**Rural Microenterprise Transformation Project (RMTP)**

**Terms of Reference (TOR) for Conducting an Endline Evaluation**

**on**

**Sub-Project Name: Safe Fish and Fish Products Production and Marketing**

1. **About the organization:**

Padakhep Manabik Unnayan Kendra is a non-governmental leading development and non-bank financial institutions working throughout the country since 1986 contributing to the socio-economic development effort of Bangladesh. During 38 years of journey of change making has served about 12 million beneficiaries with its continuous development journey through **capacity enhancement, market connection-oriented approach and creating appropriate financial choices**. It aims for a world with equity where every potential is empowered to create scalable impact for a sustainable future. At Padakhep, create a synergy of holistic development approach for our beneficiaries through **skills development, entrepreneurship development, capacity building, social inclusion strategy development, SME, women empowerment, job placement, youth engagement,** social development, market linkage and inclusive financial intervention model and contributing to the countries to effort to reach Sustainable Development Goals.

At present, Padakhep is operating its development activities all over the country through 700+ offices, one training institute (Padakhep Institute of Development Management), 85 training centres with having accommodation and logistics facilities. Moreover, Padakhep has **350 Learning Centres (LCs),** **2500 Child Care Centres (CCCs) for Childhood Development**, and **400 Older Peoples’ Club (OPC) supported by the World Bank**, one **Handicrafts Design Development Center**, one **Safe Street Food Market for micro-entrepreneurs supported by the World Bank**, along with required logistics support to conduct skills development training of beneficiaries. Padakhep developed linkages and partnership with more than 300 NGOs/CBOs, universities, etc. and their capacity enhancement in program implementation including **women empowerment, economic development, livelihood development, gender and social development, entrepreneurship development, health and sanitation and hygiene issue, education, climate change and environment, agriculture program, education program,** **skills development and capacity building, youth engagement** and development, etc. Padakhep has made a strong contribution in reducing poverty through different **skills and capacity building training** including capacity building, **women entrepreneurship development focused on women and youth, enterprise development, alternative livelihood and income generating training, supply and sanitation, job placement, life skills development, etc.**

Padakhep was honored with two awards at the **Sustainable Development Goals (SDG) Brand Champion Awards 2024** for Responsible Consumption and Production for Soap Production from Recycle Burn Oil: A Green Prospective and Strengthening Environment-Friendly Micro-Enterprise in Salt Processing and Trade. The awards were presented by Syeda Rizwana Hasan, Adviser to the Ministry of Environment, Forests and Climate Change and the Ministry of Water Resources. The SDG Brand Champion Awards 2024, hosted by Bangladesh Brand Forum, celebrated 39 pioneering initiatives in sustainability. These awards honor organizations excelling in various Sustainable Development Goals (SDGs), including Responsible Consumption and Production, Climate Action, and more.

**Development Approach and Strategy of Padakhep:**

Padakhep has set forth and established HDA as a means for achieving its development goals and objectives. Holistic Development Approach (HDA) is the principal strategy of Padakhep which was undertaken for genuine and sustainable development of the community involving and activating both the stakeholders and the beneficiaries as development partners. It is a multi-dimensional and participatory development approach appropriate for sustainable development of the poor beneficiaries. In order to improve the livelihood of people including the poor, Padakhep has been following this approach through implementing a host of interventions centering on community. Unlike many other NGOs in the country which are confined to Minimalist approach (only Microcredit), Padakhep is promoting or pursuing a Maximalist approach (Microcredit plus HDA approach) to break the vicious cycle of poverty. Padakhep’s program interventions are developed in line with poverty reduction strategy of Bangladesh Government and Sustainable Development Goals (SDGs) for addressing the priority issues like education, human resource development, microfinance, agriculture & environment, health & sanitation, child development etc. That is, ‘no one left behind’ is the overall and strategic development approach of the organization. It focuses on the whole society approach for implementation and attainment of the SDGs at organizational and national levels particularly in the areas and intervention levels.

1. **About the Project:**

Jointly funded by the International Fund for Agricultural Development (IFAD) and the Danish International Development Agency (DANIDA), the Rural Microenterprise Transformation Project (RMTP) is being implemented by PKSF with the objective of extending financial services for microenterprises as well as for improving income, food security, and nutrition status of small and marginal farmers, entrepreneurs, and other market actors involved in the value chains of selected high-value agricultural products. The project makes value chain development interventions to expand markets for comparative advantage, market demand, and growth of agro-based products. There are provisions for product processing, certification, and marketing by brand image creation at home and abroad through this project. Also, there are provisions for introducing various new technologies, and methods such as Artificial Intelligence (AI), Internet of Things (IoT), Block Chain, Crowdfunding Platform under this project for poverty alleviation.

Under RMTP, the sub project titled “Safe Fish Products Production and Marketing” has been implemented in “Gopalganj Sadar, Tungipara, Kotalipara, Kashiyani, Muksudpur” Upazilas under “Gopalganj” district. The project has been implemented to increase income, ensure food security and improve family nutrition of marginal and small farmers with backward and forward market entrepreneurs.

1. **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, food security, and nutrition of farmers and service providers across Fisheries value chains.

**3.2. Development Objective:** The value chain of selected rural products supported by the project will be sustainably developed. Through the sub-project, the production of safe fish-related enterprises at least 34% of entrepreneurs will increase, the sales of produced fish products will increase by at least 30%, and the profit of related businesses will increase by 20%.

**3.3. Outcome:** Fishery-related enterprises will sustainably strengthen and expand modern production methods (semi-intensive and intensive farming), adoption of “Good Aquaculture Practices,” internationally recognized safety standards, traceability, and market development/linkages.

**3.4 Immediate Result:** Through the implementation of the sub-project

1. 60% of entrepreneurs within the project will operate safe production activities using quality inputs, improved technology, or good aquaculture practices;
2. 10% of producer groups will engage in institutional/contract-based business with large government or private markets/buyers;
3. 30% of entrepreneurs will adopt environmentally friendly and climate-resilient technologies or farming methods.
4. 20 master trainers have been trained on Good Aquaculture Practices (GAaP) and Development of HACCP protocol.
5. Training has been imparted to 7,000 farmers on Good Aquaculture Practices (GAaP).
6. Incentive allowance has been provided to 120 local service providers for providing technical services.
7. 5500 small entrepreneurs have been ensured to get the necessary business development services from various public and non-government organizations.
8. Guidelines on Policy Dialogue have been prepared for the production and marketing of processed fish products in small enterprises.
9. **Purpose and Scope of the Endline Evaluation:**
	1. **Purpose of the Evaluation**

The endline evaluation will measure the changes with regards to provide social, economic, nutrition and environmental data at the ending of the project. Further the endline evaluation will assess the performance of the sub-project, and to 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.

* 1. **Scope of the study / evaluation**

The evaluation will be conducted at “Gopalganj Sadar, Tungipara, Kotalipara, Kashiyani, Muksudpur” Upazilas under “Gopalganj” district at a point of 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 endline 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.

1. **Endline Evaluation objectives and Criteria**
	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 compare 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).
	1. **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 the project meets 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 extend whether the project has 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 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 extend 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 the activities bring positive change to increase production/sales/profit/income of the participants? What are the changes among the beneficiaries and targeted stakeholders?
* To what extent coordination and collaboration increase among participants, PO, Private Sector, and other stakeholders?
* To what extent the participants build their capacity operating their enterprises?
* To what extent the participants changed their economic condition through the support under project?
* To what extent the participants received the loan and how they are using?

**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 have been 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 mention how vulnerable men and women of all ages and backgrounds were involved in the design, implementation and evaluation of the operation?
1. **Study Management**
	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 person from PO/PKSF shall also provide (need-based) feedback in the report.

* 1. **Coverage of Study:**

The endline evaluation shall cover whole working area of the sub-project. Padakhep has been implemented RMTP project in “Gopalganj Sadar, Tungipara, Kotalipara, Kashiyani, Muksudpur” Upazilas under “Gopalganj” district where **9138 fisheries** related entrepreneurs are the main beneficiary. Entrepreneurs including Fish Farmer, Fish Transporter, Fish Nurser, Lead Farmer, Feed mill owners, Warehouses/Arot owners, Ready to cook entrepreneurs, ready to eat entrepreneurs and also fish related actors.

1. **Methodology**

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

* 1. **Quantitative Data Collection:**

The consultant will design the questionnaire for quantitative data collection based on the logical framework of RMTP Project and share with the 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 implementation. Padakhep 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.

* 1. **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.

* 1. **Nutrition Data Collection:**

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

* 1. **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.

* 1. **Qualitative Data Collection:**

The qualitative part will allow verifying the perceptions and knowledge of the beneficiaries in the project area. The questions of the 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.
* FGD with women/mixed producers.
* In-depth Interview (IDI) with successful Entrepreneur
* IDI with woman Entrepreneur. (Including young)
* Key Informant Interview (KII) with (LSP) as per need from input to consumers.
* KII with privet sectors.
* KII with PO Management.
* KII with district and Upazila level government officials
* KII with VCPM (over phone/face to face)
* 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.

1. **Duration of the study and schedule of the reports**

The total duration of the assignment will be 90 days. A detail implementation plan will be agreed upon in consultation with Padakhep, however, it is anticipated that the inception report should be submitted within 10 days upon signing the contract. The draft report of the study should be submitted by the consultant within 60 days, and a presentation on the draft report should be given to Padakhep within 75 days after signing the agreement.

1. **Quality and Ethical Standards**

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

1. Utility: The Endline Evaluation must be useful and will be used by PO/PKSF.
2. Feasibility: The Endline Evaluation must be realistic, and managed in a cost-effective manner.
3. Ethics & Legality: The Endline Evaluation must be conducted in an ethical and legal manner, with particular regard for the welfare of those involved.
4. Impartiality & Independence: The Endline Evaluation should be impartial, providing a comprehensive and unbiased assessment that considers the views of all stakeholders.
5. Transparency: The Endline Evaluation activities should reflect an attitude of openness and transparency.
6. 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.
7. Participation: Stakeholders should be consulted and meaningfully involved in the evaluation process when feasible and appropriate.
8. Collaboration: Collaboration between key operating partners in the evaluation process improves the legitimacy and utility of the evaluation.
9. 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**
11. **Inception Report:** by 10 working 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.
12. **Sample Frame:** A detailed determination of sample size and sampling frame using statistical tools and formula.
13. **Endline survey questionnaire** (for the quantitative part) and Checklist (for the qualitative part) to capture all required data and information of the study.
14. **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).
15. **Summary Presentation of Findings:** The Consultant will present initial findings to Padakhep 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 Padakhep and stakeholder comments and revise the draft report as appropriate.
16. **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.
17. **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).
18. **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 Padakhep management along with the final report.
19. **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.
20. **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 Padakhep. The consultant will submit 5 hard copies of final report to Padakhep.

Last but not the least, the report should be conspicuous and lucid for readers of all levels.

1. **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 the 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.

1. **Data Set:** The consultant will submit the final data set to the Padakhep in Excel and SPSS.

The draft and final reports will be submitted to Evaluation Management Team (Padakhep /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:**

1. Acknowledgements
2. Acronyms
3. Glossary
4. Executive Summary
5. Indicator Table with Value (Endline Vs Baseline and control group status of project log-frame)
6. Introduction/Background
7. Rationale and Objectives of the End Line Evaluation
8. Scope of the End Line Evaluation
9. Evaluation Methodology
10. Findings and Discussion (as per evaluation criteria)
11. Recommendations
12. Conclusion and lessons learned
13. References
	1. Annex (including a copy of the ToR, cited resources or bibliography/reference, a list of those interviewed, case studies and any other relevant materials etc.).

Annexes, including:

1. Case Study/Success Stories
2. Scope of Work
3. Data collection tools
4. Key data sets, including interview transcripts
5. List of key informants
6. **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, materials in soft and hard copies remain the properties of RMTP and are to be returned to Padakhep 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.

1. **Responsibility and Competence**

The consultant agrees to comply in 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.
1. **Required Qualifications and Experiences of Individual Consultant:**

|  |  |  |
| --- | --- | --- |
| **Qualification** | **Required** | **Preferred** |
| Proven experience of conducting endline evaluation of a Agri- business Project |[x]   |
| Demonstrated experience from involvement in a Value Chain Project |[x]   |
| Demonstrated experience of working with Gender  |  |[x]
| Demonstrated experience of working with Nutrition  |  |[x]
| University degree at post-graduate level in Zoology/ Agriculture/DVM/Fisheries/Statistics or other relevant subject |[x]   |
| 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 |[x]   |
| Excellent in English and Bangla writing and presentation skills |[x]   |
| Immediate availability for the period indicated |[x]   |
| Experience working with Mobile based Data collection  |  |[x]

1. **Consultant Requirements**

The expected qualifications of the independent consultant are given below:

1. **Educational Qualification (20 marks):** The consultant(s) should have minimum master degree in Fisheries/Marine Science/ Agricultural science/Zoological Science/ Food Science/ Business Administration/Economics or any other relevant subject. PhD will be the additional advantage.
2. **Experience (30 marks):** The consultant should have 10 years of working experience in research including 5 years of experience in the value chain approach. 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 preferable.
3. **Publication (20 marks):** The consultant should have at least 3 publications in an international/national journal. However, Value Chain sectoral publications will be given high preference for the selection of the consultant.
4. **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.
5. **Language (10 marks):** Excellent writing and oral communication in English is required.
6. **Computer Literacy (10 marks):** MS Word, Excel, PowerPoint, SPSS/Strata**.**
7. **Proposal submission/application and documents required:**

Interested consultants are invited to submit their proposal along with supporting documents in a sealed covered envelope at the **Padakhep Manabik Unnayan Kendra (PMUK), S. Tower, 28/1, Tejturi Bazar, Tajgaon, Dhaka. or**

Please email complete applications to rafiqul@padakhep.org or lemon@padakhep.org

**Cell No-01730-026315, 01761-131871**

The proposal should include the following below six items. Please note that any proposal which does not contain all five items will be rejected.

1. **Cover letter:** Clearly summarizing Consultant experience and competency as it pertains to this assignment
2. **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.
3. **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.
4. **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.
5. **Professional references** are needed to provide two or three references from your previous clients.
6. **A short example from previous Endline 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.)

**Deadline for Application:** The application deadline **31 August 2025, 6:00 PM**

Interested individuals will provide a technical proposal. The total budget is **BDT 3.40 lakh**, which includes consultancy fees, field data collection, and other necessary costs. The VAT and 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 and one page of cover letter by (timeline). The partner organization will form a review committee to analyze the applications, shortlisting, interview, select the firm/individual and execute the deed of contract.

1. **Mode of Payment:**

Payment to the consultant/firm will be based on the invoice submitted to the organization. The payment under this contract will be made by A/c Payee cheque to the consultant. Notably, Applicable VAT and TAX will be deducted at source as per the Government rules. The mode of payment Payments will be made based on the following percentages and milestones:

1. 1st Payment (20% of total contract value): The 1st payment will be made upon submission and acceptance of the inception report by Padakhep.
2. 2nd Payment (40% of total contract value): The 2nd payment will be made upon submission and acceptance of the draft report by Padakhep.
3. Final Payment (40% of total contract value): The final payment will be made upon acceptance of the final report by Padakhep.
4. **Timeframe**

The study shall be conducted expectedly in three months from start of the study, and is scheduled to preferably start in the 1, October,2025. The consultant will submit the final report latest by 15 December 2025. The timeline will be finalized as agreed by the consultant and Padakhep.

Inception Report Submission Deadline – 15 October 2025

Draft Report Submission – 15 November 2025

Final report Submission – 15 December 2025

1. **Disclaimer**

Padakhep Manabik Unnayan Kendra reserves the right to amend the terms of reference at any time as required upon mutual discussion with the consultant. Padakhep 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 be used this Endline Study information for his/her own needs. If it requires, the consultant must take prior permission from Padakhep.