**Terms of Reference**

**Selection of consultant** of “Empowering smallholders to strengthen local democratic governance (KHAMATAYAN)” project for the following assignments ‘**Training for association leaders on advocacy skills’ (48 training batches at project district and upazila levels during 2019 and 2021)**

**Introduction:**

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| **Project Name** | Empowering smallholders to strengthen local democratic governance (KHAMATAYAN) project |
| **Project Location** | Bangladesh – Mymensingh, Sherpur, Kurigram, Gaibandha & Satkhira Districts |
| **Project duration** | 42 months from 1st January 2018 |
| **Co-Donor** | European Union |
| **Implementing agency and partners** | The project is implemented by Traidcraft Exchange, Christian Aid, Solidarites International, RDS, GUK and Shushilan |

Empowering smallholders to strengthen local democratic governance (KHAMATAYAN) Project” is a consortium initiative of Traidcraft Exchange, Christian Aid and Solidarites International implemented through RDS, GUK and Shushilan. The project is underway in 19 Upazilas under Mymensingh, Sherpur, Gaibandha, Kurigram & Satkhira Districts. The European Union is providing financial support by ***aiming to ensure inclusive economic development in rural Bangladesh by stimulating the effective engagement of smallholder farmer-led CSOs in local democratic governance.*** The project aims to strengthen the governance, accountability and sustainability of smallholder-led grassroots CSOs and facilitate their constructive engagement with LAs in local democratic governance, inclusive policy development and implementation. It has been empowering smallholder-led CSOs (District and Upazila associations, Self-help Groups (SHGs) to proactively engage with LAs to ensure policies and practices strengthen the economic and social rights of marginalized farming communities. It works closely with LAs to develop their capacity to engage in inclusive partnerships with local CSOs and to recognize the constructive role civil society plays in local democratic governance. Smallholder farmers will be empowered to collectively voice, demand and negotiate their economic and social rights by actively engaging with LAs – benefiting from social and extension services, appropriate resources, and increased access to social safety-net programmes by marginalized groups (women, ethnic minorities, disabled people). In this way, the project will ensure farmers’ inclusion in the development process, addressing issues of agricultural governance and contributing to reduced inequality and injustice. It will enable smallholder-led CSOs and LAs to fulfil their potential as key stakeholders in the process of inclusive economic and social development.

**Specific Objective of the project**: To catalyze Local Authorities (LAs) and smallholder-led CSOs to develop innovative and inclusive partnerships that strengthen the economic and social rights of small and marginal farmers, with a specific focus on women, disabled people and ethnic minorities.

1. Smallholder-led CSOs are effective, well-run, financially sustainable and able to contribute to LA policy development and implementation.
2. LAs and local government bodies develop an inclusive enabling environment through sustained collaboration with smallholder-led CSOs.
3. Smallholder-led CSOs work in partnership with Las to ensure socio-economic policies and practices respond to needs of marginalised groups (women, disabled people, ethnic minorities).
4. Smallholder-led CSOs work in partnership with LAs to ensure entitlements related to sustainable agricultural practice reach the target populations.

The final beneficiaries of the proposed Action are 23,640 small and marginal farming households (farmers with landholdings less than 1 hectare) across the five selected districts of Bangladesh. Of the 23,640 small and marginal farmers targeted by the Action, 11820 will be women (50%), 2364 will be from ethnic minorities (10%) and 1182 will be disabled people (5%). The project targets Parishads and public officials at both Upazila and Union levels.

# Project location:

This project is working in 19 Upazilas of 5 districts of 3 project regions.

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| **Region** | **District** | **Upazila** |
| * **South region** | Satkhira | 3 Upazilas: Satkhira Sadar, Assasuni, Tala |
| * **North East region** | Mymensingh | 5 Upazilas: Mymensingh Sadar, Gouripur, Phulpur, Haluaghat, Dhobaura |
|  | Sherpur | 4 Upazilas: Sherpur Sadar, Nakla, Jhenaigati, Sreebordi |
| * **North region** | Gaibandha | 5 Upazilas: Gaibandha Sadar, Fulchhori, Saghata, Sundorganj, Gobindaganj |
| Kurigram | 2 Upazilas: Rowmari, Razibpur |

# Organizational overview:

**Traidcraft Exchange** is a British Charity have been working in Bangladesh since 2005. Traidcraft Exchange bring people together, to fight injustice in trade. Traidcraft Exchange exists to do two things: 1. To support people to harness the benefits of trade; 2. To fight against injustice in global trade. It's a simple mission, but it is changing lives all over the world.

### Christian Aid is an international humanitarian organization which started working in Bangladesh in 1972 after the Liberation War. Today it works in some of the most disaster affected districts of the country with the most vulnerable people to improve the quality of their lives. It uses integrated approaches to disaster risk management, climate change, resilient livelihoods, emergency preparedness and response, inclusive market development, gender and social equity and human rights.  It continues to develop the social enterprise skills of underprivileged people, increasing their power in the market and ensuring their access to and control over productive resources.

**Solidarités International** **(SI)** is a non-profit and humanitarian organization founded in 1980 and working in areas of conflict and natural disasters. Its main aim is to provide quick and effective support for people in life-threatening situations by meeting their vital needs: water, sanitation, food security and shelter. SI started its mission in Bangladesh at the end of 2007, following cyclone SIDR. SI’s intervention and strategy in Bangladesh is to target primary needs of crisis affected persons in terms of water, hygiene and sanitation (WaSH), food security and livelihood (FSL), shelter and non-food items (SNFI) and disaster risk reduction (DRR).

**Rural Development Sangstha (RDS)** is an NGO established in 1998 based in Sherpur, Bangladesh. It is being carried out since its inception its activities within the area of developing vulnerable group, specially landless and small farmers’ family, agriculture, health, sanitation, hygiene , water supply and food security, women development , renewable energy sector, micro finance, child & adult education, climate change adaptation, disaster management, local resource mobilization, skill development through 40 Branches located at Sherpur, Jamalpur, Tangail, Dinajpur, Kurigram, Pabna, Khulna and Mymensingh district in Bangladesh.

**Gana Unnayan Kendra (GUK)** started its journey in 1985 as a community led NGO with the efforts of a group of dedicated social activists through organizing the disadvantaged poor people living in the remote areas especially in the river islands of Gaibandha district in Bangladesh with the purpose to establish a poverty free equitable society. Presently it is working in ten north-western districts of the country i.e. Gaibandha, Rangpur, Kurigram, Lalmonirhat, Nilphamari, Dinajpur, Panchagarh, Bogra, Joypurhat, Kustia and Cox’s Bazar.

**Shushilan,** a Bengali name signifying endeavours for a better future, is a national NGO set up in 1991. The organization came into being in the face of degradation of socio-ecological resources in the southwest coastal region with specific mission to redress the declining natural resource base, livelihoods and food security of the people. Shushilan is a local agro-ecology, wetland resource management and right based NGO working for ensuring livelihood security of the resource poor community.

# Purpose and Scope:

**Purpose:**

The overall objective of this consultancy is the following:

1. Design and develop training module on Advocacy skills for the association leaders.
2. Conduct 48 (19 upazila level and 5 district level, twice time during 2019-2020) trainings for the small holder farmers’ group Association Leaders on Advocacy Skills considering the Bangladesh for the KHAMATAYAN project

**Participants:**

The trainings will be for the smallholder farmer Association leaders. A total of 48 trainings will be conducted targeting 19 Upazila Agro Producers’ Associations (UAPA) leaders and 5 District Agro Producers’ Association (DAPA) leaders for twice time during 2019 and 2021 (the details of the location is given in section #2). Each Association has 11 leaders.

**Venue:**

Training venue may be any available conference room or similar venue at the respective Union/Upazila parishad/District level.

**Scope:** The training will cover issues related to effective lobbying, advocacy, negotiation and partnership skills so the associations can build links and engage with public stakeholders to negotiate for better policies, services and resources for smallholders. Training will equip the association leaders with effective lobbying, advocacy, negotiation and partnership skills so they can build links and engage with public stakeholders to negotiate for better policies, services and resources for smallholders. It will enable them to undertake budget monitoring to ensure LA budget-commitments on critical issues such as agricultural development is met.

# Methodology:

The training will be conducted through a participatory method. Please note that all participants are small holder farmer group Association leaders. Discussion and group exercise will be effective method rather than using projectors.

* A resource person will be hired to facilitate the training session using flexible, easily accessible and understandable training methodologies
* Resource person will facilitate training with participatory manner based in specific knowledge-based learning session in Bangladesh context
* Prepare outline of the session plan including required resources materials/session notes to be used in the sessions and must make these materials available for the participants
* Process and methods must be multi-dimensional

# Major Tasks:

The major tasks under this assignment would include the following:

* + - 1. Design and develop training modules & materials on Advocacy skills.
      2. Conduct 48 one-day long training for selected Association Leaders during 2019 (24 batches) and 2021 (24 batches)
      3. Gather feedback on training workshop.
      4. Prepare and submit draft and Final training reports.

# Deliverables:

The required outputs of the consultancy will be the following:

1. Easily comprehensive training module on effective lobbying, advocacy, negotiation and partnership skills so the associations can build links and engage with public stakeholders to negotiate for better policies, services and resources for smallholders. It will also enable them to undertake budget monitoring to ensure that LA budget-commitments on critical issues such as agricultural development are met. If required training module will have to be refined based on the feedbacks of the clients. During developing this training module the consultant will have to exchanges with the client and consortium partners. The client may request refining of the submitted module.
2. A detailed session plan and training schedule which Solidarites International and KHAMATAYAN consortium partners will agree to.
3. Design and share the required handouts with the participants.
4. Training reports (after completion of each training batch) with recommendations on ways forward.

# Timeframe:

The timeline is given below:

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| --- | --- |
| **Activity** | **Deadlines** |
| Closing date for receipt of proposals (by 17:00) | May 15, 2019 |
| Interviews | May 20, 2019 |
| Negotiation and Contracting the consultant | May 23, 2019 |
| Module and session plan development | May 30, 2019 |
| Review and finalize the module | May 31, 2019 |
| Conduct Training | 30 June 2019 and Feb 2021 |
| Submitting the Final training report | 7 July, 2019 and March 2021 |

**8. Qualification and Experiences requirements:**

* Professionals or experts having excellent technical knowledge on Working experience on Governance and Advocacy based issue with previous training experience.
* Significant professional background, experience and track record in the development sector and in strategy development
* Have knowledge on the practices, laws and policies based on Food Security and livelihood related issue
* Excellent analytical, communication and reporting skills.
* Specific training module development capacity on the proposed issues
* Excellent facilitation capacity/skill
* Ability to meet deadlines

# Budget and Mode of payment:

The vendor should develop a budget (different budget for different assignment) for completing the assignments as outlined in this TOR by clearly allocating expenses and daily rate.

* 50% of the total fee (excluding VAT/TAX) will be paid on signing the contract
* The remaining amount (50%) will be paid upon acceptance of the final report.
* The payment would be made in crossed cheque by the name of the consultant.
* Payment will give by 3 NGOs (**SI, RDS, GUK)** separately according to their approved budget.

# Application Process:

Interested individuals are requested to submit their Expression of Interest (EOI) by **May 15, 2019** with the following:

* Technical proposal (this should include methodology and work plan, in the methodology, please avoid copying from this TOR to the extent possible, and describe your own ideas and approach)
* Financial proposal: the consulting fee, daily rate, travel and accommodation of the consultants only will have to be quoted. The client will directly provide the training logistics, venue costs and the refreshments etc. for the participants.
* TIN certificate/VAT registration (if applicable)
* Two references
* One sample of previous similar works done.

The Expression of Interest should be sent to: [dha.wsh.pm@solidarites-bangladesh.org](mailto:dha.wsh.pm@solidarites-bangladesh.org) with CC to [dha.dp.adv@solidarites-bangladesh.org](mailto:dha.dp.adv@solidarites-bangladesh.org) with the subject line “Consultant for KHAMATAYAN advocacy skills training.” Shortlisted applicants will be invited for an interview.

# Selection Criteria

The EOI will be evaluated based on the following criteria:

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| --- | --- |
| **Selection Criteria** | **Scores** |
| Quality of the proposed plan – methodology, work plan, level of detail | 10 |
| Knowledge and experience including team members of doing such assignments | 20 |
| Availability during the period of the project | 10 |
| Budget – value for money | 10 |
| TOTAL | 50 |

Based on performance a consultant may not be invited to continue the training for the 2nd time on 2020, clearing the payment for this year 2019.

# Confidentiality:

The consultant will not, either during the term of this agreement or thereafter, except in the proper course of his duties, disclose any information concerning of any affairs of the assignment, which may come to his knowledge during the course of time. This restriction shall continue to apply after the termination of his agreement without limit in point of time but shall cease to apply to importation or knowledge, which may come to the public domain otherwise then because of disclosure by the Consultant. All documentation related to the assignment (whether or not in the course of the evaluator’s duties) shall remain the sole and exclusive property of the project.

# Terms and Conditions:

* The contract money will be provided through account payee cheque after the acceptance of final deliverables.
* VAT and Tax will be deducted as per the government policy.
* The project reserves the right to accept or reject any proposal without giving any verbal and /or written rationale.
* This assignment shall be undertaken in full consultation with project partners.
* Solidarites International and partners reserve the right to monitor the quality and progress of the work during the assignment.
* On satisfactory performance there will be scope for providing the similar consulting service for the 2nd round of this training (again 24 batches for 24 associations) in February 2021 (tentative).