**Terms of Reference**

**for**

**Baseline Survey**

**Dewanganj Agriculture Development Program, (DADP) Phase-1**

**PARI Development Trust**

1. **Baseline Summary**

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| **Program Name** | Dewanganj Agriculture Development Program (DADP) |
| **Program Location** | Dewanganj, Chukaibari and Chikajani Union, Dewanganj Upazila, Jamalpur District. |
| **Supporting Organizations** | World Renew USA |
| **Partner Organization** | PARI Development Trust |
| **Program Goal** | Improved food security of 1750 households in three unions at Dewanganj upazila under Jamalpur district by December 2026. Indicators: |
| **Program Outcomes** | **First 04 years outcome statement: Please see in the table -1** |
| **Program Outputs** | **First 04 years output statement: Please see in the table -2** |
| **Direct Program Participants** | The program will reach 1,800 (720 male and 1,080 female) direct participants from 1,750 households and to 7,200 indirect participants in 36 communities |
| **Program lifespan** | Four years: FY23-FY26 |
| **Baseline purpose** | The baseline survey aims to assess the targeted farmers and their families’ so that through this survey to know the existing conditions of overall food security situation and environmental friendly agriculture production in their household. |
| **Primary Methods** | * Quantitative survey from % targeted farmers and community. * Qualitative interviews with key partners * Document review including relevant secondary data |
| **Baseline start and end dates** | **13 August, 2023 and finished by 3 September, 2023** |
| **Anticipated Baseline Report Release Date** | **Final Baseline Report will be released on or before 15 September 2023** |

1. **DESCRIPTION OF THE PROJECT:**

The proposed program will be implemented in three unions; Chukaibari, Chikajani and Dewanganj under Dewanganj upazila in Jamalpur district that have a total population of 27,516 (male - 12,950 and female - 14,566) from 11,818 households (Source: Population and Geographical Census-2011).

The Project's main goal is “Improved food security of 1,750 households in three unions at Dewanganj upazila under Jamalpur district by December 2026”.

Under this proposed program, new farmer Self-Help Groups will be formed and the existing groups will be strengthened further. The farmers in these areas, use traditional agriculture methods, therefore, they cannot produce enough crops to meet the needs of their family. Land fertility is also decreasing day-by day due to the use of unlimited chemical substances. The program will provide training and promote diversified vegetable production and consumption, using an organic farming system with natural substances such as pile and worm compost, herbal pesticides, perching methods for poultry, insect sex pheromone traps, permaculture and the use of quality seeds.

In group and PI meetings, staff will provide lessons on environment friendly agricultural practices using a module to motivate people to use non-chemical substances to protect the environment and their health. Nutrition and food security lessons will be also be delivered.

The Agriculture Forum members will learn how to make sound plans for vegetable cultivation, links with agriculture input suppliers and how to acquire quality seeds and other inputs for farmers. The forum members will visit the farmers and give them the necessary feedback. They will also communicate with the government agriculture departments to get support for the farmers. Through the training received, 6 the forum members will gain skills to lead the process of making available varieties of vegetables and food that will be easily accessed by the community. The forums will encourage farmers to serve as the model farmers in vegetable and poultry production.

The program will provide farm management training to 60 farmers of three Agriculture Forums so that they can have the skills to make good production plans including marketing, and then train other farmers. The program will also provide resource mobilization training so that forum leaders and farmers are able to explore, access and utilize local resources under a partnership with like-minded organizations.

The program will provide training on the production management cycle to the Agriculture Forum members and PI leaders to improve their knowledge and skills on developing a seasonal calendar for the whole year. After receiving the training, the farmers will be able to know how to produce vegetables and other crops in summer, winter and off-season, which will contribute to food security at the household level. In addition, the program will also provide workshops on marketing strategies to develop a value chain among inputs suppliers, producers, retailers/wholesalers, financial institutions and the government’s agriculture departments, which will help them access quality seeds, other agricultural inputs (power tillers, and pumps) and produce high yield vegetables and crops. The farmers will sell their products collectively through the collection points, as well as in the local market. It will help farmers to have increased income and support their children’s education, health and recreation. Through proper training and guidance, the Agriculture Forums/PI will promote resilience and climate smart agriculture.

The program will provide training for the Agriculture Forum members and PI leaders on advanced leadership, management and networking, so that they can manage the PI and forums as an independent community-based organization, and support the farmers to network with the government agriculture departments. Through the training and workshops, PI leaders/forum members will gain knowledge and skills to monitor farms and arrange the necessary training and workshops from the agriculture departments. The main purpose of building capacity of the forums/PI is to build leadership skills among female leaders, so that they can play a vital economic role at the household and community level, so that male members recognize their contribution. It will uplift female’s status and dignity at the household and community level, as they will have decision-making power contributing to food production and food availability for the whole year.

The program will provide training for the Agriculture Forums and the PI to establish formal partnerships (non-financial – without budget sharing) with companies having a diverse range of supplies and links to 7 Climate Smart Agriculture partners. With training support, forum/PI leaders will take the necessary actions for working with the DAE and private companies to promote bio-pesticides that will reduce the health hazard of producers and consumers as well. Agriculture Forums/PI will establish market linkages at different stages, initially creating a formal business relationship with input dealers to access available services for increasing production. The forums/PI will link with the Bangladesh Agriculture Research Institution (BARI) and the Bangladesh Rice Research Institution to learn about how to promote flood or climate resilient varieties of different crops as well as SRI.

The forum/PI members will gain the necessary capacities to track the progress of the agricultural activities through an effective monitoring. They will be able to document lesson learnt for future direction. They will also have skills to produce and share stories of transformation of the farmers involved with the program. They will have skills to work through a fruitful coordination and collaboration with resource organizations at government and non-governmental level. They will be able to adopt an internal control system to manage groups’ self-managed savings and credit programs.

Gender Similar to other PARI programs, this program will also engage both male and female participants in order to ensure gender equality and equity and to build a balanced leadership. In each of PARI’s programs, equal participation of both male and female is vital as per its development strategy. In the existing PIs and groups 5 there are both male and female leaders and members with a space for them to build their leadership capacity and to participate in the decision-making process equally. This proposed program will practice the same. PARI believes that through this program female participants will be empowered as they will be engaged in the entire farming processes and it will change the traditional mindset about female’s role in agricultural activities. Generally, females in Bangladesh work at home, but this program will create opportunities for females to engage in the decision-making processes in regards to farming. The equal participation of male and female will help ensure effective food security at the household level as well as at community level. The proposed program will follow a gender policy at the community level. 3.3. Implementation Plan To achieve the Outcomes and reach the goal, the following activities will be carried out in the four-year period of the program.

1. **BASELINE TARGET AUDIENCES**

The baseline survey targeted audiences will be the existing and new enlisted group members, farmers and their families. They already selected as a potential member for the program. The community people and stakeholders (government, non-government, etc.) will be included to understand the current situation of the food security and agriculture practices.

1. **PURPOSE AND OBJECTIVE OF BASELINE SURVEY:**

The baseline survey aims to assess the targeted farmers and their families’ so that through this survey to know the existing conditions of overall food security situation and environmental friendly agriculture production in their household. A baseline assessment will be completed at the start of the project, with local stakeholders, to measure the status of all indicators and to understand the starting point of key elements of the work against which later progress will be measured. This will enable project indicators at output and goal/outcome level to be measured and tracked.

Understand the current food security situation of the targeted community.

Collect data against project key outcomes and their indicators so that the progress made by the project can be seen in the future.

Capturing learning about project community which has not been captured earlier through community assessment and other processes.

Influence current project design, particularly outcomes and indicators, if required through the findings of the study.

**Tabble-1 Project goals and outcomes with indicators**

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| **Objectives** | Statement | Indicators for 4 years |
| **PROJECT GOAL** | Improved food security of 1,750 households in three unions at Dewanganj upazila under Jamalpur district by December 2026. | **1.a.** Percentage (num/den) of households in the target areas that are consuming fresh vegetables and leading healthy lives. |
| **1.b.** Percentage (num/den) of participants who report that they have seen increased amount of their agriculture production because of the sustainable agriculture methods they have put into practice and use of good seeds. |
| **1.c.** percentage of households reported that they have enough foodstuff/crops at stock to meet the family needs for almost whole year (through FGD). |
| **OUTCOME 1.1** | Increased fresh vegetables and high yield crops production at household level. | **1.1.a.** No of households that have consumed fresh and diversified vegetables from their kitchen garden in the previous month |
| **1.1.b.** No of households that have eaten poultry in the previous month that they had raised. |
| **1.1.c** No of farmers trained on identification of good seeds and preservation. |
| **OUTCOME 1. 2** | Increased productions, incomes and resilience of the small-scale farmers. | **1.2.a.** No of Agriculture Forums/PI have started vegetables and poultry farms. |
| **1.2.b** No of households increased production because of they used good seed and organic methods. |
| **1.2.c** No of household increased their average income because they cultivated diversified vegetables. |
| **OUTCOME 1.3** | Contributed and played inclusive economic roles by Agriculture Forums/PI within target farmers/community for sustainable food security. | **1.3.a**. No of Agriculture Forums/PI that have arranged technical support (training, fund, and feedback) from public/private sectors (DAE, NGOs). |
| **1.3.b** No of agriculture sub-committee doing monitoring visits to vegetables farms and encouraging farmers to cultivate diversified vegetables. |

**Table-2: Output statements 1st four years**

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| **1.1.1. SHG and Forum members trained and practicing sustainable agriculture methods in kitchen garden and crops production.** | |
| **1.1.1.a.** | No of SHG farmers trained on sustainable agriculture methods like pile and vermin compost. |
| **1.1.1.b.** | No of farmers under agriculture forums trained on Poultry/duck rearing. |
| **1.1.1.c.** | No of farmers trained on Kitchen gardening. |
| **1.1.1.d.** | No of farmers trained on herbal pesticides. |
| **1.1.1.e.** | No of farmers trained on SRI and IPM |
| **1.1.1. f.** | No of model farmers shared their experiences and learnings in SHG weekly meetings. |
| **1.2.1. Trained Agriculture Forums/PI leaders are managing vegetables farms well and engaging in food security actions by mobilizing local resources and selling products with fair price in the market.** | |
| **1.2.1.a.** | No of Agriculture Forums/PI leaders received farm management training and apply it well. |
| **1.2.2.b** | No of AF/PI trained on local resource mobilization strategies they have accessed and utilized. |
| **1.2.3.c** | No of entrepreneurs/farmers/AF/PI members trained on business planning, production cycle and marketing strategies and selling products collectively at fair prices. |
| **1.3.1. Trained Agriculture Forums/PI leaders are leading the forums/PI well collaborating with public and private sectors. Indicators:** | |
| **1.3.1.a.** | No of AF/PI executive committee/subcommittee trained on their roles, networking, monitoring and partnerships. |
| **1.3.1.b.** | No of sub-committee/executive committee members that are skilled to document lessons learnt and maintain self-managed savings schemes. |
| **1.3.1.c.** | No of sub-committee/executive committee, members have skills on engaging with the public and private sectors, especially with the local Agriculture and Livestock Department. |

1. **METHODOLOGY:**

In this regard, consultant will propose the methodology and tools together with PARI. Both Qualitative and quantitative methods will be used for baseline.

**5.1 Document Review**

To execute baseline survey, secondary data sources will be used for further data analysis.

**5.2 Data Analysis and Interpretation**

Primary data and data analysis process will be disaggregated by the sex and target Dewanganj. Draft findings will be presented with project team and key partners to validate.

**6. ROLES AND RESPONSIBILITIES:**

**PARI:**

**PARI will ensure the following:**

Organize transport and field visits for the survey team

Arrange accommodation and food for surveyor.

Co-ordinate visits to stakeholders according to the needs of the team during this period

Provide requested reports prior to survey commencing

PARI will prepare a reading list including key documents of the Project.

Practical materials for the survey team and staff (paper and pens for PRA etc.)

An estimated budget for survey costs.

**CONSULTANT/SURVEY TEAM:**

The Consultant submit detail baseline plan working together with PARI. This plan includes methods and

tools.

Conduct survey through participatory leadership approach per ToR

Conduct interview, observation, study documents related to this program

Write the report, concise feedback on final report

Distribute necessary number of copies among stakeholders determined by PARI.

Present findings in dissemination workshop for major project stakeholders including community people in

Dewanganj.

Communicate with PARI Executive Director and or assigned management staff for any supports during conducting survey at field level

Sign and maintain PARI’s code of conduct and child protection policy during signing the contract

Should keep all data and information related to this survey and or Project confidential and so forth.

Transparency and openness regarding data and or information of the survey team expected

1. **TIMEFRAME:**

* The Survey process is to take place **from 13 August, 2023 and finished by 3 September, 2023**. Time could be reset/revised based on natural calamities or any unavoidable situation and government’s order imposed on those days.

* The survey debriefing/sharing major findings (minimum half a day) to be conducted by the survey team for key project staff and management prior to departure (and within the above timeframe). This workshop should discuss key observations and basic recommendations and encourage feedback from PARI staff.
* A written draft survey report that highlights important observations, recommendations and conclusions should be submitted to PARI by **5th** **of September 2023** for necessary feedback prior to finalize. WR and PARI will give their **feedback by 10th of September 2023**.
* The final written survey report is to be **submitted to PARI by 15th of September, 2023**. This should be sent in both hard copy and electronic version to PARI and World Renew for distribution to PARI and other key stakeholders.
* A Survey workshop will be conducted once the final report has been circulated. Exact dates will be confirmed.

1. **PENALTIES:**

If the Consultant fails to perform any of the tasks for which responsible for any specific task related to surveyor violates any of the general terms & condition of this service contract, PARI may, based on discussion with the Consultant, deduct an amount up to the value of this agreement and terminate this contract. lf PARI fails to provide the agreed necessary arrangement for the work the Consultant may invoice the extra costs made, in discussion with PARI'.

1. **PAYMENT:**

The estimated total value of this agreement is **………………………..**only including VAT and Tax. The Consultant is responsible for submitting his/her invoices. The total value of invoices submitted by the Consultant and the settled from PARI must be within the estimated total value of this service contract.

The Consultant shall provide detailed invoices for his/her own part to PARI. The final detailed invoices is subject to the deduction of the previous installment'

1. The first installment up to 25% of the total contract value will be paid within 7 working days upon signing this service contract and receiving the first invoice from the Consultant.
2. The second installment up to 60% of the remaining balance after submission of draft report and within 7 working days after the completion of verification of the detailed invoice statement.
3. The final 100% payment will be based on the total actual expenditures and after the deduction of previous installment shall be made within 5 working days after the completion and submission of final survey report with a detailed invoice statement.
4. Required Tax and VAT will be deducted as per government rules of Bangladesh by PARl during the payment of every installment. Consultant will submit their original invoice for payment to PARI as per installment mentioned above.

In the event that any invoice and/or financial report are found to be incorrect, that invoice and/or financial report shall be corrected immediately and an appropriate payment or adjustment shall be made between the parties.

If any, applicable penalty as mentioned under clause 6 will be deducted from the payment amount. As per prevailing government Taxes policies on goods & services, PARI will be responsible for paying applicable Taxes deducted from the overall amount to the consultant while PARI will pay the VAT at the rate of 15% from its own source. The method of payment by PARI to the Consultant shall be through Bank cheque of Bank direct transfer or other method agreed between the parties.

The detailed invoice, Final Survey Report and other related documents must be submitted in sealed envelope to:

**Executive Director**

**PARI Development Trust**

**Elite House, Block-A (4th floor),**

**24, Bagmara Road, Mymensingh, Bangladesh**

1. **CONFLICT OF INTEREST:**

The Consultant shall not act, work for or on behalf and maintain other relationship either personal or business with the target program participants during the service contract period covered which will compromise or potentially compromise the quality.

lf the Consultant will act, work for or on behalf and maintain other relationship either personal or business relation with the targeted program participants during the service contract period covered, then this constitutes a conflict of interest. The Consultant is required to disclose to PARI of such a conflict of interest. The Consultant is required to disclose to PARI contract due to the conflict of interest immediately. PARI reserves the right to terminate this service contract due to the conflict of interest pursuant to the previous clauses.

1. **CONFIDENTIATITY:**

Consultant may receive confidential information of PARI in connection with the performance of this contract. Consultant shall not disclose any confidential information of PARI to any person or other third party or make use of such confidential information for Consultant own purposes at any time without PARI's prior written consent; provided, however, that confidential information may be disclosed to government authorities if the disclosure is required by law and Consultant have provided PARI notice and a reasonable opportunity to defend against such disclosure.

Consultant information of PARI shall mean any information (written, oral, or observed) relating to PARI's: (a) donors and potential donors; (b) program participants; (c) employees; (d) business & strategic plan; (e) finances; and (f) relationship with any government entity. Confidential information of PARI shall also include information specifically designated confidential by PARI or which Consultant know or reasonable should know is not generally known to the public. Notwithstanding the forgoing, confidential information of PARI shall not include any information that is generally known to the public or readily ascertainable from publicity available sources.

1. **COMPLIANCE WITH LAWS:**

This service contract shall be construed and enforced in accordance with, and governed by, the laws of the People's Republic of Bangladesh.

The Consultant shall comply with all laws, regulations, orders, guidelines and/or professional standard and code of conduct applicable, e.g. BAS (Bangladesh Accounting Standard) in connection with the performance of this contract.

1. **LEGAL NOTICE:**

Any legal notice required or permitted by this contract shall be delivered in person or by courier or sent by first class mail (certified mail, return receipt requested) to the address of the party set forth herein or to such other address as shall be furnished in writing by a party hereto.

1. **INDEMNITY:**

Consultant shall defend, indemnify and hold PARI harmless from and against any and all losses, claims, damages, liabilities and related expenses (including attorney's fees) incurred by or asserted against PARI arising out of or in connection with Consultant’s performance of this contract.

**15. LIMITATIONS ON LIABITITY:**

**A. PARI shall not be liable for:**

(a) Any third-party claims, losses and expenses that may arise from Consultant’s negligent, recklessness or intentional act or omission that is related to or in connection with this contract, and/or

(b) Compensation for the death, disability, or other hazards which may be suffered by the employees, vendors, agents or other representatives of Consultant arising from Consultant’s performance in connection with this contract.

(c) PARI has no obligation to provide other or additional support to the Consultant outside of the obligations under this MoU for performing the current assignment, and normal assistance in facilitating smooth consultancy in its working area.

**16. ENTIRE CONTRACT:**

This contract states the complete contract of the parties and supersedes any prior or contemporaneous contracts, whether oral or written, with respect to the subject matter hereof.

**17. AMENDMENT AND MODIFICATIONS:**

This contract may not be amended or modified except by writing signed by all parties hereto.

**18. SEVERE INABILITY:**

lf any provision of this contract shall be held invalid, illegal or unenforceable, then the validity, legality and enforceability of the remaining provisions of this contract will not in any respect be affected or impaired thereby.

**19. FORCE MAJEURE:**

The Consultant shall not be liable in damages and PARI shall not have the right to terminate this agreement for any delay or default in performing hereunder if such delay or default is caused by conditions beyond the Consultant’s control including, but not limited to Acts of God, Acts of Terrorism, Government Restrictions due to corona pandemic and insurrections'.

The Consultant shall give notice in writing to PARI immediately or not later than 7 days upon occurrence of the event causing the delay or default or which is reasonable expected to cause a delay or default.

PARI, may, at its option, agree to extend for a reasonable time of this contract upon receiving reasonable notice in writing from the contractors.

**20. CERTIFICATION REGARDING TERRORISM:**

The Consultant hereby certifies that the Consultant have not provided and will not provide money, material support or resources to any individual, company or organization that it knows or has reason to know, is an individual, company or organization that advocates, plans sponsors, engages in, or has engage in act of terrorism.

**Signature:**



………………………………..

PARI

Name: Gabriel Rozario

Executive Director

Address: 24, Elite House, Bagmara, Mymensignh, (4th Floor)