

Terms of Reference (ToR)

for

Selection of an Individual Consultant to Conduct an "Impact Study of RMTP Interventions on the Livestock Sector (Dairy, Meat & Egg) in Terms of Sustainably Increasing the Income, Food Security and Nutrition of Marginal, Small and Micro-Entrepreneurs across Selected Value Chains" 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, the International Fund for Agricultural Development (IFAD) and the Danish International Development Agency (DANIDA). The project aims to expand agricultural microenterprises throughout the country. In addition to providing financial services, RMTP offers value chain and technological support to promote microenterprises.

RMTP is implementing value chain interventions in various agricultural sectors to enhance efficiency in different stages of value chains, from input suppliers to consumers. The livestock sector is a significant revenue generator for the rural micro-economy in the country. An increasing number of farmers in Bangladesh are involved in producing safe meat, eggs, high value dairy products, commercial/indigenous chicken, ducks and other birds which have immense potential for earning foreign currency. Recognizing the importance of this sector, PKSf has initiated the implementation of eighteen value chain sub-projects titled "Safe Meat, Egg and Dairy Products Production and Marketing" from December 2021 through 18 partner organizations (POs) in 28 districts of Bangladesh. The sub-projects under the livestock sector have already reached 3,12,727 beneficiaries. Producers in the livestock sector, are receiving various technical, technological, processing, and marketing support through these value chain sub-projects. In addition to increasing productivity of selected commodities in the livestock sector, RMTP is focusing on safe meat and egg production by incorporating good livestock practices (GLPs) and technological upgrades, farm mechanization, feed-fodder-silage production, production of diversified value-added dairy products (cheese, butter, yogurt, whey drink etc.), and market promotion to help producers can reduce production costs and increase income. Various successes in livestock production, management and processing interventions have been observed during field visits by PMU officials, offsite monitoring and IFAD mission observations. To capitalize on these impacts, PKSf has initiated to conduct a Sectoral Impact Study (SIS) conducted by an individual consultant to measure the performance of the livestock 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 are as follows-

The main objective of the study is to assess the performance (efficacy, effectiveness, results and impact) of the livestock sector in improving the socio-economic and nutritional conditions of the project participants with a focus on women and youth through environmentally friendly means. To achieve this objective, the current socio-economic and nutritional conditions of the farmers and other project participants need to be compared with the baseline information¹ collected at the beginning of the sub-project. The study should measure changes in productivity, costs, sales, income, assets, replication/demo effect/vertical expansion by project members horizontal expansion by non-project members (areas and number of farmers), nutritional status, increasing rate of women and youth entrepreneurs, and the creation of new employment in the sector.

3. The specific objectives: The sectoral impact study (SIS) will achieve the following specific objectives:

- a) To assess the changes in productivity of the selected commodities (meat, eggs, dairy products etc.) of sub-project participants (emphasizing women and youth).
- b) To measure whether the sub-project participants' income has increased and how RMTP-Livestock intervention contributes to it.
- c) To assess the profitability, technology adoption and demo/replication effect of certain interventions/technologies by the sub-project participants.
- d) To assess the effectiveness and sustainability of project interventions in promoting good livestock practices, meat and dairy product diversification and BSTI/ISO/HALAL certification, as well as product marketing strategies.
- e) To measure whether a proper value chain has been established in the project areas and how RMTP contributes to it for the selected commodities (meat, eggs, dairy products etc.).
- f) To assess the gender and youth impact on the "Participation, Empowerment and Nutritional" status of sub-project beneficiaries through project interventions.

4. Scope of the work:

The consultant will need to collect primary data from the project participants of the value chain sub-project area by staying in touch with its' field force. There is an opportunity to interact with different farmers and local service providers from the backward and forward market private entities. Reviewing the baseline

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



report and annual outcome study report will help construct a clear picture of the project's performance. The sub-project document will be the core material for this study. The consultant will be responsible for execute all necessary tasks, from conducting the study to producing the report, ensuring alignment with project objectives. The consultant may engage in the following activities to ensure the production of a high-quality 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 final report.
- c) The consultant will visit the selected sub-project areas to collect first-hand data/information from project participants and different stakeholders before developing the report.
- d) Review the sub-project document for the development of the report.
- e) Collaborate with PKSF's Project Management Unit (PMU) to develop the report.
- f) Seek final approval of the draft outline of the report from the PMU of PKSF.
- g) Collect information and data according to specified criteria, covering diverse sub-project activities and special features.
- h) Use PKSF, IFAD and DANIDA logos on the cover page of the final report.

5. Methodology:

The consultant will conduct this sectoral impact study using a qualitative approach. Individual in-depth interviews will be used for data collection. The Value Chain Facilitators (VCFs) and other project staffs will assist the consultant in collecting data from the interviewees. Prior to data collection, the consultant will develop a qualitative data collection tool (questionnaire, checklist etc.) and 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 value chain project participants' present status with the RMTP baseline information. The purposive sampling method will be used across the type of sub-projects under the livestock sub-sector to conduct the study. It is noted that the representative sample will be drawn only from the sub-project participants who have been involved for at least six months prior to the survey conduction date. The sample size will be determined based on what and how the overall impact of the livestock sector will be visualized in the final report as a result of the project intervention. Therefore, the sample size must be sufficient to demonstrate the expected outcomes, results and impact of this sector in line with the project's goals, objectives, log frame, baseline study etc. The representation of the regional context will also be considered when selecting the sample. The most significant changes methodology will be used for this study. These changes will be triangulated with the annual outcome study, will be conducted in parallel.



6. Qualifications and experience of Individual Consultant:

a. Education Qualification:

The consultant needs to have minimum master degree in Agricultural Science/ Animal Science/ Agricultural Economics/ Development Studies/ Economics/ Environmental Studies/ Environmental Science and Management/ Behavioral Economics/ Natural Resource Management/ Business Administration/ Social Sciences.

b. Experience:

- i. The consultant must have at least 7 years of professional experience in an academic institution, research institution or development sector including 5 years of experience in agricultural research or studies in the livestock sector.
- ii. He/she has a minimum of 5 publications related to impact assessment/studies/research in the livestock sector.
- iii. He/she should have adequate knowledge and previous engagement experience in completing Livestock related projects as well as implementing donor funded projects formulation/ implementation/monitoring. Moreover, those who have previous experience in completing baseline/mid-term/endline impact studies will get more priority.
- iv. The consultant having experience as a team leader/team member to complete the above-mentioned tasks who could be engaged in government/ non-government/ autonomous/ private/ international development agencies will have an advantage.
- v. Experience of working on any projects implemented by PKSf will carry extra value.

c. Computer Skills:

The consultant should have the necessary computer skills 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 and Bangla are required.

7. Duration of the assignment

The sectoral impact study will be completed within 105 days from the date of signing the contract. The draft report with other documents (report on analysis) will have to be submitted within 70 days from the date of signing the contract. After incorporating all the suggestions/comments made by the PKSf and other stakeholders, the final report must be submitted within 105 days of signing the contract.

8. Schedule of Deliverables and Reports

The assignment will be completed according to the following schedule-

- I. The consultant will submit an **inception report** detailing the strategy, methodology and work schedules with an indicative timeline for the specific study within 10 (ten) days of contract signing.
- II. The consultant will submit a **draft** Livestock sectoral impact study report by 70 days from the date of contract signing.
- III. The consultant will give a **Power Point presentation** on the draft Livestock sectoral study report within 85 days from the date of contract signing.
- IV. The consultant will submit the **final report** after incorporation all the suggestions/comments made by PKSf and other stakeholders within 105 days from the date of contract signing. The consultant will submit all the collected raw data/information and the final report (hard copy and soft copy) to the PMU of PKSf.

The consultant will prepare the draft report which will then be finalized by the PMU. Necessary data analysis, rearrangement and coding of information will be ensured by the M&E team. The report will be finalized by incorporating feedback or comments from the PMU. The report will follow the template outlined below-

1. Cover Page
2. Table of Contents
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 PMU/PO of PKSf: The PMU/PO will provide relevant documents and other related facilities to perform the assignment.

9.2 Counterpart personnel: The PMU/PO will engage an official to support the consultant in implementing the assignment.

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

The Consultant will provide the deliverables within the mentioned time period using their own office space and other necessary logistics. The consultant will provide the final report along with all collected data/information on a 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 following the Individual Consultant Selection (ICS) method as 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 cover the cost of the study and the consultant fees, subject to the completion and acceptance of all deliverables by PKSf. VAT and TAX will be deducted at source according to the government rules of Bangladesh. Payments will be made through the 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 Livestock 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 Livestock 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 Livestock 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 consultant. PKSf reserves the right to terminate the contract at its sole discretion in case of non-compliance with the terms and conditions that will be finally agreed upon.

15. Professional Liabilities

The organization is expected to act with due diligence and in accordance with prevailing professional standards. It is necessary to maintain 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. Therefore, the mentioned outputs or any part of them cannot be sold or used in any other case without the prior permission of PKSf or the government. The consultant could not publish any data/information from this study without prior approval from PKSf. This report is the sole property of PKSf.

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 at any time before the contract or during the contract period.

