

## Terms of Reference

**Selection of consultant/vendor** of “Shifting the power to grassroots communities through strengthening farmer led CSOs and improving their engagement in the sustainable development process (SWABOL)” project of Traidcraft Exchange for the following assignment\_

- **Baseline study**

### 1. Introduction:

<b>Project Name</b>	Shifting the power to grassroots communities through strengthening farmer-led CSOs and improving their engagement in the sustainable development process (SWABOL) project
<b>Project Location</b>	Bangladesh – Mymensingh, Sherpur, Netrokona, Kurigram, Gaibandha, Panchagarh, Thakurgaon, Rajshahi, Chapai Nawabganj, Faridpur, Jashore, Khulna & Satkhira Districts
<b>Project duration</b>	42 months from 1 <sup>st</sup> April 2023
<b>Co-Donor</b>	European Union
<b>Implementing agency and partners</b>	The project is led by Traidcraft Exchange and co-implemented by RDS, GUK, USS, Bikash BD, ASSEDO & BEDS

“Shifting the power to grassroots communities through strengthening farmer-led CSOs and improving their engagement in the sustainable development process (SWABOL) project” is a consortium initiative of Traidcraft Exchange implementing through six local partners RDS, GUK, USS, Bikash BD, ASSEDO and BEDS. The project is underway in 33 Upazilas under Mymensingh, Sherpur, Netrokona, Kurigram, Gaibandha, Panchagarh, Thakurgaon, Rajshahi, Chapai Nawabganj, Faridpur, Jashore, Khulna & Satkhira Districts. The European Union is providing financial support with an aim **to enhance social capital and capacities of Federated Smallholder Farmer-Led Civil Society Organisations (FSFCSOs) to become active actors of good governance and promote inclusive sustainable development.**

The project targets 46 FSFCSOs and their 1,580 LFOs (Local Farmer Organizations) in 33 Upazilas across 13 districts. The final direct participants of the project are 47,400 small and marginal farming households (farmers with landholdings less than 1 hectare), of which 50% are women, 7% are from ethnic minorities and 5% are disabled people.

Table: Target Districts, Upazilas (Sub-districts) and Unions

Project Location and Target Beneficiaries							
Working Zone	District Name	Upazila Name	No. Unions	No. FSFCSOs (upazila)	No. FSFCSOs (district)	No. LFOs	No. Direct Beneficiaries
Zone 1	Mymensingh	Mymensingh Sadar	3	1	1	29	870
		Gouripur	3	1		40	1,200
		Phulpur	8	1		30	900
		Haluaghat	8	1		51	1,530
		Dhobaura	7	1		40	1,200
		Tarakanda	5	1		30	900

	Sherpur	Sherpur Sadar	10	1	1	40	1,200
		Nakla	9	1		40	1,200
		Sreebordi	6	1		42	1,260
		Jhenaigati	7	1		51	1,530
	Netrokona	Sadar	8	1	1	56	1,680
Zone 2	Khulna	Dacope	4	1	1	60	1,800
	Jashore	Jashore Sadar	5	1	1	54	1,620
		Jhikorgacha	3	1		64	1,920
		Manirampur	5	1		55	1,650
	Faridpur	Sadar	3	1	1	45	1,350
		Boalmari	4	1		44	1,320
		Bhanga	4	1		48	1,440
Zone 3	Gaibandha	Gaibandha Sadar	8	1	1	48	1,440
		Fulchuri	4	1		50	1,500
		Sundorganj	5	1		52	1,560
		Shaghata	4	1		38	1,140
		Gobindaganj	5	1		45	1,350
	Kurigram	Rowmari	3	1	1	39	1,170
		Rajibpur	3	1		28	840
Zone 4	Panchagarh	Sadar	6	1	1	65	1,950
		Tetulia	5	1		79	2,370
	Thakurgaon	Baliadangi	5	1	1	65	1,950
Zone 5	Rajshahi	Tanore	5	1	1	40	1,200
	Chapai Nawabganj	Nachole	4	1	1	110	3,300
Zone 6	Satkhira	Assasuni	3	1	1	42	1,260
		Shamnagar	3	1		30	900
		Debhata	3	1		30	900
<b>Total</b>	<b>13</b>	<b>33</b>	<b>168</b>	<b>33</b>	<b>13</b>	<b>1,580</b>	<b>47,400</b>

**Specific Objective of the project:** To strengthen the legal identity and operational capacity of FSFCSOs and build their civic space to influence effective delivery of services in line with national policies and regulations.

#### **Outputs:**

**Output 1:** 46 FSFCSOs are legally registered with state authorities and sustainably supporting their members, LFOs, to lead their own development and advocacy.

**Output 2:** FSFCSOs engage with duty bearers to facilitate representation in local governance and effective implementation of policies, contributing to an enabling environment for civil society.

**Output 3:** FSFCSOs work in alliance with their networks to promote inclusion of marginalised groups' priorities at family, society, and national level.

**Output 4:** FSFCSOs actively promote, and practice locally led climate adaptation to protect their agricultural ecosystem and ensure greater resilience to climate shocks.

## **2. Organizational overview:**

### **Traidcraft Exchange**

For more than 30 years, TX has been fighting poverty through trade, believing in the positive and transformational potential of trade to bring hope to millions trapped in poverty. It's our mission to use the power of trade to create lasting solutions to poverty. We believe that trade affects the life of every person and can provide the most sustainable way of overcoming poverty. Yet markets do not always work in favor of the poor, and often work against them. This is a major factor contributing to their poverty. Traidcraft Exchange exists to do two things:

- To support people to harness the benefits of trade
- To fight against injustice in global trade
- To ensure that there is a shift of power to the vulnerable people in the value chain.

In all our areas of work, TX plays a key role as catalyst and convenor, encouraging different actors to work together to develop approaches that lead to inclusive economic growth. We have a particularly strong track record of constructive engagement with the private sector as both trading and development partners. Over the last 11 years, Traidcraft has worked directly with over half a million vulnerable and socially excluded members developing democratically-run village-based groups and associations and nurturing their links to duty-bearers and private sector players. This has resulted in significant up-skilling of marginalized producers: increasing confidence and productivity, reducing costs, improving market access, diversifying incomes, and reducing environmental impact.

TX is implementing the project as the lead organization with direct support from 6 local partner NGOs located in the 6 working zones, Ulashi Sreejony Shangha, Bikash Bangladesh, Bangladesh Environment and Development Society, Gana Unnayan Kendro, Rural Development Sangstha, and Agriculture Sustainable & Socio-Economic Development Organization. They are highly competent local organisations as they have strong and established presences in the target districts and strong competencies in necessary areas including grassroots mobilisation, gender-based projects, and income generating activities. They have strong connections with and expertise in working with Elected Local Authorities and Public Extension Officials and are essential in establishing connections to LAs and other relevant stakeholders in their respective zones. All will work side by side with FSFCSOs and will guide them throughout the project, facilitating their engagement in project activities and managing the disbursement of financial support.

### **3. Purpose and Objectives of the Baseline Study:**

The purpose of this baseline study is to provide an independently assessed information base against which to monitor and assess the project's progress and effectiveness during implementation and after project completion. This baseline study will work as an early element of the project monitoring framework. The framework is based on the project log frame (attached as **annex 1**), which includes the expected project outputs, the indicators of achievement and the potential sources of information. The baseline study gathers the information to be used in subsequent assessments of how efficiently the activity is being implemented and the eventual results of the project. The mid-term review and final project evaluation will judge progress largely by comparing then-recent data with the information of the current baseline study.

### **4. Audience for the Baseline Study:**

This independent evaluation is commissioned by Traidcraft Exchange and will be shared with project staff and participants, management and staff of Traidcraft, and their respective local partners – GUK, RDS, USS, Bikash, ASSEDO, BEDS, project associates, project funders and other relevant actors.

## **5. Baseline Study Process and Methodology:**

The baseline study should be conducted in a participatory manner to bring the multiple perspectives from key stakeholders in assessing the current situation of the target beneficiaries and the context within which the project is located. A Project Monitoring & Evaluation Group will be there to both inform and support the consultant in baseline processes. This will comprise key project staff from Traidcraft and its partner in country, as well as key staff from Traidcraft's UK office.

Consultant is requested to suggest detail methodology of the baseline study including desk research, data collection & analysis and reporting formats.

## **6. Outputs and Deliverables:**

The main deliverables include:

- An inception report (maximum five pages) outlining the approach/methodology and execution programme/timetable. This report shall be submitted for reviews and approval by TX BD two days before the signature of the contract.
- Data collection tools which shall be submitted within two days after acceptance of the methodology for review and approval by TX BD.
- Draft survey report which shall be submitted within five days after completion of the analysis work and shall be accompanied with the raw data as collected by the data collection tools. (see Annex 3)
- Presentation of the key findings to the stakeholders.
- Prepare and submit an update log frame. (Present log frame will be provided along with the original project proposal).
- A concise power point presentation of the final baseline report should also be prepared (to be submitted in a pen drive/USB drive or card reader form).
- The final report which shall be submitted within five days after the stakeholders dissemination workshop shall incorporate TX BD and stakeholders inputs.
- A concise power point presentation of the final baseline report should also be prepared (to be submitted in a pen drive/USB drive or card reader form).

All documents, papers and data produced during the baseline study are to be treated as the property of Traidcraft and its partners and are restricted for public use. The contracted agency/consultant will submit all original documents, materials, and data to the contracting organization.

## **7. Roles and Responsibilities:**

### **7.1 Consultant's Responsibility**

- Undertake assignment as outlined in the ToR.
- Complete the tasks in ToR in the allocated time.
- Update Traidcraft on a regular basis concerning progress.

### **7.2 Project Evaluation Team's responsibility**

The Project Evaluation Team is comprised of

- Shahed Ferdous, Country Director (TXBD) & Project Director
- One Responsible person from TXUK
- Nabila Nusrat, Head of Programme (TXBD)
- Representative from GUK
- Representative from RDS
- Representative from USS
- Representative from BB
- Representative from ASSEDO
- Representative from BEDS
- Shawkat Hasan, Project Coordinator (TXBD)

**The main functions of this group are:**

- To ensure that the evaluator has access to and has consulted all relevant information sources and documents.
- To validate the evaluation framework, questions, and methodology by the Evaluation Team with support from TX UK Expert.
- To discuss and comment on deliverables delivered by the evaluator at each stage of the process.
- To feedback on the findings, conclusions, and recommendations.

**7.3 Provision of logistical and other support**

For any query and logistical support the evaluator will contact to Mr. Shawkat Hasan, Project Coordinator at Traidcraft Exchange Bangladesh Country Office. He will be responsible for informing stakeholders of any interviews or focus groups, and for providing the contacts of people to be interviewed, dates of visit and itinerary with the help of partners. The evaluator will contract to him also for support on the content and methodology of the evaluation, as well as delivery of the report.

**8. Timeframe:**

Activity	Deadlines
Closing date for receipt of proposals	10 October 2023
Interviews for selection	12 October 2023
Meeting to discuss detailed terms of reference and contract	19 October 2023
First draft of evaluation report to Traidcraft	22 November 2023
Feedback and comments from all Partners	30 November 2023
Final evaluation report to Traidcraft incorporating all feedback	14 December 2023

**9. Budget and Mode of payment:**

The evaluator should develop a budget for completing the evaluation as outlined in this ToR by clearly allocating expenses and daily rate.

- 30% of the total fee will be paid on signing the contract.
- 40% of the amount will be paid after the submission of the draft report.
- The remaining amount (30%) will be paid upon acceptance of the final report.
- The payment would be made in crossed cheque in the name of the consultant.

**The vendor/consultant must have VAT & Tax registration and valid Trade license. Photocopies of these documents must be submitted along with the EOI/proposal.**

**10. Application Process:**

Interested organizations or individuals are requested to submit their Expression of Interest (EOI) electronically to the following address on or before 10 October 2023:

**Please email to:** [TX\\_Bangladesh@traidcraft.org](mailto:TX_Bangladesh@traidcraft.org) with Attention to Ms. Nabila Nusrat, Head of Programme.

The EOI should include:

- Contact details and up to date and detailed CV of the consultant(s) with brief descriptions of similar assignments.
- A clear and detailed overview of how this piece of work will be approached, the methodology proposed, and the outputs generated, with a clear timeline for the specified activity and a budget apportioned for the assignment.

- Two references

The EOI, excluding the consultant CVs, should not be more than 10 pages long, should have single spacing, and use Arial typeface with a minimum font size of 10.

Shortlisted candidates will be invited to attend an interview.

## 11. Selection Criteria

On receive of the EOI designated project management team will study the proposals including an interview and take a decision about the consultant/s/ agency for the study. Selection of the consultant/s/ agency will be based on:

Selection Criteria	Scores
Technical Proposal - level of understanding of TOR (20 points)	20
Methodology (20 points)	20
Relevant Experience (20 points)	20
Knowledge and skills of conducting assignment (20 points)	20
Competency of Team Leader and Team Composition (20 points)	20
Total as per Percentage (Total x 0.7)	0.7
Budget (20 points)	20
Total as per Percentage (Total x 0.3)	0.3
Grand total:	100%

## 12. General terms and conditions:

- Traidcraft Exchange reserves the right to accept or reject any proposal without giving any verbal and/or written rationale.
- Any report and document prepared during the assignment will be treated as the property of Traidcraft Exchange
- The report/document or any part, therefore, cannot be sold, used and reproduced in any manner without prior written approval of Traidcraft Exchange
- Traidcraft Exchange reserve the right to monitor the quality and progress of the work during the assignment.

## **ANNEXES:**

### **Annex 1: Documents to be consulted:**

- Approved project proposal (including log-frame)
- List of target beneficiaries
- List of other project stakeholders

### **Annex 2: Key informants:**

- Shahed Ferdous, Country Director (TXBD) & PD SWABOL
- Nabila Nusrat, Head of Programme (TXBD)
- Shawkat Hasan, Project Coordinator, (TXBD)
- Shamim Azad, Asst. Director, RDS
- Kishor Kumar Sarker, Asst. Coordinator, GUK
- Kh. Azizul Haque Moni, ED, USS
- Md. Alauddin Prodhan, ED, Bikash BD
- Md. Robiul Islam, ED, ASSEDO
- Md. Alamin Gaji, Head of Accounts, BEDS
- Upazilla Women Affairs Officer- Respective upazila
- Upazilla Social Welfare Officer- Respective upazila
- Upazilla Youth Development Officer- Respective upazila
- Upazilla Agriculture Officer: Respective upazila
- Upazilla Fisheries Officer: Respective upazila
- Upazilla Livestock Officer: Respective upazila
- Chairman & Member of UP- Respective UP & Upazila
- District and Upazila Agro-Producers' associations ((FSFC SO)- Respective Upazila & district
- Lead farmers

### **Annex 3: Required format for the baseline evaluation report:**

**The evaluation report should be not more than 50 pages with a comprehensive executive summary, excluding annexes.**

- I. Title Page  
This should include: project title; date of report; authors and their affiliations; Traidcraft contact point for the evaluation.
- II. Acknowledgements
- III. Table of Contents
- IV. List of Acronyms and Abbreviations
- V. Executive Summary
- VI. List of Tables
- VII. List of Graphs
- VIII. Main Report
  - a. Project description, including: context; underlying rationale; stakeholders and beneficiaries; approach; project monitoring system. (1-2 pages)
  - b. Purpose and objectives of the evaluation
  - c. Audience for the evaluation
  - d. Evaluation process and methodology including: rationale for choice of methodology; data sources; methods for data collection and analysis; participatory techniques; ethical and equity considerations; major limitations of the methodology. This should include a clear explanation of the data collection methods used so that these can be effectively replicated during subsequent monitoring and evaluation processes.
  - e. Composition of the evaluation team, including any specific roles of team members
  - f. Evaluation findings

Data should be disaggregated by age and economic status (poor and extreme poor). Diagrams, photographs and graphic representation can be included. Quotes from beneficiaries, stakeholders, partners should be included if relevant. Boxes should be included if necessary to explain any elements that are specific to the project or to the understanding of the project.

- IX. Conclusions: insights into the findings.
- X. Recommendations: especially in relation to the on-going monitoring and evaluation of the project.
- XI. Annexes to the evaluation report:
  - a. Terms of Reference for evaluation
  - b. Evaluation framework or matrix
  - c. Evaluation timetable
  - d. List of key people interviewed and of stakeholder groups and/or communities consulted
  - e. List of supporting documentation reviewed
  - f. Research instruments: questionnaire, interview guides, etc. as appropriate
  - g. Project log frame, with baseline figures inserted
  - h. Specific monitoring data, as appropriate (raw data)
  - i. Short biographies of the evaluators.

**Annex 4: Measuring Household Income:**

The template will be delivered through a separate document during desk research and planning phase