**ToR: Baseline Study**

**Sustainable Enterprise Project (SEP)**

**1.  Background**

Sustainable Enterprise Project (SEP) is jointly financed by Palli Karma-Sahayak Foundation (PKSF) and the World Bank. The objective of SEP is to increase the adoption of environmentally sustainable practices by targeted microenterprises in Bangladesh. SEP has selected thirty lead districts as the project working area to demonstrate the project impact on different sub-sectors. The SEP prioritizes a selected number of polluting microenterprise business clusters and supports the expansion of innovative economic activities conducive to a more sustainable environment.

Sheva Nari O Shishu Kallyan Kendra (“Sheva”) is the implementing partner of this sub-project, named “Promoting Jamdani Products for Premium Market Following Environmental Practices” in two upazilas (Rupganj & Sonargaon) under Narayanganj districts. This two year’s sub-project will support to achieve the goals of SEP. The sub-project activities will be implemented in the business clusters of **Loom-Jamdani** sub-sector, to improve the overall business and environmental practices of the microenterprises more sustainable.

Sheva is tasked with conducting a baseline survey through an external consultant to understand the present business, economic, and environment standards of Jamdani weaving microenterprises, and its entrepreneurs, under **Loom-Jamdani** sub-sector in the sub-project working area as baseline.

**2. Overall Objectives of the Study:**

The baseline survey will be conducted with a view to obtain a snapshot assessment of the current business, economic, and environment conditions of the micro-entrepreneurs who are likely to participate in the project activities, so that the changes related to the project interventions and their progress can be evaluated after the project period. Moreover, the survey will establish the baseline situation on a significant number of variables relevant to sales, profit, employment, asset creation, environment, health and safety situation etc. by the project participants.

**3. Specific Objectives of the Baseline Study:**

1. Estimate the number of Micro-enterprises (MEs) operating in the survey areas, and the types of activities that are performed by these MEs;
2. Evaluate the growth rates of these MEs and their potentials, identifying which types had the highest growth and the reasons behind it, to promote the future growth of the sector.
3. Identify the structure of the ME sector, regarding gender, type of ownership, and the employment generated, i.e.
* How many are owned by women?
* How many people are employed in each enterprise?
* Is there any causal relationship across these dimensions?
1. Evaluate the contribution of the ME sector to the household income, the importance of this income in the overall household income generation and its uses.
2. Assess the existing status of relevant adaptive environmentally sustainable indicators such as, air, soil, water quality (WQ), health and environmental safety (H&ES), waste management, and climatic problems of the project.
3. Identify the types of assistance that the MEs have received and their sources, as well as their future need for technical, managerial, and financial assistance.
4. Identify the general problems (access to inputs, output and credit markets, etc) and problems related to the common service facilities in the business clusters including existing socio-economic and environmental condition faced by the ME sector (government regulations, tax burdens, certification, marketing, and relevant problems related).
5. Provide benchmark information for measuring project achievements and impact (at the project impact, outcomes, and outputs levels based on the project proposal, result framework and/or theory of change).
6. Identify benchmarks and indicators; this can be used as a point of reference for monitoring and evaluation of the project.

**4. Scope of work**

A detailed activity plan shall be developed after signing of the ToR. The study entails following scope of assignments:

* Review of the secondary data/relevant literature and project document available;
* Develop methodology including study plan and key questions to be answered;
* Development of data collection tools which contain questions related to the relevant adaptive environmentally sustainable indicators like, air, soil, water quality (WQ), health and environmental safety (H&ES), waste management, and climatic problems of the project; and finalize the tools in consultation with Sheva and PKSF (including region-specific instruments to assess current scenario).
* Pre-testing of the research tools in one or two communities and adaption and re-appropriation of the tools if needed;
* Training of the enumerators / data collectors;
* Fieldwork for data collection;
* Collect, clean data and preparation of transcript;
* Share data analysis plan with Sheva and PKSF;
* Data punching in Microsoft Excel and analysis of data using widely recognized statistical software like, SPSS or Stata;
* Analyze data and present to the project team before preparing the draft report;
* Develop a Table of Contents for approval and prepare a first draft of the report and presentation of the draft for feedback;
* Incorporate feedbacks and finalize the report by November 2021.

**5. Methodology**

The consultant is to develop a robust methodology (using a mixed method approach) to meet the objectives of the assignment. The methodology must include statistically reliable and acceptable sampling methods and its estimation, appropriate study methods. Appropriate triangulation in data collection method should be applied in the methodology. The methodology and data collection instruments/tools should be reviewed in consultation with Sheva and finalized before implementation. The following basic methodology and tools maybe employed (but not be limited to these only) during the baseline study:

1. Literature review and desk research (secondary data collection)
2. Household interviews/survey in the targeted stakeholders(include sampling method)
3. Focus Group Discussions in targeted communities(include sampling method)
4. Interviews with key stakeholders (include sampling rational)
5. In-depth interviews. (include sampling method and rational)

**6. Study locations**

The study shall be conducted in two Unions (Tarabo & Sadipur) of two upazilas (Rupganj & Sonargaon) of Narayangonj district.

**7. Outputs and Deliverables**

Both the draft and final reports shall be written in English. The report should, at a minimum, include the following contents:

* **Executive Summary:** a concise, to-the-point summary of the report, including the key issues of investigation, and major findings
* **Introduction:** Background and purpose of the study, scope, key questions, and succinct description of the context
* **Methodology** includes the study design, location, duration, sample size, sample size calculation, subject and selection method/criteria, inclusion and/or exclusion criteria of respondents, procedure methodology, data processing, statistical analysis and other relevant information pertaining to methods
* **Key findings** with regard to the questionnaire formulated along the objectives and results (and associated indicators) of the logical framework of the project, and the additional data points considered to be relevant in analyzing the target group’s socio-economic and environmental conditions, and sustainable entrepreneurship for the complete baseline study.
* **Conclusions** based on empirical evidence and data analysis
* **Annexes** (ToRs, timetable, references, data collection tools, output of all collected data in tabular format)

**8. Reporting**

The consultant shall:

* Present a detailed study plan to Sheva within three days of signing of the ToR
* Finalize the questionnaire and other tools based on field tests and the feedback of Sheva
* Present the draft survey report in a debriefing session with Sheva
* Submit the final report within 5 working days of getting feedback on first draft from Sheva

**9. Mode of Payment**

Payments will be made based on the following percentages and milestones:

* **1st Payment** (15% of total contract value): The 1st payment will be made upon submission and acceptance of the inception report.
* **2nd Payment** (50% of total contract value): The 2nd payment will be made upon submission and acceptance of the draft report.
* **Final Payment** (35% of total contract value) will be made upon acceptance of the final report.
* ***VAT and Taxes will be deducted at source upon government rules from each payment.***

**10. Timeline**

The study shall be conducted expectedly in three months from start of the study. The consultant will submit the final report on or before (31/11/2021). The timeline will be finalized as agreed by the consultant and Sheva.

**11. Profile of the Consultant**

* Should have minimum master’s degree in Environmental science/Development Studied/Social Science/related subject
* At least 10 years of professional experiences along with 5 years of experiences in related sub-sector (Jamdani Loom)
* Specific Subsector Study Experience will be added value
* Experience of evaluating any projects/ sectoral study funded by Multilateral Development Bank or any other UN agencies will preferable.
* Experiences of two projects evaluate 0n/ sectoral study will be required for
* Publication in peer reviewed journal will be added value
* She/he should have required knowledge and skills to use widely recognized statistical software, such as SPSS or STATA.

**12. Ethical Considerations**

There will be nothing in the assignment which may be harmful for the respondents in terms of legal or ethical ground. No one would be forced to provide information for the assessment. The research objectives will be clearly explained to all the respondents of the assessment before collecting data from them. The consultant will be abstained from data collection from any person who will deny or show any reluctance in providing information. Verbal or written consent with signature or thumb impression of the respondents, therefore, would be taken before collecting data. The consultant will be ethically committed and respectful to the human subjects/ respondents to maintain their privacy and that of their information as well as the source of data. The consultant will be vigilant about producing objective information free of personal biases while collecting data. The research report will not reveal the identity of the respondents.

**13. Disclaimer:**

Sheva reserves the right to amend the ToR (if required) upon discussion with the consultant. Sheva reserves the right to terminate the contract at its own discretion in case of non-compliance of the terms and conditions of the contract, especially related to timeline, rigor of data, and ethical consideration.

**14. Proposal Submission**

Interested candidate are requested to submit a technical proposal, CV, and financial proposal by August 24, 2021.