

Terms of Reference of Hiring External Expert Organization for Technical Support on Eco-village Development Approach

World Vision Bangladesh

I. Introduction and background:

World Vision is an international humanitarian relief and development organization serving children, their families and communities to alleviate poverty in Bangladesh since 1972 through emergency relief, food security and economic development; education, health and nutrition programs, advocacy and campaign.

World vision Bangladesh is going to initiate Eco-friendly village approach in formal way from FY-21, though it's not fully new to WV programming. We demonstrated environmental friendly program approaches last several decades randomly such as tree plantation, promoting improved stove, encourage farmers to produce and use of compost and bio pesticides, promoting hygienic latrines, promoting pure drinking water sources, educate communities on health hygiene practices etc. In LEAP3 Cycle WV is facilitated hundreds of Village development committees (VDC) and Urban neighborhood development committees (UNDC) capacity development process to empower them as self-sustained group. So, it's an immense opportunity to WV to explore and demonstrate Eco-friendly village approach through VDCs/UNDCs to emphasis balanced and sustainable development process across the country to achieve Sustainable Development Goals.

2. Main Objectives of eco-village approach:

- Demonstrate a sustainable and holistic development in the world vision working area through Eco-friendly village approach
- Demonstrate an eco-friendly farming (one family one farm) to contribute the increase agricultural production & productivity (Crop, livestock, fisheries etc) and non-farm production in the target community.
- To ensure social and human dignity by maintaining ecofriendly environment and friendly relationship in the community.
- To strengthen community people specially farmers to take ownership and responsibilities of the community for future generation by restoring natural resources
- Community people will able to solve any problem by themselves related to Eco friendly environment; disaster risk reduction and climate change issues and other conflicts in the village.

Ecovillage conceptual framework:

The ecovillage operation has four dimensions which comprises detailed components that altogether show holistic integration approach covering all major ecological and environmental sustainability issues. Each issue will be taken into consideration for developing an ecovillage.

1. Ecological Framework:

- Sustainable Agriculture
- Green Building
- Renewable Energy &
- Appropriate Technology/ Adaptive Technology
- Water & Sanitation
- Ecosystem

2. Social Framework:

- Building Community
- Decision Making
- Communication Skills
- Expansion of Proactive Service and Network
- Permaculture
- Transition and Resilience

3. Economic Framework:

- Fundraising
- Livelihood
- Local Economy

4. Cultural and Spiritual Framework:

- Reconnecting with Nature
- Art & Celebration
- Health & Healing
- Spirituality

3. Scope of the Work by the expert organization:

- Technical support for transform an eco-village
- Capacity building support to staff and community people
- Hands on learning sessions and establish demonstration of eco-village and field monitoring visit in specific 6 locations in WV Area Program
- Develop monitoring tools to measure progress of eco-village
- Exposure visit/ learning visit in expert organization's working area
- Reading materials, video clips and newsletter sharing on eco-village etc.

4. Tasks and Deliverables

# of SL	Contents	Deliverable items by expert organization	Training duration
1	Training for Eco-villagers Basic concept training on Eco-village Design (4 dimensions on Ecology, Economics, Social and Cultural/ Spiritual aspects)	<ul style="list-style-type: none"> ▪ WVB or Implementing Partner will be organized training in their area program location and bear all relevant cost to conduct the training eg. Venue, logistics/ training materials, food, multi-media, internet access etc. ▪ Tentative locations would be addressed in the annex ▪ Per batch participants 20-25 for face to face training ▪ Expert Organization will hire as facilitator/ trainer to lead the full training sessions ▪ Every day at least 2-3 trainers (including guest trainers will facilitate the sessions) ▪ In case of residential training; World vision/ Implementing Partner will bear trainers food, logistics and accommodation costs ▪ In case in Non-residential Training expert organization will bear their accommodation and other costs (WVB/ Implementing Partner will provide snacks and lunch only) ▪ Before training expert organization will provide necessary information/ training material lists/ soft version handy book to WVB/ Implementing Partner staff for preparation and ensure all training materials per requirement ▪ For community people training module should be at least 70% practical sessions 	7 days training <ol style="list-style-type: none"> 1. In case of residential training total 70 hours, 10 hours everyday 2. In case of non-residential training total 49 hours, 7 hours every day

2	<p>Training for WVB/ Implementing partners Staff</p> <p>Basic concept training on Eco-village Design (4 dimensions on Ecology, Economics, Social and Cultural/ Spiritual aspects)</p>	<ul style="list-style-type: none"> ▪ World Vision Bangladesh / Implementing Partner staff will join on basic concept training on eco-village design ▪ Per batch participants 25-30 staffs ▪ Training will be organized by World Vision Bangladesh ▪ Expert Organization will facilitate the sessions only ▪ Before training expert organization will provide necessary pre-reads, documents, training modules, video links, pre-test link etc. ▪ Expert organization will provide the necessary logistics list to WV staff for preparation ▪ In case of residential training; World vision will bear trainers food, logistics and accommodation costs ▪ In case in Non-residential Training expert organization will bear their accommodation and other costs (WVB will provide snacks and lunch only) ▪ Every day 2-3 regular trainers and guest trainers (per needs) National/ International experts would be join as guest trainer ▪ For staff level at least 70-80% theoretical sessions <p>Note: Considering pandemic situation please add a separate package for online virtual training session for Staffs; it would not be applicable for community people level.</p>	<p>7 days training</p> <ol style="list-style-type: none"> 1. In case of residential training total 70 hours, 10 hours a day 2. In case of non-residential training total 49 hours; at least 7 hours a day 3. In case of virtual training total 49 hours; at least 7 hours a day
3	Eco-village demonstration	<ul style="list-style-type: none"> ▪ At least 25 HHs would be selected as eco-villagers from every selected village ▪ 25 eco-villagers will join intensive training and hands on learning support and education sessions by expert organization ▪ Cluster Coordination Office based model eco-village demonstration (locations name are attached in annex) ▪ In Oct'21 expert organization will be conducted 5 days training on permaculture in all selected eco-village (In six locations by Oct'21) ▪ During training sessions expert organization will ensure demonstration sessions in eco-villager's homestead ▪ Rest of 11 months (Nov'21-Sep'22) expert organization will visit 6 locations; ▪ Every month technical expert will spent 3 days in each demonstration eco-village location 	12 months (Oct'21-20, Sept'22)

		<ul style="list-style-type: none"> ▪ Round the year expert organization will ensure education session on ecological, social, economic and cultural/spiritual issues to the eco-villagers ▪ This demonstration eco-village would be used as learning hub for the Cluster Coordination Area Programs ▪ Under this demonstration; nearby Area Program staffs and selective eco-villagers will come and join to learn from this demonstration ▪ Periodically / quarterly will organize learning session with demonstration eco-village and other eco-villagers ▪ World Vision/ Implementing Partner will not bear expert organizations staffs food, logistics, accommodation and transportation cost separately; rather it would be count as package for per unit demonstration ▪ Expert organization will submit monthly progress report of each eco-village demonstration to WVB/ Implementing Partner ▪ End of the year expert organization will develop and submit at least 12 success stories/ change stories/ case studies to WVB office 	
4	Video Documentary	<ul style="list-style-type: none"> ▪ Expert organization will prepare 5 minutes' small video documentary to show the changes / impacts of model eco-villages ▪ Video documentary will start from the beginning of the eco-design to show the changes after one year ▪ It would be covered the 4 dimensional changes as holistic development as much as possible (ecological, social, economic and cultural/ spiritual) ▪ Expert organization will submit video scripture to WVB/ Implementing Partner before starting the video documentary 	12 months (Oct'21-20, Sept'22)
5	Consultation visit (Optional)	<ul style="list-style-type: none"> ▪ Per WV's requirement expert organization will provide consultancy and technical support to other eco-villages (beyond the 6 demonstration locations) ▪ Consultant/ expert will visit the eco-villagers homestead and other practices, will provide need based hands on education and technical support ▪ This consultancy cost will count as per day honorarium fee and WV will not bear consultants/ experts food, transportation, lodging and other costs 	Per day consultancy, based on requirement of WV offices

5. **Desired experiences/ skills from the Expert organization and Technical Evaluation Criteria:**

- Minimum 10-12 years' experiences on eco-village demonstration in the field level-15 marks
- At least 10-12 eco-villages in expert organization's working area (expertise on permaculture, economics, social, cultural/ spiritual dimensions)-20 marks
- Member of Global Eco-village networks-15 marks
- Lead or member of National Level Climate Change Adaptive Networks/ Clusters groups-10 marks
- Minimum 8-10 eco-village experts in esteem organization-15 marks
- Eco-village design full module and hand books are available- 15 marks
- The hired organization have enough expertise to develop context based learning tools and monitoring tools-10 marks
- Pass marks- 70

6. **Tentative Timeframe**

Proposed time frame for eco-villagers and staffs capacity building would be August'21-September'22

Fixed time frame for 6 locations eco-village demonstration would be Oct'21-20, Sep'22 (12 months)

7. **Proposal:**

#.1 Technical Proposal that should demonstrate the expert organization's experiences, knowledge and skills on eco-village design, practical demonstration in their working area, capacity building skills in the context of Bangladesh. Brief information of expert staffs list including their experiences on eco-village expertise. **Please follow the following contents to develop your organizational technical proposal in brief within maximum 8-10 pages.**

- I. Introduction and back ground of the organization

2. Brief description of eco-village demonstration background and current updates in your working area (you can add eco-design training module, hand book etc. as additional attachment)
3. Involvement of Global and National Level networks/ clusters on eco-village development and climate adaptive actions
4. Individual Expert staff's information in brief (experiences, knowledge, skills)

#.2 Financial Proposal that should demonstrate statement of expenses in line with deliverable items mentioned in this ToR. Expert Organization needs to prepare financial proposal as unit cost or package cost for each following category: **Financial Proposal should be included VAT & Tax.**

- **Eco-villagers training residential:** Insert the per batch training facilitators costs as package for 7 days (Pls see the deliverable items, only will hire for training facilitation), Please submit two category of unit cost for residential training and non-residential training.
- **Staff level training residential, non-residential and virtual:** Insert the per unit batch training facilitators costs as package for 7 days (Pls see the deliverable items, expert organization will hire for training facilitation only). Please submit 3 categories of package for residential, non-residential and virtual training for staff level.
- **Eco-village demonstration in 6 locations:** Please insert the per unit demonstration package cost (No need to breakdown the costs)
- **Video documentary** as per the mentioned in the deliverable item: Please insert the one unit package cost
- **Per day consultancy cost :** It's an optional technical support, if any Area Program Office requires. Pls insert per day consultancy fee per deliverable item.

9. Mode of payment:

Unit/ package quoted price for the technical expertise services should be including VAT &Tax

- Eco-villagers and Staffs Capacity building costs (facilitators fees) would be paid just after the training as per agreement with expert organization
- For 6 locations eco-village demonstration services costs will pay quarterly as 4 proportion installment of the total amount in WV FY-22 ; Oct'21-Sep'22 (First month of each quarter and last quarter in Aug'22, eg; **Oct'21, Jan'22. April'22 and Aug'22**)

- For video documentary mode of payment would be in 2 installments, just after the video scripture submission 40% will pay, and rest of 60% in after the completion of the work by 20 September 2022.
- All payment should be made through EFTN / S2B to the respective vendor's bank account after deducting VAT & Tax at source.

10. Roots of communication In all respects relating to this technical services, Director- Integrated Thematic Solutions should be the contact person

11.1 Contact person:

1. Buli Hagidok, Director-Integrated Thematic Solutions, National Office, World Vision Bangladesh
2. Md. Mushfequr Rahman, Technical Program Manager- Integrated Livelihood, Zone 02, World Vision Bangladesh, Email: MdMushfequr_Rahman@wvi.org
3. Mohammad Ruhul Amin, Technical Program Manager- Integrated Livelihood, Zone01, World Vision Bangladesh, Email: Mohammad_Ruhul_Amin@wvi.org

Annex:

A. Demonstration locations

1. Rampal under the Bagerhat District
2. Tahirpur under the Sunamgonj District
3. Purbadhola under the Netrokuna District
4. Bandarban Sadar
5. Birgonj under the Rongpur District
6. Tanore under the Rajshahi District

B. Tentative Capacity Building / Training Location for eco-villagers or staffs

1. Rampal Area Coordination Office (Two events at Debhata and Kachua)
2. Barishal Area Coordination Office (One event at Bhandaria)
3. Rongpur Area Coordination Office (One event at Pirgonj)
4. Dinajpur Area Coordination Office (One event at Biral under Dinajpur)

5. Rajshahi Area Coordination Office (One event at Tanore)
6. Jamalpur Area Coordination Office (Four events 02 at Muktagacha, 01 Fulbaria and 01 Islampur)
7. Nandail Coordination Office (Two events at Nandail and Dharmapasha)
8. Sylhet Area Coordination Office (One event at Sunamganj)
9. Chittagong / Bandarban Area Coordination Office (Two events at Laksam and Bandarban)
10. Cox'sbazer Area Coordination Office (Two events at Ukhyia and Teknaf)
11. Nilphamari Area Coordination Office (One event at Birganj)

Note: Number of events may increase or decrease and location may change considering the budget and venue availability.