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**Terms of Reference**

**Identify and collate Bangladesh's national agricultural and food policies by Policy review**

**Bangladesh Initiative to Enhance Nutrition Security and Governance (BIeNGS) Project**

**(A project funded by European Union)**

Version Date: 11 March 2019

World Vision Bangladesh

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| 1. Basic information of the project | |
| Project Name | **Bangladesh Initiatives to Enhance Nutrition Security and Governance (BIeNGS) Project** |
| Project Number | B210391 |
| Country and District(s) | Country : Bangladesh,  Districts : Jamalpur and Sherpur |
| Start and End Date of Project | Start Date : 01 September 2018  End Date : 31 March 2023 |
| Proposed Start Date of the assignment | 25 June 2019 |
| Expected End Date of the assignment | 24 July 2019 |
| Total Project Budget | € 9.65 million |
| Source of Funding | European Union |
| Targeted Beneficiaries (Direct)  PLW:  Adolescent Girls:  Children U5:  Extreme Poor Farmers:  Non-Poor Farmers:  Smallholder Farmer:  Bio-Fortified Crop Farmer:  MenCare Group: | 50,732  44,735  93,087  10,000  10000  24,000  60,000  5,000 |

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| 2. | | |
| Prepared by: | BIeNGS Project Team | |
| Version Status: | Draft, Dated on 11 March 2019 | |
| Date Submitted: | 11 March 2019 | |
| Approved at National Office by: |  | **Date Approved**: |
| Approved at WVUK by: |  | **Date Approved**: |

## Acknowledgements

The Terms of Reference for this review, identify and collate Bangladesh's national agricultural and food policies was drafted by the BIeNGS project team of World Vision Bangladesh.

## Affirmation

This Terms of Reference has been produced by BIeNGS Project to review Bangladesh's national agricultural and food policies to produce synthesis paper on nationally and locally relevant agriculture and food strategies, policies and standards, related to service provision, budget allocations, and participation for BIeNGS Project based on existing of Government and other secondary sources / documents.

Primary documents reviewed throughout the review process will be considered as the property of the World Vision Bangladesh. Documents must be used only with WVB consent.

**Md. Abu Sufian**

Project Manager- BIeNGS Project

World Vision Bangladesh

## Glossary

|  |  |  |
| --- | --- | --- |
| **Abbreviations / Acronyms** | **:** | **Elaborations** |
| BIRTAN | **:** | Bangladesh Institute of Research and Training on Applied Nutrition |
| BIeNGS | **:** | Bangladesh Initiative to Enhance Nutrition Security and Governance |
| CBHC | **:** | Community Based Health Care |
| CNP | **:** | Community Nutrition Promoter |
| CVA | **:** | Citizen Voice and Action |
| FAO | **:** | Food and Agriculture Organization |
| FGD | **:** | Focus Group Discussion |
| IPHN | **:** | Institute of Public Health and Nutrition |
| KII | **:** | Key Informant Interview |
| MOA-DAE | **:** | Ministry of Agriculture - Department of Agricultural Extension |
| NGO | **:** | Non-Governmental Organization |
| NPAN2 | **:** | National Plan of Action for Nutrition2 |
| NO | **:** | National Office |
| PDQA | **:** | Program Development and Quality Assurance |
| PLW | **:** | Pregnant and Lactating Women |
| TP | **:** | Technical Programme |
| U5 | **:** | Under Five |
| EU | **:** | European Union |
| WASH | **:** | Water Sanitation and Hygiene |
| WVB | **:** | World Vision Bangladesh |
| WVI | **:** | World Vision International |
| WVUK | **:** | World Vision United Kingdom |

# 3. Summary

World Vision is seeking a consultant, who has proven and tested skills and background on food security & agriculture action, preferably with government sector like Agriculture extension, livestock fisheries and other related institutions and departments. This person should have the knowledge on producing policy brief, Synthesis paper with standards in agriculture and nutrition standards developed and six CVA groups and a working relationship with government officials.

# 4. Project Brief

The overall objective of the Action is to improve maternal and child nutrition in six sub-districts in nutritionally vulnerable areas of Jamalpur and Sherpur districts of Bangladesh by promoting multi-sector pro-poor governance models and nutrition interventions. The action responds to significantly above national average health, nutrition and poverty indicators in the sub-districts of Jhenaigati, Sherpur Sadar, Sreebardi, Dewanganj, Jamalpur Sadar and Islampur, whilst also supporting the implementation of key nutrition-specific and nutrition-sensitive policies and plans at the national level. In line with the Call for Proposals, the action seeks to benefit 100% of most nutritionally vulnerable groups, namely children under five (U5) with emphasis on the first 1,000 days, Pregnant and Lactating Women (PLW), adolescent girls and ultra-poor households, fully aligned with Bangladesh’s second National Plan of Action for Nutrition (NPAN2) 2016-2025. To achieve this overall objective, the action will adopt a comprehensive systems and multi-stakeholder approach to address the behavioural aspects of positive nutrition practices along with the social factors that influence the adoption and maintenance of those behaviours, whilst engaging in health systems strengthening to ensure effective delivery of quality nutrition interventions within the government system. Through productive and economic empowerment, the action will increase food security, diet diversification and the nutritional status of poor and ultra-poor households and enhance resilience to reduce their vulnerabilities to climate and other shocks.

# 5. Project Goal and Outcomes

The specific objectives (outcomes) of the action are as follows:

|  |  |
| --- | --- |
| Impact | Improved nutrition status of children and mothers in nutritionally vulnerable areas of Jamalpur & Sherpur Districts by March 2023 by promoting multi-sector, pro-poor governance models. |
| Outcome1  (NUTRITION-SENSITIVE BEHAVIOURS) | Improved nutrition and hygiene practice amongst caregivers of children under five (U5), pregnant and lactating women (PLW), and adolescent girls through promotion by multi-sector local actors. |
| Outcome2  (NUTRITION SERVICES) | Increased quality and utilization of nutrition (-sensitive) services through pro-poor governance and capacity development. |
| Outcome3  (CONSUMPTION, PRODUCTION & INCOME) | Improved household food consumption, through improved household food production, increased income, and equitable participation in household decision making and nutrition sensitive value chains. |
| Outcome4  (COORDINATION) | Improved efficiency and effectiveness of nutrition (-sensitive) activities through enhanced multi- sector coordination of local public and private nutrition stakeholders and locally informed nutrition advocacy. |

# 6. Purpose of the review

This will come up with existing food & agriculture policies and integrate into Government’s food, Agriculture, Livestock, and Fisheries Extension with in agriculture and nutrition standards developed.

# 7. Review Objectives

The main objectives of the review are:

1. Development of a synthesis paper on nationally and locally relevant agriculture and food strategies, policies and standards, related to service provision, budget allocations, and participation on nutrition sensitive program implementation for BIeNGS project through reviewing existing policies.
2. These will be used as a benchmark in the CVA process while also informing advocacy messages and trained to facilitate the CVA processes with communities and local policy-makers.
3. CVA will increase nutrition governance in DAE activities at local level.

The consultancy will include development of the existing policy review, as well as guiding field-testing and discussion and review by the Government relevant stakeholders before finalization. The synthesis paper will cover main food diversity topics (e.g. basic nutrition, balanced diet dietary diversity, nutrition sensitive interventions like Agriculture, home gardening, bio-fortification, Rearing livestock like poultry birds, social safety net, women empowerment etc.)

The synthesis paper will include:

* Agriculture and nutrition standards developed based on project modality
* Development of a synthesis paper on nationally and locally relevant agriculture and food strategies, policies and standards, related to service provision, budget allocations, and participation.

# 8. Scope of Work:

In close collaboration with the technical team and BIeNGS staffs, the consultant will:

* Review background material related to the BIeNGS project, the nutrition situation in Bangladesh and existing policies used in this and other contexts.
* Conduct workshop as per need with government agriculture, livestock, and fisheries extension to develop and finalize a synthesis paper.
* Sharing draft paper in this workshop and seek feedback and comments.
* Conduct short qualitative research on how adults learn in Bangladesh, specifically in rural areas.
* Write content for the manual with technical input from the Technical Team of World Vision Bangladesh, both in national and project offices.
* Develop and/or adapt participatory exercises for each topic/chapter.
* Create a user-friendly format/outline.
* Guide pilot testing of materials in selected communities.
* Share and take inputs from Food Department, Department of Agriculture extension, Department of Livestock and other relevant department
* Revise materials based on comments.
* Facilitate workshop with relevant government stakeholders before finalizing the synthesis paper.
* Finalize synthesis (with input from Technical Assistance Group and staff).

# 9. Methodology of the Review

The consultant will use existing food & agriculture policies, consult with Government Food, Agriculture, Livestock, and Fisheries Extension Departments to produce the synthesis paper. In addition to the primary material shared, the consultant will be expected to develop supplementary material to fill some of the information gaps in the source material (guidance, session plan, case studies, etc.). Review and synthesize available relevant existing policies. KII / FGD with relevant stakeholder (MOA-DAE, Ministry of Food, Livestock, Fisheries), NGOs, FAO. Finally, the consultant will be expected to submit draft sessions for review on a rolling basis so that feedback can be provided on an ongoing basis.

# 10. Time Period and Security Context of Location

The consultant is expected to complete this work between 10 June and 10 July 2019. The total time require is expected to be not more than 30 working days.

The consultant will be responsible for his or her own insurances, vaccinations, healthcare, and security preparedness.

The current security context of the project country and locations is medium where terrorism, social and economic security situation is quite and calm.

# 12. Activity, Deliverables and Due Dates

Following Table contains activities to be done under this TOR, responsible person / organization and due dates of accomplishment. However, activities and dates may be revised in consultation with the selected consultant if required.

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| --- | --- | --- |
| **Activities** | **Responsibility** | **Due date** |
| Agreement sign off between WVB and Consultant/Consulting Firm | Consultant |  |
| Provide available necessary documents to consultant | WVB |  |
| Conduct workshop as per need with government food, agriculture, livestock, and fisheries extension to develop and finalize a synthesis paper. Sharing draft paper in this workshop for seek feedback and comments. | Consultant |  |
| Share draft document review and synthesis paper development as well as qualitative study plan, methodology, tools etc. | Consultant |  |
| Review draft document, review qualitative study and paper development plan, methodology, tools etc. and provide feedback | WVB |  |
| Share final document review and synthesis paper development as well as qualitative study plan, methodology, tools etc. | Consultant |  |
| Conduct existing documents review | Consultant |  |
| Conduct qualitative study to facilitate synthesis paper development | Consultant |  |
| Submit draft paper | Consultant |  |
| Share draft synthesis paper with WVUK, WVAUS and EU | WVB |  |
| Review draft synthesis paper and provide feedback | WVB |  |
| Incorporate feedback and conduct a synthesis paper sharing session with concerned people | Consultant |  |
| Incorporate feedback received from the synthesis paper sharing session, finalize the synthesis paper and submit | Consultant |  |
| Submit 1st complete draft synthesis paper | Consultant |  |
| Conduct dissemination workshop (PowerPoint presentation of the synthesis paper) | Consultant |  |
| Submit 2nd complete draft synthesis paper, incorporating initial feedback | Consultant |  |
| Submit Final version of the synthesis paper, incorporating second round of feedback: | Consultant |  |

**Final Deliverables:**

Selected consultant will have to deliver followings within the stipulated timeframe:

* Final Version of synthesis paper submitted in both English and Bangla version (Hard Copy and Soft Copy).
* Soft copy of tools, data and transcripts of the qualitative study.

# 13. Anticipated Limitations

* *Season/Time of year.*
* *Unstable political situation.*
* *Government cooperation.*

# 14. Logistics

The consultant will bear all costs associated with accommodations, transportation, food and review logistics.

# 15. Budget

Consultancy budget is funded through the project under budget code OK06.07.01 that has already been approved. The budget will cover all associated costs of review process and sharing learning with EU and WVUK. Budget will cover the costs of travel, and accommodation and consultancy fee of the assignment.

## **15.1** Tax and VAT arrangements

WVB will deduct Tax and VAT from the consultancy fees following the prevailing government rates.

## **15.2** Payment modality:

* Initial instalment (30% of agreed payment): After signing of the contract.
* Final payment (70% of agreed payment): After submission of the final report.

# 16. Standards of Ethics and Child Protection

The lead consultant/reviewer will be responsible for ensuring that data collection and analysis approaches are designed to mitigate child protection risks, and protect participants’ privacy and wellbeing by establishing and following credible ethical principles. The lead consultant/reviewer must ensure all members of the evaluation team has been oriented in the ethical considerations employed in the review process. Ethical principles will include the following:

* Voluntarism, confidentiality and anonymity of participants: All participation in review must be voluntary, will not create harm to participants during or after the data gathering, and their anonymity and confidentiality will be protected.
* Do No Harm: Consultant and teams must be screened for topics and questions that may cause distress to some interviewees. Mitigating approaches and referral options must be developed accordingly.
* Integrity: Data from participants must be presented honestly and proportionately/fairly.

**Child Protection:**

If children (under the age of 18) are to be interviewed, child protection reporting protocols will be established and all staff made aware of when and how to report any issues that arise from data collection.

Evaluation coordinators must have completed and been cleared by a police check within the last two years. All evaluation coordinators and collectors will be required to review, sign, and adhere to a child protection code of conduct.

The lead evaluator must familiarize him or herself with the following ethical and protection guides (to be supplied to the selected lead evaluator):

* WVI Child Protection Code of Conduct
* EU Guidelines for Child Protection
* WVI Guideline of Ethical Principles

# 18. Documents to be made available

* Project documents: Project Proposal, log-frame and M&E Plan
* WVI Guideline of ethical principles
* EU Guidelines for Child Protection guideline

# 19. Appendices

Additional Information document associated with Terms of References (ToR) for review the existing food and agriculture policy of BIeNGS Project embedded herewith.