

Terms of Reference (ToR)

for

Selection of an Individual Consultant for Conducting “Fisheries Sector Impact Studies” under Rural Microenterprise Transformation Project (RMTP) of PKSf

1. Background:

Palli Karma-Sahayak Foundation (PKSF) is an apex development organization established by the Government of Bangladesh in 1990 for poverty alleviation through employment generation. PKSf has been implementing various programs and projects for poverty alleviation since its inception. Currently, PKSf is implementing a project titled “Rural Microenterprise Transformation Project (RMTP)” jointly financed by PKSf, International Fund for Agricultural Development (IFAD), and Danish International Development Agency (DANIDA). The project is aimed at expanding agricultural microenterprises throughout the country. Apart from providing financial services, RMTP is providing Value Chain and technological support for promoting microenterprises.

RMTP is making value chain (VC) interventions in different agricultural sectors to enhance efficiency in different stages of value chains from input suppliers to consumers. The Fisheries sector is generating revenue for the rural micro-economy in the country. An increasing number of farmers in Bangladesh are engaging themselves in producing safe fish & fishery products, high value indigenous fishes, freshwater prawn, shrimps and other aquatic products which have immense potential for earnings foreign currency. Recognizing the importance of this sector, PKSf has started implementation of seven VC sub- projects titled ‘Production and Marketing of Safe Fish and Fish Products’ from July 2022 and presently implementing twenty-three sub-projects through its 23 partner organizations (POs) in 25 districts of Bangladesh. The sub-projects under Fisheries sector, has already been reached to 1,20,345 beneficiaries out of targeted 1,50,273 project participants. Under Fisheries sector, the producers are receiving various technical, technological, processing, and marketing support under these VC sub-projects. Apart from increasing productivity of the selected commodities under Fisheries sector, RMTP is focusing on safe fish production by incorporating good aquaculture practices (GAQP) and technological up gradation, production of diversified value-added fish products (Ready to Cook, Ready to Eat, dried fish etc.) and market promotion so that the producers can reduce production cost and increase income. Even though RMTP has been implementing its operation since January 2020, Fisheries component has been on boarded almost two & a half years later. However, it is perceived a variety of success of the aquaculture interventions during field visits from PMU officials, offsite monitoring and IFAD mission’s observation. To capitalize those impacts PKSf has taken initiative to conduct a Sectoral Impact Study (SIS) by the individual consultant to measure the performance of the sector in achieving its goals and objectives.

Project Goal and Objectives: The goal of RMTP is to sustainably increase the income, food security, and nutrition of marginal and small farmers and micro-entrepreneurs across selected value chains. The development objective is the sustainable growth of selected rural commodity value chains with comparative advantage, market demand, growth potential, and backward linkages to small farmers and micro-entrepreneurs.

About the Sub-projects: Under the Fisheries sector, the sub-projects titled ‘Production and Marketing of Safe Fish Products’ are implementing at working districts by the partner organizations. The sub-project is working to increase income, ensure food security and improve family nutrition of marginal and small farmers and aquaculture related backward and forward market entrepreneurs. The sub-project is also working on value addition at various levels, expansion of financial services for enterprise development, and strengthening of the institutional framework for the development of Safe fish, ‘Ready to Cook’, ‘Ready to Eat’ and dried fish products of the value chain. Effort is made to scale up and expansion of enterprises through efficient production methods and strong market linkages of marginal and small farmers.



The feasibility study of the sub-sector has been undertaken while taking up the sub-project. The study found several constraints to the development of the fisheries sub-sector, the problems in the project area are- quality concern & high cost of commercial feed and import dependency on feed ingredients and aqua-medicine; less or no demand of probiotics, tea seed-cake etc. in local market; quality concern of supplied fry/fingerlings/PL; lack of knowledge about permitted and restricted inputs, safe dose and withdrawal periods for different chemicals; lack of knowledge on Good Aquaculture Practices (GAqP); tendency to use low quality & low-cost inputs and habituated to use banned chemical pesticides in culture pond; lack/ weak linkages among the producers, input suppliers, service providers and traders; lack of entrepreneurship for producing value added fish products and marketing; no formal market system for safe fish supply; unstructured market of value added fish products; lack of technology and technical knowledge of entrepreneurs; no idea of creating brand image of products, packaging and certification of products; lack of ICT & financial services and so on. To solve the problems mentioned in the project area, activities are designed and implementing to increase the safe fish production of at least 34% entrepreneurs, increase the sales of safe fish & diversified fish products of at least 30 percent and increase net profit of at least 20 percent of project participants.

2. The objectives of the study:

The main objective of the study is to assess the performance (Efficacy, effectiveness, results and impact) of the sector in improving the socio-economic and nutritional conditions of the project participants (emphasizing women and youth) by environment friendly means. To attain this objective, the present socio-economic and nutritional conditions of the farmers and other project participants need to be compared with the baseline information¹. The baseline information of the participants was collected at the beginning of the sub-project. The Sectoral Impact Study (SIS) should measure changes in productivity, cost, sales, income, assets, replication/ demo effect/ vertical expansion by project members and horizontal expansion by non-project members (areas and no of farmers), nutritional status, increasing rate of women and youth entrepreneurs etc. of the participants and the creation of new employment in the sector.

3. The specific objectives: The Sectoral Impact Study (SIS) will attain the following specific objectives:

- a) To assess the technology adoption by the farmers
- b) To assess the demo effect of the technology demonstration plots.
- c) To assess the changes in productivity of the selected fisheries products of the project participants (emphasizing women and youth).
- d) To measure whether the farmer's income has increased and how RMTP contributes on it.
- e) To assess the profitability (and/or reduction of production costs) of the specific intervention/technology.
- f) To assess the effectiveness and sustainability of project interventions for promoting advisory services and commodity/product marketing strategies.
- g) To measure whether proper value chain of fisheries products (high yielding carps, high value indigenous fishes, freshwater prawn/shrimp, value added diversified fish products etc.) has established in project's areas and how RMTP contributes on it.
- h) To assess the Gender and Youth impact on the "Participation & Empowerment" status of project beneficiaries through/by project interventions.
- i) To assess the adoption of environment friendly and climate smart production technologies or culture practices.
- j) To assess the nutritional and/or behavioral changes of participants improved



¹ The attribution of socio-economic condition will be simply compared with the baseline information.

4. Scope of the work:

The consultant should study intensively the farming practices, technology adoption, production trends, the sale value of their product, income from the enterprise, forward and backward market linkages, problems, and challenges faced by producers, cost-benefit analysis, SWOT analysis for the fish/shrimp/prawn supply chain, possible value addition interventions, alternative IGAs etc. For this purpose, the consultant will have to collect primary data from the participants of the VC sub-project area staying through its' field force. There is a scope to interact with different producers, fishermen, small-scale fish processors and local service providers from the backward and forward market entities. The review of the baseline report and annual outcome study report will help to construct a clear picture of the project performance. The project document will be the core material for this study. The consultant will execute all necessary tasks, from study to report production, ensuring alignment with project objectives. The consultant may engage in the following activities for ensuring in producing high quality of report.

- a) Conduct necessary research and gain a comprehensive understanding of the assignment.
- b) Develop a detailed work plan, strategy, and relevant details for developing and submitting the required report.
- c) The consultant will visit the selected project location and directly conduct interview and collect the necessary information from farmers and different stakeholders before development of the report.
- d) Review the project document for development of the report.
- e) Collaborate with PKSF's Project Management Unit (PMU) to develop the report.
- f) Take final approval of draft outline of the report from the PMU of PKSF.
- g) Collect information and data according to specified criteria, covering diverse project activities and special features.
- h) Use PKSF, IFAD and DANIDA logo on cover page of the final report.

5. Methodology:

The consultant will have to conduct this SIS following the qualitative approach. The consultant may apply individual in-depth interviews for data collection. The Value Chain Facilitators (VCFs) and other staff of the project will help the consultant for collecting data from the interviewees. Before collecting the data, the consultant will develop a qualitative data collection tool (questionnaire, checklist etc.) and will provide training to the data collectors/enumerators. The quantitative data will be used from the annual outcome study (AOS) that will be collected simultaneously. The consultant will compare changes in VC project participants' present status with the RMTP baseline information. The purposive sampling method will be used across the type of subprojects under Fisheries & Aquaculture subsector to conduct the study. It is noted that sample will be drawn only from the projects that have been beginning at least six months prior to survey conduction date. The sample size will be determined on the basis of what and how the overall impact of Fisheries sector will be visualized on the final report as a result of project intervention. Therefore, the sample size must be good enough to prove the expected outcome, result and impact of this sector in line with project's goal, objectives, log frame, baseline study etc.

The beneficiaries will be selected considering at least six months of involvement with the project initiative and received support from the project. The representation of the context of regional representation will also be considered while selecting sample. The most significant changes methodology will be used for this study. These changes will be triangulated with the annual outcome study which will be parallelly conducted.

6. Qualifications and experience of Individual Consultant:

- a. **Education Qualification:** The consultant needs to have minimum master degree in Fisheries/Marine Science/Fisheries related any subject.
- b. **Experience:**
 - i. The consultant must have 7 years of fisheries related professional experience, including 5 years of experience in Research/studies in Fisheries & Aquaculture



- sector or 3 research papers in Fisheries & Aquaculture sector. Consultant will get preference if he/she has experience of impact studies on fisheries sector
- ii. He/she have minimum 5 publications related to impact studies or research in fisheries sector in international journals or books. Consultant will get preference if he/she has publication in journal or books on fisheries sector impact studies.
 - iii. He/she should have adequate knowledge and engagement or experience in implementing projects in areas such as endline impact studies, midterm studies and impact studies.
 - iv. The consultant with a leading role in above-mentioned areas at the national/regional /international level in the government, national and international development agencies will be given priority for this assignment.
 - v. He/she should have familiarity with the following areas: environment & climate change, climate smart aquaculture, VC/market, micro and small enterprise, livelihoods, employment, pro-poor development, and gender and nutrition.
 - vi. Experience in research work with project/program funded by IFAD/World Bank/ADB/DANIDA and/or any other UN agencies will preferable.
 - vii. Experience of working for any projects implemented by PKSf will carry extra value
- c. **Computer Skills:** The consultant should have necessary computer skill required for this assignment such as MS office, Visio, SPSS/STATA/R/PYTHON etc. Any graphic based software like photoshop/illustrator will be given preference.
 - d. **Language:** Excellent writing and oral communication in English is required.

7. Duration of the assignment

The studies should be completed within 90 days from the date of signing the contract. The draft report with other documents (report on analysis) will have to be submitted within 60 days from the date of signing the contract. The final report reflecting the all comments made by PKSf and other stakeholders must be submitted within 90 days of signing the contract.

8. Schedule of the deliverables and reports

The assignment will be completed following the schedule below:

- I. The Consultant will submit an inception report detailing strategy for the specific study within 7 (Seven) days of contract signing.
- II. The Consultant will submit a detail draft Fisheries Sector Impact Studies report by 60 days from the date of contract signing.
- III. The Consultant will present the draft report within 70 days from the date of contract signing.
- IV. The Consultant will submit final report within 90 days from the date of contract signing. The Consultant will submit all the collected raw data and information and final report (hard copy and soft copy) to the PMU of PKSf.

The Consultant will prepare the draft report and the draft report will be finalized by the PMU. Necessary data analysis, rearrangement and coding of information will be ascertained by the M&E team. The report will be finalized by incorporating feedback or comments from the PMU. The report will be constituted with the following template:

1. Cover Page
2. Table of content
3. Glossary
4. Executive Summary
5. Introduction



6. Methodology
7. Scope of the Study
8. Findings
9. Recommendations
10. Good Aquaculture practices (GAqP) and Learnings
11. Appendix

8.1 Special Instruction for the submission of deliverables:

If the consultant fails to submit the deliverables on time, he/she will carry a negative remark for further procurement of PKSf.

9. Client's input and counterpart personnel:

9.1 Facilities provided by client: The client will provide relevant documents and other related facilities to perform the assignment.

9.2 Counterpart personnel: The client will engage an official to support the consultant to implement the assignment.

10. Service and facilities to be provided by the consultant:

The Consultant will provide the deliverables within the mentioned period using their own office space and other necessary logistics. The consultant will provide the final report along with the draft report and collected all raw data/information in pen drive/DVD.

11. Institutional arrangement:

The consultant will report to the Additional Managing Director, PKSf regarding the scope of services, deliverables and other assignment related issues.

12. Consultant (National) Selection Process:

The consultant will be selected conforming to the Individual Consultant Selection (ICS) method guided by the Public Procurement Rules-2008 of the Government of Bangladesh. The type of contract is lump-sum.

13. Mode of Payment:

PKSf will pay the cost of the study, the assigned individual consultant will be subject to the completion of all deliverables' acceptance of PKSf by deducting VAT and TAX at source as per the Government rules of Bangladesh. Payment will be done through Bangladesh Electronic Funds Transfer Network (BEFTN) based on the following milestones:

- a) 1st Payment (20% of total contract value): The 1st payment shall be made upon submission and acceptance of the inception report of Fisheries Sector Impact Studies by PKSf.
- b) 2nd Payment (40% of total contract value): The 2nd payment shall be made upon submission and acceptance of the draft report of Fisheries Sector Impact Studies by PKSf.
- c) Final Payment (40% of total contract value): The final payment shall be made upon submission and acceptance of the final report of Fisheries Sector Impact Studies by PKSf.

14. Disclaimer

The PKSf management reserves the right to amend the terms of reference at any time as required upon mutual discussion with the consulting firm. PKSf reserves the right to terminate the contract at its sole discretion in case of non-compliance of the terms and conditions that will be finally agreed.

15. Professional Liabilities

The organization is expected to act with due diligence and in accordance with prevailing professional standards. It is necessary to maintain a proper consultation and regular communication with PKSf in planning, design, documentation and reporting.



Handwritten signature or initials.

16. Confidentiality

All documents, reports and information from this assignment will be regarded as PKSf's property, so the mentioned outputs or part of it cannot be sold or used in any other case without the prior permission of PKSf or the government.

17. Rights

PKSf will reserve the Intellectual Property Rights (IPR) for all deliverables of the assignment. PKSf authority also reserves the right to cancel, change, and modify any part or the whole assignment any time before the contract or during the contract period.

