency

- To what extent whether the project have utilized funding as per the agreed work plan to achieve the projected targets?
- To Assess the quantity, quality and timeliness of the project delivery including planning, implementation, monitoring, and reporting as per the project.
- To assess the input versus output ratio for planned project deliverables.
- How efficient was the delivery of the project in terms of implementation of its interventions, sharing information and learning among the stakeholders/value chain actors?

5.2.3: Effectiveness

- To what extent do the planned objectives in the logical frame of the project were reached and delivered timely activities to the targeted participants and targeted stakeholders as per the indicators to match with the project goal?
- To what extent is the performance of the project with reference to qualitative and quantitative achievements of outputs and targets as defined in the project?
- What types of opportunities for collaboration between participants and other stakeholders/value chain actors?
- To what extent the project mainstreamed women empowerment and decision making?

5.2.4: Coverage

- Were the participants/beneficiaries and targeted stakeholders reached as per the project indicators and targets?
- To what extent were the beneficiaries, especially, the women and young engaged and reached to the project?

5.2.5: Impact

- To what extent do the activities bring positive changes to increase production/sales/profit/income of the participants? What are the changes among the beneficiaries and targeted stakeholders?
- To what extent does coordination and collaboration increase among participants, PO, Private Sector, and other stakeholders?
- To what extent do the participants build their capacity operating their enterprises?
- To what extent do the participants change their economic condition through the support of the project?
- To what extent do the participants receive the loan and how they are used?

5.2.6: Sustainability and connectedness

- Assess the sustainability of the project interventions in terms of the project indicators.
- Analyze the likely trends for project impact on the family income, nutrition, environment, gender and other issues.
- To what extent are the capacities of the different stakeholders including POs/PKSF built by the project?

5.2.7: Quality Standard

- Any activities that aim to address the specific needs, protection risks, vulnerabilities and priorities of women and young?
- Does the operation mentioned how vulnerable men and women of all ages and backgrounds were involved in the design, implementation and evaluation of the operation?

6 Study management

6.1 Supervision and management of the study

A supervision team shall be formed with active participation from both PO's VCF and Focal Person. Other relevant people from PO/PKSF shall also provide (need-based) feedback in the report.

6.2 Coverage of Study

The end-line evaluation shall cover whole working area of the sub-project. Working area details are given below:

SL	Name of District	Name of Upazila	Union Name
01	Sirajganj	Ullapara	1) Bangala 2) Bara Pangashi 3) Hatikumrul 4) Purnimaganti 5) Ramkrishnapur 6) Salanga 7) Salap 8) Udhunia 9) UllahPara
02		Rayganj	1) Dhamainagar 2) Dhubil 3) Ghurka 4) Nalka 5) Royganj Paurashava 6) Sonakhara
03		Tarash	1) Deshigram 2) Madhainagar 3) Magurabinod

SL	Name of District	Name of Upazila	Union Name
			4) Naogaon 5) Saguna 6) Tarash 7) Tarash Paurashava

7 Methodology

As part of the contract, the selected consultant/consultants shall provide a complete and detailed methodology of conducting the survey, which shall include timeframe, research tools, methods, sample size and any other relevant segments to be used by the consultant.

7.1 Quantitative Data Collection:

The consultant will design the questionnaire for quantitative survey based on the logical framework of “Production and Marketing of Safe Fish & Fish Product titled value chain sub-project” and share with “project” team before it is finalized, and field tested. The data collection modality, either paper or mobile based, need to be agreed with the team prior to application. Manab Mukti Sangstha (MMS) will provide necessary information and support to connect with relevant shareholders and administration.

The consultant will propose an appropriate methodology for carrying out the work and fulfilling the objectives of the study. The methodology should follow the standard statistical method. The consultant will design appropriate methodology that will ensure that the objectives of the study are fully met in a timely and efficient way. The consultant will be required to elaborate a detailed Endline design and methodology as part of their Work plan. The Endline study will be conducted in the project areas following appropriate, applicable statistical sampling procedures. However, the sample size could be finalized after discussion with the project professionals. A detailed approach and methodology to conduct the Endline study should be suggested by the consultant in compliance with the goal, objective, and log-frame of the sub-project. The Endline design document should include a series of data collection instruments.

7.2 Control Group Quantitative Data Collection:

The consultant will collect at least 20% of the control group for quantitative data. This 20% sample will be taken from the final sample size of the population. Example: The calculated sample size is 384 using standard sampling methodology, with 20% being 76.8, which could be rounded to 80. So, the total sample size will be 464 (Treatment 384+control 80). Sample should be taken from men and women according to the sub-project population ratio.

7.3 Nutrition Data Collection:

The consultant will collect nutrition data following the MDD-W (Minimum Dietary Diversity for Women) for only women FAO guidelines to meet the need for nutrition-related indicator/s.

7.4 Gender and Social Inclusion Data Collection:

The consultant will collect the Gender and Social inclusion data following the project target such as young (age group 18-35) participation, women participation, women empowerment and women participation in family decision making.

7.5 Qualitative Data Collection:

The qualitative part will allow verifying the perceptions and knowledge of the beneficiaries in the project area. Qualitative data should be made in such a way that they reflect and strengthen the data driven from the quantitative survey and also complement the indicators whose results could not be driven from the quantitative survey. The following should be done:

- Focus Group Discussion (FGD) with men producers' groups
- FGD with women/mixed producers' groups
- In-depth Interview (IDI) with successful Entrepreneur (Including 2 women and 1 young individual)
- Key Informant Interview (KII) with LSP/as per need from input to consumers
- KII with private sectors
- KII with PO Management
- KII with district and Upazila level government officials
- KII with VCPM (Over Phone)
- Case Study/Success Stories (At least-5)
- Triangulation of information gathered during the quantitative and qualitative research is crucial in this study, with reflection on how the findings relate to the secondary documentation.

The logical framework of project, from which the indicators are to be driven, is given as an annex inside the ToR.

8 Duration of the study and schedule of the reports

The total duration of the assignment will be 75 days. A detailed implementation plan will be agreed upon in consultation with the PO, however, it is anticipated that the inception report should be submitted within 15 days upon signing the contract. The draft report of the study should be submitted by the consultant within 45 days, and a presentation on the draft report should be given to Manab Mukti Sangstha (MMS) within 75 days after signing the agreement.

9 Quality and Ethical Standards

The consultant hired should take all reasonable steps to ensure that the End line study is designed and conducted to respect and protect the rights and welfare of people and to ensure that the End line study is technically accurate, reliable, and legitimate, conducted in a transparent and impartial manner, and contributes to organizational learning and accountability.

- a. Utility: The End line Evaluation must be useful and will be used by PO/PKSF.
- b. Feasibility: The End line Evaluation must be realistic and managed in a cost-effective manner.
- c. Ethics & Legality: The End line Evaluation must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved.
- d. Impartiality & Independence: The End line Evaluation should be impartial, providing a comprehensive and unbiased assessment that considers the views of all stakeholders.
- e. Transparency: The Endline Evaluation activities should reflect an attitude of openness and transparency.
- f. Accuracy: The Endline Evaluation should be technically accurate, providing sufficient information about the data collection, analysis, and interpretation methods so that its worth or merit can be determined.
- g. Participation: Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.
- h. Collaboration: Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.
- i. Cross-cutting issues: The Endline Evaluation activities should reflect the projects' cross-cutting issues such as Nutrition, Gender, Climate Change, and Environment, also reflect it in this report.

10 Key Deliverables

- a) **Inception Report:** 15 days after signing the contract, a detailed report on the consultant's proposed final Endline design and methodology will be submitted to PO/PKSF for approval. This will provide preliminary understandings based on document review, rationale, and a detailed description of the methodology and tools, analytical methods, and detailed work plan for the entire exercise. Any draft questionnaires or interview forms will also be submitted for review at this stage.
- b) **Sample Frame:** A detailed determination of sample size and sampling frame using statistical tools and formula.
- c) **Endline survey questionnaire** (for the quantitative part) and Checklist (for the qualitative part) to capture all required data and information of the study.
- d) **Interview Notes and List of Resource Documents:** The Consultant will provide summaries of all key meetings, and discussions conducted during the endline and copies of any relevant documents and reports gathered during the evaluation (timeline).
- e) **Summary Presentation of Findings:** The Consultant will present initial findings to PO for review, comment, and feedback by (timeline). A PowerPoint presentation and handout (maximum of two pages) will be prepared for the presentation through a workshop to the project stakeholders, preferably via an online platform. The Consultant will consider PO and stakeholder comments and revise the draft report as appropriate.
- f) **Findings brief:** The Consultant should provide a brief of the findings corresponding to the objectives of the evaluation that can be widely circulated. The brief of the study could be within three pages.
- g) **Indicator Table with Value:** The Consultant will provide an indicator table including the values and make comparison with baseline study including the % of progress (Indicator progress table Baseline Vs Endline and Control Group status).
- h) **Final Database:** The consultant should review, recheck and finalize the data set before starting the final analysis. The final database should be handed over to Manab Mukti Sangstha (MMS)" management along with the final report.
- i) **Draft report:** A draft report identifying key findings based on facts with conclusions, recommendations, and lessons for the current and future operation, will be submitted by the consultant within 10 days after field data collection.
- j) **Final report:** The final report will contain a short executive summary (not more than 1,000 words) and a main body of the report (not more than 10,000 words) covering the background of the intervention evaluated, a description of the evaluation methods and limitations, findings, conclusions, lessons learned, recommendations and action points related to these. The evaluation findings should be presented in outcome wise and outcomes and further analysis under evaluation criteria. The specific recommendation should be made based on specific thematic of women and young involvement in value chain development. Recommendations and action points should be SMART. The report should also contain appropriate appendices, including a copy of the ToR, cited resources or bibliography/reference, a list of those interviewed and any other relevant materials. The final report will be submitted one week after receipt of the consolidated feedback from Manab Mukti Sangstha (MMS). The consultant will submit 5 hard copies of final report to PO.
Last but not the least, the report should be conspicuous and lucid for readers of all levels.
- k) **Case Studies:** To highlight stories of success in the field and include it in the final report.

All products arising from this evaluation will be owned by RMTP/PKSF. The evaluators will not be allowed, without prior authorization in writing, to present any of the analytical results as his/her own work or to make use of the evaluation results for private publication purposes.

I) Data Set: The consultant will submit the final data set to the PO in Excel and SPSS.

The draft and final reports will be submitted to Evaluation Management Team (PO/PKSF), who will ensure the quality of the report providing input if necessary. The Evaluation Management Team will submit the report to the key stakeholders interviewed for review and clarifications. The Commissioner will oversee a management response and will ensure subsequent follow-up.

The Final Report will sketch with the following headings:

- a. Acknowledgements
- b. Acronyms
- c. Glossary
- d. Executive Summary
- e. Indicator Table with Value (Endline Vs Baseline and control group status of project log-frame)
- f. Introduction/Background
- g. Rationale and Objectives of the End Line Evaluation
- h. Scope of the End Line Evaluation
- i. Evaluation Methodology
- j. Findings and Discussion (as per evaluation criteria)
- k. Recommendations
- l. Conclusion and lessons learned
- m. References
- n. Annexes, including:
 - a. Case Study/Success Stories
 - b. Scope of Work
 - c. Data collection tools
 - d. Key data sets, including interview transcripts
 - e. List of key informants
 - f. Cited resources or bibliography/reference
 - g. List of those interviewed
 - h. Other relevant materials

11 Accountability and Communication Network

The ownership of the output of this assignment belongs to RMTP/PKSF and shall be utilized for the defined purposes of the Project. The consultant will ensure confidentiality of all information obtained during the assignment and related to the projects mentioned above. All data and materials in soft and hard copies remain the properties of RMTP and are to be returned to Manab Mukti Sangstha (MMS) at the end of the assignment. The use of the data remains the sole right of RMTP and any usage of data without prior approval from the PKSF shall be held illegal.

12 Responsibility and Competence

The consultant agrees to comply with all professional tasks with the rules and regulations of RMTP. Either party can cancel this agreement within a 7-day written notice. RMTP team can terminate the agreement without notice and payment in the following cases:

- If the consultant cannot fulfil the requirements and the agreed deadlines
- If the consultant cannot submit the deliverables within the time specified in the mandate
- If the quality and standards of the work fail to meet reasonable standards that have so been communicated in writing.

13 Required Qualifications

Qualification	Required	Preferred
Proven experience of conducting endline evaluation of a Agre- business Project	<input checked="" type="checkbox"/>	
Demonstrated experience from involvement in a Value Chain Project	<input checked="" type="checkbox"/>	
Demonstrated experience of working with Gender		<input checked="" type="checkbox"/>
Demonstrated experience of working with Nutrition		<input checked="" type="checkbox"/>
University degree at post-graduate level in Social Science/ Agriculture /Fisheries/ Statistics or other relevant subject	<input checked="" type="checkbox"/>	
Strong analytical skills and ability to clearly synthesize and present findings, draw practical conclusions, make recommendations and to prepare well-written reports in a timely manner	<input checked="" type="checkbox"/>	
Excellent in English and Bangla writing and presentation skills	<input checked="" type="checkbox"/>	
Immediate availability for the period indicated	<input checked="" type="checkbox"/>	
Experience working with Mobile based Data collection		<input checked="" type="checkbox"/>

14 Consultant requirements

The Consultant should have previous working experience in providing such kinds of services. Should have expertise in the said Sub-Sector/s, Agriculture/DVM/Fisheries, and micro-enterprise. The enumerators of this study will be hired by a consultant/consulting firm. The expected qualifications of the independent consultant are given below:

- Education (20 marks):** He/she should have a minimum Master's Social Science/Agriculture/DVM /Fisheries/Statistics, PhD will be an additional advantage. Global GAP assurer/trainer will get preferences.
- Experience (30 marks):** The consultant should have 10 years of working/research experience in agricultural sector. Research experience in environmental sustainability, economic viability, micro-enterprise development, nutrition, sectoral policy review/analysis, and value chain development will add additional value. Experience in evaluating any projects/sectoral study funded by IFAD/World Bank/ADB/DANIDA and/or any other UN agencies will prefer.
- Publication (20 marks):** The consultant should have at least 3 publications in an international/national journal or at least 3 module development experience in national fisheries sector. However, Value Chain sectoral publications will be given high preference for the selection of the consultant.



- d) Familiarity (10 marks):** Familiarity with the following areas: a) Environment & Climate Change, b) Micro and small enterprise, c) livelihoods d) employment, e) pro-poor development, f) gender and nutrition. (NB: field level working experience will be considered as expertise)
- e) Language (10 marks):** Excellent writing and oral communication in English is required.
- f) Computer Literacy (10 marks):** MS Word, Excel, PowerPoint, SPSS/Strata.

15 Proposal submission:

The proposal should include the following six items.

- i. **Cover letter:** Clearly summarizing Consultant experience and competency as it pertains to this assignment
- I. **Technical proposal:** Not exceeding eight (08) pages expressing an understanding and interpretation of the ToR, the proposed methodology, relevant experience and time and activity schedule.
- II. **Financial proposal:** Itemizing estimated costs for services rendered (daily consultancy fees), accommodation and living costs, transport costs, stationery costs, and any other related supplies or services required for the review in BDT and modality of payment. Please also attach a TIN/Registration Certificate.
- III. **Detailed CVs** of all professionals who will work on the process. CVs of proposed study team (will add additional value), please attach a table describing the level of effort (in number of days) of each team member in each of the evaluation activities.
- IV. **Professional references** are needed to provide two or three references from your previous clients.
- V. **A short example from previous End line Evaluation** report (value chain preferred) that is relevant to this work (5-7 pages).

(Application materials are non-returnable, and we thank you in advance for understanding that only short-listed candidates will be contacted for the next step in the application process and the selection panel does not have the ability to respond to any requests for application feedback. Please take note that expressions of interest that do not cover these requirements will not be considered.)

Application Procedure: Please email complete applications to igpmms@gmail.com and sojib.ku.fmrtp@gmail.com.

Deadline for Application: The application deadline is “02 September 2025”.

Interested individuals will provide a technical proposal. The total budget is **BDT 2,85,000 TK.**, which includes consultancy fees, field data collection, and other necessary costs. The Tax will be deducted at source as per the government rules. Interested consultants are invited to submit their technical proposal along with a detailed CV (Given Format) and one page of cover letter by (timeline). The partner organization will form a review committee to analyze the applications, shortlisting, and interview, select the firm/individual and execute the deed of contract.

16 Payment

The PO will pay the cost of the study to the assigned firm subject to the completion of all deliverables and reports acceptance of “Manab Mukti Sangstha (MMS)” by deducting TAX at source as per the Government rules. Payments will be made based on the following percentages and milestones:

- a) 1st Payment (20% of total contract value): The 1st payment will be made upon submission and acceptance of the inception report by “Manab Mukti Sangstha (MMS)”.



- b) 2nd Payment (40% of total contract value): The 2nd payment will be made upon submission and acceptance of the draft report by “Manab Mukti Sangstha (MMS)”.
- c) Final Payment (40% of total contract value): The final payment will be made upon acceptance of the final report by Manab Mukti Sangstha (MMS)”.

17 Timeframe

The study shall be conducted expectedly in **2 Month (01 October-30 November 2025)** from start of the study and is scheduled to preferably start in the **01 October 2025**. The consultant will submit the final report at the latest by **30 November**. The timeline will be finalized as agreed by the consultant and PO.

18 Disclaimer

The PO reserves the right to amend the terms of reference at any time as required upon mutual discussion with the consultant. The PO reserves the right to terminate the contract at its sole discretion in case of non-compliance of the terms and conditions that will be finally agreed. The consultant will never use this Endline Study information for his/her own needs. If it requires, the consultant must take prior permission from the concerned PO.

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