

Social Development Foundation (SDF)
Terms of Reference for
Hiring Consulting Firm for Process Monitoring of
Resilience, Entrepreneurship and Livelihood Improvement (RELI) Project
Package # S 15.1 (RELI)

Background:

1. Social Development Foundation (SDF) was established in 2001 as an autonomous “not for profit” organization under the Ministry of Finance to empower the marginalized poor and extreme poor populations particularly the women through building sustainable community institutions, building their capacity and ameliorating their livelihoods to ultimately alleviate poverty. Since inception, SDF has been dedicatedly implementing programs for poverty alleviation, creating employment opportunities for un/under employed youths through providing skill development training, strengthening community level institutions, providing financial support for implementing Income Generating Activities (IGAs) to improve livelihood status, help ensuring food security, constructing rural small infrastructures, livelihood development of fisher’s community in coastal districts, support health and nutrition, provide credit under stimulus package for the development of cottage, small and medium enterprise of the COVID-19 affected communities etc. With the vision to eradicate poverty, SDF has been predominantly assisting the Government of Bangladesh through implementing several flagship projects with the financial assistance of the Government of Bangladesh and The World Bank Group.

2. SDF has successfully implemented several pro-poor projects including Social Investment Program Project (SIPP-I), Monga Mitigation Initiative Pilot Program, Livelihood Restoration Strategy in Cyclone SIDR Affected Areas, Emergency Flood (2007) Restoration, and Recovery Program, Empowerment and Livelihood Improvement ‘Nuton Jibon’ Project (SIPP-II) with the financial assistance from the Govt. of Bangladesh and World Bank which significantly contributed in attaining Millennium Development Goals (MDGs) putting Bangladesh in a position of global role model. Considering to achieve the core targets of Sustainable Development Goals (SDGs) on-time, SDF revamped its strategic objectives and immediately started to implement Nuton Jibon Livelihood Implementation Project (NJLIP) from 2015 covering 22 poorest districts. NJLIP project was successfully completed in June 2021 despite the COVID-19 pandemic.

The RELI Project:

3. The COVID-19 pandemic immediately caused major disruptions to economic activity particularly impacting all section of populations including the poor households and micro and small enterprises. In order to principally address the emergency economic issues of the GoB to fight the COVID-19 crisis and climate-induced events, the Resilience, Entrepreneurship, and Livelihood Improvement (RELI) project adopted to implement focusing on the livelihood of the poor and extreme poor in the recovery and resilience building, employment generation, entrepreneurship development, and post-crisis economic recovery preparation in the intervening areas. The RELI project builds on the successful experience of rural poverty alleviation achieved by its predecessors, SIPP-I, SIPP-II, and NJLIP. RELI’s approach for livelihood improvement support to the rural poor and extreme poor is essentially to

provide a timely and effective response to the disruptions created by the COVID-19 pandemic, to support post-crisis economic recovery, and to ensure greater resilience of beneficiaries. The Financing Agreement and Project Agreement of the RELI project were signed on June 27, 2021 where the World Bank is providing USD 300 million to the Government of Bangladesh as Credit through the Ministry of Finance to implement the RELI Project with a duration of five years whilst the GoB is providing USD 40 million as operational costs making the total project costs USD 340 million.

Project Development Objective (PDO) of RELI:

4. The Project Development Objective (PDO) is *'to improve livelihoods of the poor and extreme poor, enhance their resilience and support rural entrepreneurship in project areas.'*

PDO Level Indicators:

5. Key indicators to measure the achievement of the Project Development Objective (PDO) include:

(i) Number of beneficiaries with an income increase of at least 30% from Income Generating Activities and increased employment (of which 90% female);

(ii) Share of beneficiaries in RELI villages changing poverty status (of which 90% female);

(iii) Share of beneficiaries who are satisfied with project activities;

(iv) Number of producers and rural entrepreneurs with increased income of at least 40% (of which 90% female); and

(v) Share of beneficiaries with improved resilience (of which 90% female).

Project Components:

6. The project has four components: **(i) Component A:** Community Institutions and Livelihood Development; **(ii) Component B:** Business Development and Institutional Strengthening; **(iii) Component C:** Project Management, Monitoring and Learning; and **(iv) Component D:** Contingent Emergency Response Component (CERC)

Component A: Community Institutions and Livelihood Development-Under Component A, cash transfers to address the impact of the COVID-19 crisis. Support to IGAs through the Revolving (Shabolombi) Fund and help to re-establish value chains and ease access to agriculture inputs for food supply chain-related IGAs. Health and nutrition support activities to support infant and young child feeding and caring practices, access to health services, and awareness on Gender Based Violence (GBV) preventions and available support services. Efforts to support climate adaptation and resilience building by raising beneficiaries' awareness and capacity building of community institutions; providing training and educational campaigns on the topic of climate adaptation, resilience.

Sub-component A.1: Development and Strengthening of Community Institutions

Support the mobilization, development and strengthening of selected community organizations to support the Beneficiaries through (i) setting up of cluster-level offices to support the facilitation and mobilization of village-level institutions; and (ii) provision of technical support to establish and build capacity of such village-level institutions.

Sub-component A.2: Financing of Community Plans

The financing of community plans from the Village Development Fund for the following activities: (i) to establish and build the capacity of the community groups and institutions; (ii) to provide Cash Transfers to the poor and vulnerable; (iii) to provide Sub-Loans for income generating activities; and (iv) to carry out prioritized small-scale climate-resilient infrastructure.

Sub-component A.3: Health and Nutrition Support

Support to Health and Nutrition Support Committees (HNSCs), the carrying out of behavior change campaigns to improve health and nutrition outcomes through the following activities : (i) to promote infant and child feeding practices complemented with maternal allowances; (ii) raise awareness of the spread of infectious, vector-borne, and water-borne diseases; (iii) strengthen links between communities and government and nongovernment health providers; (iv) raise awareness of gender-based violence; and (v) encourage crop-diversification, complemented with seed distribution.

Component B: Business Development and Institutional Strengthening- Under Component B, support to Producer Group (PG) emphasizing market linkages by implementing a productive partnership approach and linking the PGs to prominent e-commerce sites in response to the movement disruptions created by the COVID-19 pandemic. Support to rural entrepreneurs to prepare post-crisis economic recovery and rebuild in a greener, sustainable, and climate-resilient way. Employment generation support to jobless migrant/immigrant returnees residing in villages supported by RELI and the costs of skill development training to be borne by the project to overcome the cash crunch created by the COVID-19 pandemic.

Subcomponent B.1: Development and Strengthening of Second-tier Institutions

Support to creation and operation of second-tier institutions being the RELI Cluster Community Societies (RCCSs) and the RELI District Community Societies (RDCSs), each at the cluster level and at the district level respectively.

Subcomponent B.2: Commercial Agriculture and Rural Entrepreneurship (CARE)

Support the growth of the rural economy through (i) facilitation of the formation and development of producer groups and provision of capacity building support and technical assistance; (ii) creation of market linkages (backward and forward) for these producer groups and rural entrepreneurs and establish partnerships with value-chain actors and local government including e-commerce; (iii) product promotion through participation in trade fairs; and (iv) provision of Matching Grants from the CARE Fund.

Subcomponent B.3: Employment Generation Support

Support employment generation through (i) provision of technical support and skill development training for unemployed or under employed youth and jobless migrant or immigrant returnees to acquire marketable skills and access to employment opportunities; and (ii) provision of stipends for deserving students.

Component C: Project Management, Monitoring and Learning- Provision of support to carry out Project management, monitoring and learning of the Project including provision of Operating Costs. Under Component C, greater devolution of responsibilities from regional offices toward district offices of SDF will ensure closer coordination of the work of cluster offices and will consider movement restriction challenges triggered by the pandemic. Other such adaptations will be made in terms of

project facilitation, monitoring and evaluation, such as the use of Geo-enabling Initiative for Monitoring and Supervision (GEMS), and will be formalized by SDF in the form of a booklet, which will be the subject of associated training and orientation. The involvement of local governments in the facilitation, monitoring and evaluation of project activities will be increased to ensure continuity of support to project beneficiaries past project completion.

Component D: Contingent Emergency Response Component (CERC)- Provision of immediate response to an Eligible Crisis or Emergency, as needed.

Project Intervention Areas:

7. The project is being implemented in a total of 3,200 villages under 68 upazilas of 20 districts throughout the country. Out of the 20 districts, 12 districts received prior support from SIPP-II/NJLIP. It's worthy to mention here that the RELI project is being implemented in the intervened upazilas under theses mentioned districts namely Barishal, Chandpur, Dinajpur, Khulna, Kurigram, Mymensingh, Naogaon, Nilphamari, Patuakhali, Pirojpur, Rangpur, and Sherpur. The 8 new districts are Chapainawabganj, Chattogram, Jhenaidaha, Kishoreganj, Lakshmipur, Lalmonirhat, Magura, and Netrokona. Target project beneficiaries are the poor and extreme poor in the poorest districts and upazilas. The RELI project aims to support 744,600 direct beneficiaries (489,600 RELI project beneficiaries and 255,000 COVID-19 affected NJLIP beneficiaries), of which 90 percent are women. Twenty districts of RELI Project are covered under 5 regions namely Jashore, Rangpur, Mymensingh Cumilla and Barishal as shown below.

Area Coverage under Resilience, Entrepreneurship and Livelihood Improvement (RELI) Project

Sl. No.	RELI Regions	Districts	Associated Upazilas	No. of Upazilas	No. of villages	Total villages	No. of Clusters
1	JASHORE	Magura	1. Magura sadar	3	75	200	8
			2. Mohammadpur		75		
			3. Shalikka		50		
		Khulna	1. Daulatpur thana	3	25	125	5
			2. Paikgachha		50		
			3. Phultala		50		
		Jhenaidaha	1. Harinakunda	3	50	175	7
			2. Jhenaidaha Sader		75		
			3. Shailkupa		50		
		Chapai Nababganj	1. Nachole	3	50	150	6
			2. Nababganj Sader		50		
			3. Shibganj		50		
		Naogaon	1. Naogaon Sader	3	50	150	6
			2. Niamatpur		50		
			3. Porsha		50		
Sub-Total				15	800	32	
2	RANGPUR	Dinajpur	1. Biral	5	25	150	6
			2. Bochaganj		50		
			3. Birganj		25		
			4. Parbotipur		25		
			5. Khansama		25		
		Kurigram	1. Bhurungamari	3	25	100	4
			2. Kurigram Sader		25		
			3. Ulipur		50		

		Rangpur	1. Gangachara		25				
			2. Mithapukur	4	25	100	4		
			3. Kaunia		25				
			4. Pirgachha		25				
		Nilphamari	1. Dimla		3			125	5
			2. Domar	25					
			3. Nilphamari Sader	50					
		Lalmonirhat	1. Hatibandha	3	150	6			
			2. Patgram				50		
			3. Lalmonirhat Sader				50		
Sub-Total				18	625	25			
3	MYMENSINGH	Mymensingh	1. Dhobaura	3	50	150	6		
			2. Gauripur		50				
			3. Haluaghat		50				
		Kishoreganj	1. Austagram	4	50	200	8		
			2. Itna		50				
			3. Kishoreganj Sader		50				
			4. Mithamain		50				
		Netrokona	1. Durgapur	4	50	200	8		
			2. Khaliajuri		50				
			3. Madan		50				
			4. Mohanganj		50				
		Sherpur	1. Jhenaigati	4	50	175	7		
			2. Nakla		25				
			3. Nalitabari		75				
			4. Sreebardi		25				
		Sub-Total				15	725	29	
4	COMILLA	Chattagram	1. Anowara	3	50	175	7		
			2. Banshkhali		75				
			3. Boalkhali		50				
		Chandpur	1. Kachua	3	50	125	5		
			2. Uttar Matlab		50				
			3. Shahrasti		25				
		Lakshmpur	1. Kamalnagar	3	75	200	8		
			2. Roypur		75				
			3. Ramgati		50				
Sub-Total				9	500	20			
5	BARISHAL	Barishal	1. Agailjhara	4	50	225	9		
			2. Babuganj		75				
			3. Gaurnadi		50				
			4. Hijla		50				
		Patuakhali	1. Dashmina	4	75	200	8		
			2. Kala para		50				
			3. Galachipa		25				
			4. Mirzaganj		50				
		Pirojpur	1. Pirojpur Sader	3	75	125	5		
			2. Bhandaria		25				
			3. Zianagar		25				
		Sub-Total				11	550	22	
		Total	20		68	3,200	128		

8. SDF intends to hire a third party Process Monitoring Agency (PMA) under one package that will cover about 3,200 villages in 20 districts according to the above table.

Justification for Process Monitoring Consultancy:

9. A big project like RELI requires responsive and adaptive monitoring because the community level development processes do not necessarily conform to pre-set rules, deadlines, predictions or blue print approaches. On the other hand, conventional monitoring mechanisms cannot capture all necessary data on quality of field level implementation. The Process Monitoring (PM) facilitates the project management and others involved in the project to understand how and through what processes inputs get converted into outputs, what issues are critical in that conversion process and what action is necessary to increase the effectiveness of the project interventions. It seeks to assess whether the process observed is close to the ideal or intended process and it explains the factors responsible for the deviation, if any, and tells what needs to be done to achieve the ideal/intended end-result. It is a key management tool at all levels (national and field), especially for the process driven projects, designed to help implementing organizations to ensure more participatory practice and demand responsiveness.

10. The process monitors are intended as partners to the project, who will be the “eyes and ears” of the project at the field level, feeding key observations and information to the staff and management. The consultant would be expected to share the key findings of process monitoring with the village communities- Gram Parishad, cluster, district and regional levels; besides national level presentation with synthesized findings especially those which have implications to project level strategy and policy on quarterly frequency. The sharing of findings in the village would be in a participatory mode, giving immediate feedback/observations to help resolve Gram Parishad/Gram Samiti level problems wherein the field team members would be present. The independent consultant would provide SDF management a more direct and objective communication of the qualitative changes and processes taking place throughout the project. The focusing area of process monitoring will be institutional development at the village level, client satisfaction with the project services and mechanisms to ensure transparency, inclusiveness, equity and cost efficiency. This will provide feedback and help SDF to learn and facilitate adaptation of the project design and/or operational arrangements, as necessary. The identified key processes will be systematically observed, documented and communicated in order to facilitate better management decision making with respect to pre-specified time intervals. Rather than tracking outputs and numerical targets the process monitoring should identify specific areas for adaptation or modification, thereby enabling the project to better shape implementation of the project activities over time. Process Monitoring needs to be done by tracking specific events and project processes at regular intervals keeping in mind the time-series nature of short term and long term impacts.

Objective of Process Monitoring:

11. The primary objective of the PMA is to define Intended Project Outcome Information of the diagnostic area and signal whether the outcome has been realized and /or in the process of realization, pinning down challenges and triggers. This is applicable to both Results framework and Component diagnostics. PMA will produce monthly reports on three component activities (except Component D)

and results indicators and quarterly field reports to summarize key findings, lessons learned, and follow-up status. Case studies will be developed on good practices.

Under this overall objective, the consultancy will:

- ✓ Identify the extent of realization of project activities/indicators and any critical deviations in project implementation and factors responsible and recommend actions that would help project management at all levels to take appropriate decisions.
- ✓ Identify specific areas / issues that require further thematic and evaluation studies.
- ✓ Identify and describe best practices.
- ✓ Develop a good feedback mechanism for learning, monitoring and adaptation for the different project staff at all levels.
- ✓ Assess the effectiveness of the communication process.

Scope of Work for the Process Monitoring Agency (PMA):

- The process monitoring is intended to be conducted in 3,200 project villages of 20 districts and sample size to be determined based on the number of villages allocated in each district.
- The consultant will conduct process monitoring in all sample villages covering new and old villages under the project. The village sampling has to be undertaken ensuring that it is uniform and statistically significant and considers the geographical situation and nature of the villages.
- The consulting firm should review the NJLIP process monitoring findings and filter lessons that could be adopted in RELI. These lessons could be reported in the inception report.
- The focus of the PMA would be to critically review implementation process and generate lessons learned to strengthen sustainability of village institutions.
- Both district/regional levels within the project are to be covered and sampling is envisaged at Upazilla and Union Parishad/Cluster level. A proposed sampling design is expected in the technical proposal by the consultant. While designing the sampling frame necessary attention to be given so that a percentage of villages are covered repeatedly for measuring the changes over a period of times (i.e. a 'panel' of villages that will be continuously monitored, over time). Some villages may be specifically identified samples for a given period (e.g. one year).
- A critical task of the assignment is to identify the processes to be monitored and this needs to be indicatively detailed in the technical proposal by the consultant. The staffs at different levels as well as the communities have to be consulted periodically for identification of relevant processes and issues. The processes identified should be in relation to the indicators mentioned in the Results monitoring framework of the project and critically, to the project principles and processes detailed in the Community Operations Manual (COM). The PMA should identify the critical aspects of implementation in relation to resilience, environment management, social and accountability & transparency issues. In regard to resilience, specific action items supported by description will be provided. The identified list should be flexible

so as to add new ones or delete redundant ones over the time frame. Prioritization of indicators in the context of project time frame is critical.

- On a monthly basis, the team would be expected to compile a short district-wise report and share the emerging points of identified issues and learning with the project management and field teams. At the national level, a brief quarterly Findings and Recommended Actions Report need to be prepared.
- The consultant is expected to raise issues and propose follow up actions and also to identify needs to carry out the specific thematic studies, evaluations, impact assessments, institutional monitoring, at periodic intervals.
- A consolidated synthesized report would be submitted to SDF on a quarterly basis. This report should capture the details of observations and issues raised and discussed in every quarter with the status of actions taken by the communities'/ project management.
- Quarterly monitoring and learning workshop would be conducted by SDF where field findings/issues will be shared by the process monitoring agency in five of the RELI project regions to discuss the issues in detail to take appropriate corrective measures to rectify.
- The management decisions and actions against the PMA findings will be monitored/reviewed by SDF and PMA and subsequently to be shared in the monitoring workshop.
- The consulting firm should indicate in its technical proposal agreement to undertake the GEMS & RIMA-II training and inform its approach to identify the processes in relation to the PDO indicators/IO indicator in the Results Framework.

Training PMA in GEMS and RIMA-II:

12. SDF will conduct trainings on GEMS and RIMA-II for the hired PMA to enable the agency to not only identify the processes to be monitored in relation to the indicators provided in the Results Framework but also to monitor the same and determining shortfalls in component implementation. As per the results framework, all PDO indicators except "Direct Project Beneficiaries" are the responsibility of the third party contractor i.e. the PMA, in addition to the IO indicator "Number of beneficiaries with increased capacity on nutrition and health".

Field-Based Process Monitoring System:

13. Given the number of villages covered in each district, the contracted agency would be required to maintain permanent field presence. The consultant shall be required to deploy their staff permanently at regional & district level office along with regional project management unit in the project areas. Process monitoring of the villages will be carried out from these offices. Each of these regional level offices will coordinate all district offices. At the national level, the agency, would take up the overall responsibility for methodology development, coordination, guidance and supervision of process monitoring, while at the field level, decentralized teams, would undertake the process monitoring, reporting and dissemination of learning in the area specified. The field level process monitoring units will work in close coordination with the national-level process monitoring group and at the same time will be coordinating with the other stakeholders at the field level.

Organizational Requirement:

14. The consulting firm shall be required to establish five regional offices for PMA staffs where the concerned district office staff can be housed as well. Apart from this, required number of district offices have to be established by considering the geographic coverage of RELI project so that all 20 districts can be covered properly. Team Leaders and Deputy Team Leaders of PMA will be based at HQ level but will require frequent field visits in the project areas. The regional coordinator to be appointed by the PMA will coordinate their activities through the regional set ups. Key processes will be identified upon discussion with national, regional, district and cluster team members and this would be the part of process design.

Reporting requirements:

15. The agency would be required to conform to the reporting standards, style, format, size and such other specifications as required by the project, and undertake revisions, value addition and such other changes as required by them. The consultant would be required to do monthly reporting of the findings directly to the Regional Directors with copy to Managing Director, Director Operations and Director/GM-MEL. It is mandatory that on monthly basis detailed district/project wise report shall be prepared including a matrix form indicating the key issues, learning emerged and actions recommended. On quarterly basis analytical report of all districts is expected highlighting the major findings, case studies, lessons learnt and key actions recommended to the SDF management. The executive summary of the report should include a matrix form to enable better comprehension and improve readability. Prepare regular basis documents on good practices and lessons learned on a regular basis.

Duration of consultancy:

16. The consultant would be hired for 3 years.

Deliverables:

17. Based on the above, the consultant will deliver the following in various stages of the work:

Deliverables	Period from the date of contract effectiveness
Develop a framework of process monitoring including methodology, tools, and sampling strategy etc. and a draft work plan as part of the Inception report	2 weeks
<ul style="list-style-type: none"> - Finalize decentralized team placement in regional and districts, monitoring mechanism, tools, sampling strategy and methodology as agreed by the project - Provide advance field work plan and movement of field workers 	8 weeks
Conduct process monitoring involving all levels and facilitate dissemination and learning as discussed in the scope of consultancy	9 th week onwards
Prepare monthly process monitoring report in brief to discuss in monthly monitoring workshop to be held at district level.	10 th week onwards
Participate in regional/national Quarterly learning and dissemination forums and submit quarterly consolidated reports summarizing findings,	12 th week onwards and on a quarterly basis

good practices, actions taken and key issues for the SDF management for follow-up	
Final Completion Report along with one publishable report mostly highlighting the methodology, benefit/outcomes and lessons learnt etc.	End of the agreement

Team Composition:

18. Qualifications and Experience of the Key Experts of the Consulting Team:

- **Team Leader (Full time engagement-36 months, 1 position):** Having master degree in any discipline with proven track record in Process Monitoring activities. Person should have 15 years' field experience in monitoring and evaluation system and should have strong facilitation skills to effectively communicate the findings, observations etc. 6-7 years' similar experience in leading of monitoring and evaluation in community driven development/livelihood/social investment fund type of projects in Bangladesh or other country would be minimum requirement. In addition, proven track records on proficiency in English and report writing skills will be necessary.
- **Deputy Team Leader (Full time engagement-36 months, 1 position):** Having master degree in any discipline with proven track record in Process Monitoring activities. Person should have 10 years' field experience in monitoring and evaluation system and should have strong facilitation skills to effectively communicate the observations. S/he should have 4-5 years' specific similar experience in leading the process monitoring with community driven development/livelihood/social investment fund type of projects in Bangladesh or other country. Proven track record on proficiency in English and report writing skills will be necessary.
- **Institutional Development Specialist/Sociologist- (15 months, 1 position):** Masters in Social Science with excellent institutional development and analytical skills and 12 years' relevant experience. S/he should be well conversant with the methodology of institutional development and have a strong and proven orientation towards qualitative and participatory research, especially process monitoring, impact study and beneficiary contract or assessment. Proficiency in English and report writing skills would be added advantage.
- **Regional Coordinator (Full time engagement-36 months, one for each region; 5 positions):** Masters in Social Science having 7 years' relevant field experiences on a full -time basis. The person should be well conversant with the methodology of community development and participatory research with good field-based and analytical skills. Field work experience for 3-4 years in Monitoring and evaluation of social/community development projects is a must.
- **Supervisor (Full time engagement-36 months, for each position):** Masters in any discipline with 5 years' relevant field experiences. The person should be acquainted with community development and participatory research and analytical skills. Field work experience for 3-4 years in Monitoring and evaluation of social/community development projects is a must.
- **Field Research Officer (Full time engagement-36 months, for each position):** At least master degree in any discipline having 3 years' field experience on field research, participatory monitoring and data collection.

In addition to above listed positions of key professionals, the consultant may make arrangements for necessary non-key experts and support staff with adequate experience in relevant fields. During technical evaluation process, these staffs will not be evaluated individually. However, they will be considered collectively along with other support staffs, if any, under “Organization and Staffing” criterion of evaluation.

Procurement Method:

19. The consultant will be hired on the basis of **Quality Based Selection (QBS)** method as set forth in the World Bank Procurement Regulations for IPF Borrowers, dated November 2020 (“Procurement Regulations”).

Review Committee to Monitor Consultant’s Work:

20. The Managing Director of SDF shall be responsible for reviewing and monitoring the work of consultant through his/her nominated officials. S/he may constitute a review committee to monitor the progress and interact with the consultant. The committee may also seek comments and inputs on the consultant’s work from experts and others as appropriate. Payment to the agency will be made upon submission and acceptance of reports by the SDF and as per conditions laid down in the contract.

Inputs and Support from SDF:

21. SDF will provide Project information and relevant documents (Community Operations Manual (COM) and implementation guidelines) as requested by the consultants. SDF will provide orientation to the consultant team on community operations manual. One Team member at the district/field team will be designated as contact-on-support person for the consultants.

Ownership:

22. This assignment is funded by SDF and therefore shall be the owners of the assignment outputs. The consultant will have no right of claim to the assignment or its outputs once completed. Any reports/ research reports/ process documents produced as a part of this assignment shall be deemed to be the property of SDF and the Consultant will not have any claims and will not use or reproduce the contents of the above documents without the permission of SDF.