

## Terms of Reference

**Training** of “Empowering smallholders to strengthen local democratic governance (KHAMATAYAN)” project **for marginalized people on agro business & agro processing** (52 batches of training for 1768 SHG leaders).

### 1. Introduction:

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

“Empowering smallholders to strengthen local democratic governance (KHAMATAYAN) Project” is a consortium initiative of Traidcraft Exchange, Christian Aid and Solidarites International implementing through three local partners RDS, GUK and Shushilan. The project is underway in 19 Upazila under Mymensingh, Sherpur, Gaibandha, Kurigram & Satkhira District. 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 proposed 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 will empower 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 will work 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.

**Output 1:** Smallholder-led CSOs are effective, well-run, financially sustainable and able to contribute to LA policy development and implementation.

**Output 2:** LAs and local government bodies develop an inclusive enabling environment through sustained collaboration with smallholder-led CSOs.

**Output 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)

**Output 4:** Smallholder-led CSOs work in partnership with LAs to ensure entitlements related to sustainable agricultural practice reach the target populations

The beneficiaries of the project are 24,538 small and marginal farming households (farmers with landholdings less than 1 hectare) across the five selected districts of Bangladesh. Of the 24538 small and marginal farmers, 12271 will be women (50%), 7165 will be from ethnic minorities (29%) and 1001 will be disabled people (4%). The project targets local authorities 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\_

- **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
- **South region**
  - Satkhira - 3 upazilas: Satkhira Sadar, Assasuni, Tala

## 2. 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:

- To support people to harness the benefits of trade
- 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.

**Solidarites 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.

### 3. Purpose and Scope:

#### **Purpose:**

The purpose of this TOR is to call proposals/EOI from competent consultant/trainer to design and develop a training module and conduct 52 batches (2-3 batches in each upazila) of day-long training for marginalized people on agro business and agro processing considering the Bangladesh context in different project areas (19 upazilas under 5 districts) for the KHAMATAYAN project.

#### **Participants:**

The training will be facilitated for SHG leaders of 788 groups under 19 upazilas of 5 selected Districts. Total number of participants is 1576.

#### **Training venue:**

These are the upazila level trainings. These trainings will be held at 19 upazilas under KHAMATAYAN project. Please see chapter 1 for list of upazila. Training venue may be the respective upazila parishad conference room or any other organization's training room.

#### **Scope of the Training:**

By this training the participant will,

- Know the details about the agro business
- Know the details about the agro processing and roles played by various actors in the chain
- Know the scope/facilities of the agro business in the project areas
- Know about the challenges of agro business and agro processing.
- Know about the social and economic importance of agro business and agro processing sector as part of boosting local development

### 4. Methodology:

The training will be conducted through a pro-active and participatory method. Please note that all participants are the farmers and group leaders. Discussion and group exercise will be more effective method than using projector and lecture method.

- A resource person will be hired to facilitate the training session using flexible, easily accessible and understandable training methodologies
- Resource person will facilitate training in a participatory manner based on specific knowledge-based learning session suitable for 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

### 5. Major Tasks:

The major tasks under this assignment would include the following:

**Task 1:** Prepare training modules on topics such as **agro business and agro processing**. Develop an easy understanding training module and will facilitate the training based on module

**Task 2:** Conduct training selected persons on **agro business and agro processing** - a day-long training.

**Task 3:** Gather feedback on training workshop.

**Task 4:** Prepare and submit a copy of "**agro business and agro processing manual**" and training report (with good quality training photo).

### 6. Deliverables:

The Consultant/trainer should be delivered-

- An easy understanding comprehensive training module on topics such as agro business and agro processing.
- A detail session plan agreed by Traidcraft Exchange and partners
- Handout of the topics.
- A soft copy of agro business and agro processing manual for printing for SHGs
- Proper analysis in the training report

- Training Report with concrete action plan within 7 (Seven) days after completion of the training for the final payment

## 7. Timeframe:

The assignment should be completed by 31 October 2019. There is a timeframe for the assignment and the consultant would need to work around the following major tasks\_

Activity	Deadlines
Closing date for receipt of proposals	21 September 2019
Hiring resource person (TX office call in a meeting)	24 September 2019
Module and session plan development	29 September 2019
Review and finalize the documents	30 September 2019
Conduct Training	01 October 2019 onwards
Final Report	31 October 2019

## 8. Facilitator/Consultant requirements:

Facilitator need to have the following competences:

- Working experience on agro business and agro processing.
- Have experience to conduct similar training
- Have knowledge on the practices, laws and policies based on Agriculture and livelihood related issues
- Excellent facilitation capacity/skill
- Specific training module development capacity on the proposed issues
- An understanding and experience in the agriculture sector and general development experience
- Demonstrate capacity to produce high quality reports in English
- A valid and practical action development capacity from the training related to project goal
- Ability to meet deadlines

## 9. Budget and Mode of payment:

Total fee for consultancy is **BDT 600,000** (include VAT & Tax). Training organizing cost is not included in this fee. The consultant/trainer should develop a detail budget for completing the assignment as outlined in this TOR by clearly allocating expenses and daily rate.

- 50% of the total fee will be paid on after submitting the training module and session plan
- Rest 50% of the amount will be paid upon completion of training and acceptance of the final report.
- The payment would be made in crossed cheque by the name of the consultant.
- RDS, GUK and Shushilan will pay the proportionate amount of fees by three cheques.

## 10. Application Process:

Interested organizations or individuals are requested to submit their Expression of Interest (EOI) electronically to the following address on or before **21 September 2019**:

**Please email to:** [TX\\_Bangladesh@traidcraft.org](mailto:TX_Bangladesh@traidcraft.org) with cc. [Nabila.Nusrat@traidcraft.org](mailto:Nabila.Nusrat@traidcraft.org). For further clarification, please write to [Shawkat.Hasan@traidcraft.org](mailto:Shawkat.Hasan@traidcraft.org)

The EOI should include:

- Contact details
- Details of the team who will work on the contract with individual CVs of no more than two sides of A4 that describes their relevant experience in relation to this contract. These may be attached as appendix to the EOI.
- A clear and detailed overview of how these pieces of work will be approached, the methodology proposed, and the outputs generated, with a clear timeline for each of 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 receipt 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:

<b>Selection Criteria</b>	<b>Scores</b>
Quality of the proposed plan – well thought out, logical, strong methodology and approach, well-timed, level of details, would meet objectives	10
Knowledge and Experience of doing such assignments	20
Availability during the period of the project	10
Costs – value for money	10
<b>TOTAL</b>	<b>50</b>

### 12. General terms and conditions:

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