

## TERMS OF REFERENCE

### Training for district and *Upazila* level government officials of the Directorate General of Food (DG Food) and the Department of Women Affairs (DWA) on quality assurance, inspection and monitoring of fortified rice

#### 1. Background

Anemia is one of the biggest public-health problems in Bangladesh. In 2015, International Centre for Diarrhoeal Disease Research, Bangladesh (icddr,b) conducted a survey among the beneficiaries of the Vulnerable Group Development (VGD) program in five *upazilas* of Bangladesh which found that 39% women of reproductive age (WRA) are anemic<sup>1</sup>. The loss in economic productivity due to anaemia alone contributes to 7.9% of gross domestic product (GDP) in Bangladesh.<sup>2</sup>

The Government of Bangladesh (GoB) has adopted rice fortification under the “National Strategy on Prevention and Control of Micronutrient Deficiencies, 2015 – 2024” as one of the actions to address micronutrient deficiencies through mainstreaming fortified rice through GoB safety net programs and open market sale, rationing etc. Bangladesh Standard and Testing Institute (BSTI) under the Ministry of Industries - the main enforcing agency of the government has adopted the Bangladesh standard for fortified rice which consists of six essential vitamins and minerals (Vitamin A, Vitamin B1, Vitamin B12, Folic Acid, Iron and Zinc) formulated in accordance with the WHO guidelines and the micronutrients requirements of the population of Bangladesh.

The scaling up rice fortification is currently being implemented by the Ministry of Food (MoFood) and Ministry of Women and Children Affairs (MoWCA) with support from NI and WFP; the private sector rice millers are promoting fortification and distribution of rice through selected government platforms. This collaboration has resulted in production and distribution of fortified rice within two of the largest government social safety nets, the Vulnerable Group Development (VGD) program and the Food Friendly Program (FFP). At present, the distribution of fortified rice under VGD program is being implemented in 110 *upazilas* (sub-division) and FFP in 110 *upazilas* in 64 districts.

At this expansion stage, there is a need to increase the capacity and enhance skills of government officials on quality assurance, inspection and monitoring of fortified rice in all 64 districts Food Offices (District Controller of Food, Technical Inspectors, *Upazila* Controller of Food) and Women Affairs Offices (Deputy Director/ District Women Affairs Officer and *Upazila* Women Affairs Officer).

In this regard, NI would like to organize training programs in all eight divisions for the relevant officials to enhance their knowledge on rice fortification and understand role of the participants in effective quality assurance, inspection and monitoring of the rice fortification program. A total of 18 workshops will be conducted, with each workshop being conducted over 2 days in 6 divisions and 3 days in 2 divisions to ensure that all the Covid guidelines as per the Ministry of Health are followed. The workshop will be conducted by resource persons from government agencies, WFP and NI.

NI proposes to hire services of an agency to provide logistic support for organizing the workshops. The sections below include the details and preparations required for the workshops.

#### 2. Objectives

The broad objective of these training programs is to increase the capacity and enhance skills of district and *upazila* level officials from the DG Food and DWA on quality assurance, inspection and monitoring of fortified rice for effective implementation of rice fortification program.

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<sup>1</sup> Effectiveness of Micronutrient-fortified Rice on Anaemia and Empowerment of Women Under the Government's Vulnerable Group Development Safety-net Program, Centre for Nutrition and Food Security, icddr,b, 2014

<sup>2</sup> Helen Keller International. Bangladesh: the burden of anaemia in rural Bangladesh: the need for urgent action. Dhaka: Helen Keller International; 2006. p. 4. (Nutritional Surveillance Project bulletin no. 16)

### 3. Training outcomes

Increased capacity and enhance skills of district and *upazila* level officials from the DG Food on

- (i) quality assurance, inspection and monitoring of fortified rice during production and distribution for effective implementation of rice fortification program;
- (ii) effective monitoring, field level coordination and implementation of the rice fortification program;
- (iii) managing proper supply chain, playing active role in monitoring and distribution of fortified rice to the target population;

### 4. Scope of Work

Facilitate the above-mentioned training programs, NI is planning to deploy a reputed agency to arrange necessary logistical amenities for conducting the workshops.

Table: Division wise number of participants

Participant	Rangpur	Rajshshi	Khulna	Barishal	Mymensingh	Dhaka	Chattogram	Sylhet	Total
DC Food	8	8	10	6	6	11	10	5	64
Dist. Women Affairs Officer	8	8	10	6	6	11	10	5	64
Technical inspector	8	8	10	6	6	11	10	5	64
<i>Upazila</i> Controller of Food	17	25	25	17	21	30	37	20	192
<i>Upazila</i> Women Affairs Officer	11	16	12	10	12	25	16	13	115
Total	52	65	67	45	51	88	83	48	499

The agency will be responsible for the following tasks:

- (i) Develop appropriate program agenda in consultation with NI;
- (ii) Organization of all physical and logistical amenities including venue, food etc.;
- (iii) Follow-up with guests, resource persons and participants for their presence;
- (iv) Venue and logistics management including arrangement of audio system, preparation of banners, printing of workshop materials in consultation NI;
- (v) Payment of allowances to the participants, guests/ resource persons from govt. departments as per approved budget;
- (vi) Ensure that all the covid related guidelines as directed by the Ministry of Health are followed, including availability of hand sanitizers, ensuring proper physical distancing during the workshop;
- (vii) Workshop completion report writing, submission of final report with addressing NI's feedback;

### 5. Deliverables

- (i) Workshop completion report reviewed and approved by NI;
- (ii) Attendance with gender segregated number of participants due within 14 working days after completion of all workshops;
- (iii) Printed photographs of workshops (one set), soft copy of all photos;
- (iv) Financial report as per prescribed format;

### 6. Role of NI

- (i) Support the agency in its coordination with the Regional Controller of Food and any other field level coordination as required;
- (ii) Provide list of participants for each division.

**7. Timeline:** October 2020 to January 2021. All the workshops are expected to be completed by January 2021.

## 8. Requirements for the applicant agency:

Interested agencies should meet the following criteria:

- (i) Experience in conducting similar assignments and a proven track record in organizing such workshops;
- (ii) Previous successful work experience with NI could be an advantage;
- (iii) Experience in working with government particularly with MoFood, DG Food, DWA and development partners;
- (iv) Organizing advocacy and technical workshop/seminar/training with these stakeholders could be an advantage;

## 9. Submission of Proposals

### Technical proposal (not more than 3 pages)

- Description of how the agency will undertake the proposed training including approach/ design and an assignment plan, which entails detailed activities/steps to be taken in order to accomplish the scope of work;
- Summary of the agency's previous work experience and expertise that is relevant to this assignment;
- Anything that the agency would like to share which is relevant to the scope of this assignment.

### Financial Proposal:

- Detailed budget as per the format provided in Annexure I;
- Submit the financial proposal in pdf and excel formats.

- (i) The technical and financial proposal along with all requisite documentation must be received in English by NI no later than 5 PM BST, October 15, 2020;
- (ii) The Technical and Financial Proposal in two separate files put into a covering email specifically indicating the subject line "Proposal on – organize training workshops for district and *upazila* level govt. officials of the Directorate General of Food (DG Food) and the Department of Women Affairs (DWA) on quality assurance, inspection and monitoring of fortified rice" and need to be sent to Saiqa Siraj, Country Director, Nutrition International, Bangladesh (Email ID: [proposalsbangladesh@nutritionintl.org](mailto:proposalsbangladesh@nutritionintl.org));
- (iii) For any clarifications required, please write an email to [proposalsbangladesh@nutritionintl.org](mailto:proposalsbangladesh@nutritionintl.org);
- (iv) Only email bids will be accepted;
- (v) Late proposals will not be accepted under any circumstances. Proposals received after the due date and time will not be considered.

## Annexure I: Budget Template

Sl. No.	Cost Item	Description	Unit No. (Days / persons)	Unit Rate	Total
<b>A Allowances for Guests and participants</b>					
1	Representative from MoFood/ MoWCA/ DG Food/ DWA	Transport, Food and Accommodation Allowances for Guests from Dhaka (for outside division)	14		-
2		Allowances for Guests (for Dhaka division)	6		-
3	RC Food (6 divisions two day and 2 divisions three day workshop)	Allowances for RC Food	18		-
4	Allowance for Base district for DC Food and DD/DWAO	Allowance for base district officials	16		-
5	Allowance for Base district for Technical Inspector		8		-
6	Allowance for DC Food and DD/DWAO from other district	Allowances for District level participants from other district	112		-
7	Allowance for Technical Inspector from other district		56		-
8	Allowance for <i>upazila</i> Controller of Food (UCF)	Allowances for <i>upazila</i> level participants	192		-
9	Allowance for <i>upazila</i> Women Affairs Officer (UWAO)		115		-
<b>Sub Total (A)</b>					-
<b>B Workshop Expenses</b>					
1	Venue	venue rent, decoration, multimedia and sound system			-
2	Food	Morning snacks and lunch for participants and guests			-
3	Banner	Backdrop Banner for each division			-
4	Training Materials, stationeries	Training material, pen, note-book, printing and photocopy			-
<b>Sub Total (B)</b>					-
<b>C Event organizing Team Cost</b>					
1					-
<b>Sub Total (C)</b>					-
<b>D Photography and Reporting</b>					
1	Compiled Workshop completion report				-
2	Photography and Photo Printing	Minimum 20 photos per workshop			-
<b>Sub Total (D)</b>					-
<b>E Total (A+B+C+D)</b>					-
<b>F Service Charge (% of Total Program Cost) on ( E)</b>					-
<b>G Grand Total (E+F)</b>					-

**Notes:** Please share the budget in excel file with calculation;

Tax and VAT applicable (if any) is to be reflected in the budget with clear explanation

Section A: This cost will be provided by NI at the time of finalization of the contract;

Section B: In addition to the participants there will be eight resource persons, their cost should be calculated for the food and training materials and stationeries for each workshop;

Section C: A clear breakdown is essential for understanding the rate and unit, the event team personnel need to have a pre visit for venue, food and logistic preparation and final visit for workshop day.