

# Terms of Reference (ToR)

## for

### Conducting “Horticulture 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 offering value chain (VC) interventions in different agricultural sectors to enhance efficiency in different stages of value chains from input suppliers to consumers. The Horticulture sector is generating revenue for the rural micro-economy in the country. An increasing number of farmers in Bangladesh are engaging themselves in exporting vegetable, fruit and other agricultural commodities which has immense potential for gaining foreign currency. RMTP has been implementing 37 VC sub-projects under horticulture sector through 30 POs of PKSf in 33 districts of Bangladesh. The project has already been reached to 119,545 beneficiaries out of targeted 153,111 project participants. Under horticulture subsector, the farmers are receiving various technical, technological, processing, and marketing support under these VC sub-projects. Apart from increasing productivity of the selected commodities under horticulture, RMTP is focusing on safe production by incorporating agroecological farming system, processing of agro commodities and market promotion so that farmer can reduce production cost and increase income. Even though RMTP has been implementing its operation since January 2020, horticultural component has been on boarded almost two years later. However, it is perceived a variety of success of the horticultural 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.

#### 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 information<sup>1</sup>. The baseline information of the participants was collected at the beginning of the sub-project. The 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.

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



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3. **The specific objectives:** The SIS will attain the following specific objectives:

- a) To assess the changes of productivity of the selected agro commodities (Vegetables, fruits. Mustard etc.) of project participants (emphasizing women and youth).
- b) To measure whether the farmer's income has increased and how RMTP contributes on it.
- c) To assess the profitability of the specific intervention/technology.
- d) To assess the technology adoption by the project farmers.
- e) To assess the demo effect of the technology demonstration plots.
- 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 agro commodities (Vegetables, fruits. Mustard 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 measure whether the nutritional status of the project participants improved.

#### 4. **Scope of the work:**

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 farmers and local service providers from the backward and forward market private 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 producing, 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 collect the interview and 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 horticulture 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 horticulture 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.



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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 Agricultural science/Development Studies/Environmental Studies or Science or Engineering/Behavioral Economics/Ecological Economics/Natural Resource Management/ Business Administration/Economics or any another relevant subject.
- b. **Experience:**
  - i. The consultant must have 7 years of agricultural-related professional experience, including 5 years of experience in Agricultural Research or study specially in horticulture sector.
  - ii. He/she have minimum 5 publications related to impact studies or research in international journals or books.
  - 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. 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 Horticulture 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



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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 practices and learnings
11. Appendix

**8.1 Special instruction for late submission of deliverables:**

If the consultant fails to submit the deliverables on time, he/she will receive a negative remark for future procurement from 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 firm 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 firm 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 Horticulture Sector Impact Studies by PKSf.
- b) 2<sup>nd</sup> Payment (40% of total contract value): The 2nd payment shall be made upon submission and acceptance of the draft report of Horticulture 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 Horticulture 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.

#### **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.



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