

Social Development Foundation (SDF)

NutonJibon Livelihood Improvement Project (NJLIP)

Terms of Reference for hiring consultant for conducting sectoral study and market scan on Agriculture related Income Generating Activities (IGAs)

Package number: CS-INDV-S 9.1 (NJLIP)

1. The Social Development Foundation:

Established in **2000** as an autonomous and “not-for-profit” organization by the Government of Bangladesh, under the Ministry of Finance, the Social Development Foundation (SDF) has grown to become one of the most successful organizations of Bangladesh in the sphere of poverty alleviation. SDF reinforces multidimensional programs that impact all aspects of the lives of the disadvantaged people, focusing on building sustainable village institutions and empowerment of women. It was registered under the Companies Act-1994 on July 28, 2001.

To assist the most disadvantaged people in their fight against poverty, SDF challenges the frontiers of poverty reduction. With the cherished goals, this organization has been implementing the Social Investment Program Project (SIPP) expanding the scope for the pro-poor for their economic emancipation through enhancing their income and creating employment opportunities employing Community Driven Development (CDD) approach. It is exploring new ways of delivering critical infrastructure services and social assistance to the rural poor, and building their capacity at village level. The holistic approach adopted by SDF enables the poor, particularly women, to build, secure and use social assets to improve their well-being, reduce vulnerabilities, take advantage of new opportunities, exercise their rights and play a more active role in the society.

In an effort to accelerate the achievements of SIPP projects, the Government of Bangladesh undertook SIPP II, to cover around 3200 villages under 16 districts with a budget envelope of US \$ 115 million, benefitting 6 million people directly and indirectly. Based on the experiences and learning from successful implementation of two consecutive projects, SDF has been able to launch another bigger operation “NutonJibon Livelihood Improvement Project (NJLIP)” on August 03, 2015 with a budget worth US \$ 220 million. The project serves around 500,000 extreme poor and poor households in 2,500 new villages together with continuing support to 600,000 matured members in 3,200 villages under SIPP-I and SIPP-II areas. The objective of the project is to improve the livelihood of the poor and extreme poor of the project areas.

2. Background of the Assignment:

The NJLIP aims to support livelihood opportunities to the extreme poor and poor by providing skill development training on different trades, facilitating their access to markets, and orientation on business as well as forward and backward linkages in the existing market system. SDF is facilitating the community to identify appropriate livelihood options, providing financial support, facilitate developing linkages with different service providers in addition to market operators, and promotion of producer groups. During implementation of SIPP-II it has revealed that the NJG members require enhancing their understanding and knowledge on marketing and existing business system to gain reasonable profits out of their produces being sold. The scaling up of IGAs and enterprise development, making value addition to produces, improvement of productivity and quality and group marketing are essential for meaningful sustainable livelihoods. To this end, the community needs additional technical support/guidance especially in the area of improved technologies, strategies for value addition as well as input and output market system. SDF considers hiring a consultant to scanning and studying agriculture value chains linked to livelihood investment priorities of the project beneficiaries.

3. Objective of the Assignment:

The objective of the assignment is to develop a value chain development document on implemented agriculture related Income Generating Activities (IGAs) elaborating the technical and business related bottlenecks for initiating necessary action in terms of formulating policies and strategies to enable the beneficiaries to maximize their profit through linking them to higher level markets, discovering alternative markets and ways to improve quality of their products.

4. Methodology:

The consultant will review the relevant documents, existing reports and Community Operational Manuals, prepare information collection tools and will share with the respective managers of SDF. The consultant will hold meetings with Nuton Jibon Groups, Producer Groups, NJCSs, Cluster and District level staff to assess the present implementation status of agriculture related IGAs. Furthermore, the consultant will also meet with other stakeholders in the project areas to collect the related secondary data. The consultant will also hold meetings with Deputy General Manager, Livelihood and SDF headquarter relevant officials and the Managing Director.

5. Scope/description of the works:

The consultant will accomplish the following activities-

- The consultant will study the existing implementation modalities (selection process of IGAs, financial support and its availability, technical support and way to provide, market system of products etc.) of agriculture related livelihood options (IGAs) and recommend the course of actions needed for "Nuton Jibon" project;
- Verify documents and records (Livelihood chapter of COM, PIF Manual, business development plan preparation, Quarterly progress report) relating to livelihood development activities at community level as well as SDF office for having clear impression about the existing implementation strategy and documentation system;

- Conduct interviews/interact with producers, producer group, NJG members, NJCS and GS to know the present situation of products (volume of products, quality of products, type of products, marketing strategy , problems, opportunities and challenges that exist etc);
- Organize FGDs/meetings with market operators and service providing agencies to identify opportunities and constraints of the products;
- Organize one stakeholders' workshop at regional /districtlevel on draft materialsto be attended by community representatives and field staff;
- Hold working sessions with the relevant staff at Head Quarter level to ensure that the materials are in place and suitable to conduct the relevant training properly;
- Identifying market potential and growth potential for the major income generating activities taken up by communities in the project areas, including producing value added products; In addition the Consultant will identify other IGAs that is not currently under implemented by beneficiaries with growth potential.
- The consultant also will conduct analysis on rates of return taking some sample of the IGAs currently implemented in NJLIP.
- Review and present a range of possible business models and partnership arrangements, improve forward linkages of community products and link the producer groups to potential markets and buyers, and establish backward linkages of potential beneficiaries with local and higher level input suppliers; and
- The consultant will produce a final analytical report describing value chain development of potential agriculture relatedincome generating activities for developing appropriate implementation strategy for livelihood development of the project.

6. Expected outputs:

The outputs of the assignment will be: (i) Produce a value chain development document on agriculture related Income Generating Activities (IGAs) to be acceptable to World Bank and SDF; (ii) Business and market related bottlenecks would be identified and areas of further improvement would be defined for the producers in the document.

7. Academic Qualifications and Professional Experience:

- The consultant should have Post graduate/graduate degree in agriculture/agribusiness/Finance/Economics/social science with 10 years of relevant professional experience. The consultant should have a proven track record of at least five years experience in designing, management and/or implementation of agricultural programs;
- The consultant should have practical experience in producing value chain and supply chain, market analysis and business development on agriculture related income generating activities for livelihood development of the rural community. Previous experience of working with World Bank-funded projects and an understanding of World Bank requirements would be treated as an advantage. Ability to communicate effectively and respectfully with rural communities is essential.

8. Inputs and support from SDF:

SDF will provide project information/documents, booklets on livelihood development of the project. SDF will make arrangements to provide orientation programs to the consultant. The consultant will be entitled to reimbursements of actual costs associated with undertaking field visits, overnight stay, cost of food and accommodation etc.

9. Outputs/ deliverables:

The consultant will be responsible for submission of the following deliverables/reports:

Sl. No	Deliverables/ report	Time after signing of the Contract
1	Submit inception report, a detailed outline of the proposed timing including methodology and detailed work plan etc.	Within 15 days from signing of agreement
2	Conduct FGDs/ meetings/workshops at field level	Within 60 days
3	Conduct meeting/workshop with different stakeholders to collect secondary data.	Within 70 days
4	Prepare draft report and submit to SDF	Within 80 days
5	Submit final report incorporating comments in hard and soft copies and any additional raw data and documentation in soft copy to SDF	Within 90 days

10. Procurement/ Hiring method:

The consultant will be hired following Individual Consultant Hiring method.

11. Duration of work:

The assignment is for a period of 90 days from the date of signing of the contract.

12. SDF representative for communication:

The consultant will be reporting to the Managing Director, SDF through Deputy General Manager, Livelihoods for his/her services and activities. S/he will work in close cooperation with the Deputy General Manager, Livelihoods, Regional Directors, District and Cluster teams of SDF. In case of unsatisfactory performance of the consultant, the contract may be terminated at anytime without assigning any reason.

13. Ownership:

This assignment will be funded by SDF and therefore SDF deserves exclusive right to all information, ideas and results, which the consultant cannot divulge to others or utilize otherwise. The consultant will have no right to claim the assignment or its outputs once completed. Any reports/research reports/process documents produced as part of this assignment shall be deemed to be the property of SDF and the consultant will not have any rights and will not use or reproduce the contents of the above documents without prior permission of SDF.