

TERMS OF REFERENCE FOR SUPERVISING CONSULTANT OF PROJECT WORK AT BOLON DUCK HATCHERY IN GAIBANDHA

1. About Oxfam:

Oxfam is an international confederation of 20 organizations networked together in more than 90 countries, as part of a global movement for change, to build a future, free from the injustice of poverty. Oxfam recognizes the universality and indivisibility of human rights and this form the most basic framework for its work. It believes that all people are rights-holders and that human rights apply to all people equally; and that all duty-bearers, especially states, have an obligation to respect, protect, and fulfil these human rights. For more info: www.oxfam.org

2. Rationale & Background:

“Enterprise Development Programme (EDP) - Bangladesh” is a unique impact investment programme led by Oxfam in Bangladesh under the Economic Justice and Resilience¹ Pillar. A number of small & growing business projects have been running since 2017. EDP provides different technical support to develop the capacity of the selected enterprises in terms of quality, quantity and sustainability of the enterprise through strengthening its finance, administration, inventory management, business operation and facilitates linkages to create an access to finance. In the year 2017 and 2018, OXFAM BD has invested in Bolon Duck Hatchery.

Bolon Duck Hatchery is a rural based private sector business house (duck hatchery), founded in 2007 and is currently engaged in producing and selling ducklings to the duck farmers in Gaibandha and its adjacent districts in Bangladesh. Bolon Duck Hatchery is known as a sustainable enterprise that creates positive social and environmental impact resulting in economic and employment opportunities for marginalized farmers, women and youth.

3. Purpose of the Assignment:

The overall purpose of supervision and monitoring the project is to bring out the best of Oxfam investment into both access to finance facilitation and capacity development at partner enterprise. As the partner enterprise is located quite distant place, it is not practical to monitor the project work constantly to keep everything on track. A supervisory consultant will visit the enterprise 10-12 days per month and generate monthly report on assigned job description and thus keep a strong check on

¹ Oxfam in Bangladesh works focusing in 3 major pillars; 1. Humanitarian Response and capacity building; 2. Economic Justice and Resilience Building; 3. Gender and Women Economic Leadership.

enterprise activities. This will also enable Oxfam to understand the activity trend and future plan with enterprise to explore ideas with focus on beneficiaries.

4. Output and Deliverables:

The output and deliverables of the assignment shall be:

Deliverables/ Outputs	Estimated Duration to Complete	Target Due Dates	Review and Approvals Required
<ul style="list-style-type: none"> ➤ Develop the questionnaire in both Bangla and English in consultation with Oxfam in Bangladesh EDP team ➤ Collect the information data, based on questionnaire of project participant, enterprise under EDP located at Gaibandha. ➤ Coordination and communication with enterprise to ensure the data base. ➤ Create a data base for enterprise. ➤ Support to organize different local (field-level), national event of the programme ➤ Provide necessary support to the EDP team when required. 	270 days	1 July 2019	Methodology to be reviewed and approved by the Oxfam EDP team

*****All the reports arising from this consultancy will be owned by the Oxfam. The consultant will not be allowed, without prior authorization in writing, to present or publish any report or data as his/her own work or to make use of the consultancy purposes.**

5. Duration of the Assignment:

The expected duration of the assignment is based on the deliverables from July to December 2019.

6. Location of the Assignment:

The consultant will be expected to work with the associated group of stakeholders at Bolon Duck Hatchery and nearby areas in Gaibandha District. Oxfam in Bangladesh will tailor full support if need be for any relevant official documents in conducting the evaluation.

7. Qualification and Experiences of the consultant:

7.1 The consultant with graduate or equivalent degree or expert or experienced on managing a wide array of staff members in an administrative role with capacity to attain organizational

goal and handle staff grievances. Working in multi-sectoral fields is a plus. 5-7 years of professional experience with credible track record is required.

- 7.2 Expertise on report generation of day-to-day activities, analyzing the data found at the enterprise and value chain relevant with economic development, income generation and women empowerment.
- 7.3 Excellent communication skills for discussing issues with all manners.
- 7.4 Capacity to work under pressure.

8. Evaluation and selection process:

Interested consultancy individual requires submitting proposal for the work following ToR. Applications meeting relevant qualification, experience will be considered.

The consultancy service provider (gender balanced) will fully be reportable to Economic Justice and Resilience Senior Programme Manager. She/he will work closely with staff of EDP and enterprise.

8.1 Evaluation process

The award of the contract will be made to the consultant whose offer is determined as:

- a) Responsive/compliant/acceptable with reference to this ToR, and;
- b) Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to this solicitation, with the ratio set at 70:30 respectively.

Criteria	Weight
1. Technical	70
1.1 Relevant experience of the firm/organization/Individual	25
1.2 Understanding of the ToR	15
1.3 Appropriateness of methodology in response of the indicators	15
1.4 Quality assurance	10
1.5 Work Schedule	5
2. Financial	30
Total	100

9. Guideline of proposal submission

The expression of interest (duly signed) should comprise with the following sections and given page limit along with sample write-up. Proposal will be accepted preferably in soft copy by mentioning subject line of ToR for "Supervising Consultant at Bolon Duck Hatchery in Gaibandha" by 15/6/19.

Topic	Maximum Page Limit
Technical Proposal	
Cover Page	1 Page
Table of Content	1 Page
Proposed Methodology	2 Pages
Evidence of experience	1/2 Pages
Work Schedule	1 page
Financial Proposal	
Budget detailing out <ul style="list-style-type: none"> · Consultancy days and fees including arranging, organizing meeting with beneficiaries in the said locations. · Travel and accommodation · 15% VAT and 10% Tax (please calculate the total budget with VAT and Tax). 	



· Total amount