

**Government of the People's Republic of Bangladesh**  
**Office of the Project Director**  
**Smallholder Agricultural Competitiveness Project (SACP)**  
**Sech Bhaban (5<sup>th</sup> Floor), 22 Manik Mia Avenue, Dhaka-1207**

Memo No. 12.01.0000.900.07.046.21-5715

Date: 05-07-2022

Re-Advertisement for Request for Expression of Interest (RREOI) for Selection of Gender, Social Inclusion and Nutrition Specialist, Individual Consultant (National).

1.	Ministry/Division	:	Ministry of Agriculture
2.	Agencies	:	DAE, BARI, DAM and BADC
3.	Procuring Entity Name	:	Project Director, SACP, DAE, Sech Bhaban, 22 Manik Mia Avenue, Dhaka-1207
4.	Procuring Entity District	:	Dhaka
5.	Expression of Interest for selection of	:	Individual Consultant (National)
6.	Procurement Sub-Method	:	Selection of Individual Consultant (SIC)
7.	Approximate Remuneration /month	:	Approximate Remuneration per month is around 2.50 to 3.20 lac BDT including all reimbursable, Taxes & VAT
8.	Budget and Source of Fund	:	IFAD & GOB
9.	Project Name	:	Smallholder Agricultural Competitiveness Project (SACP)
10.	Place of EOI	:	Office of the Project Director, SACP, Sech Bhaban (Level-6), 22 Manik Mia Avenue, Dhaka-1207, Document can be collected and submitted from on or before 24/07/2022 during Office time.
11.	EOI Closing Date & Time	:	2.00 pm on 25/07/2022
12.	EOI Opening Date & Time	:	3.00 pm on 25/07/2022
The Government of the People's Republic of Bangladesh has received credit and Grant from International Fund for Agricultural Development (IFAD Loan No. 2000002293 and IFAD Grant No. 2000002294) towards the cost of Smallholder Agricultural Competitiveness Project (SACP) in Bangladesh and intends to apply a part of the proceeds to cover eligible payments under the contract for the provision of individual consultant services of 01 (One) consultant for Project Office (PO) of SACP.			

The detailed information is given below:

Package No.	Name of Position	No. of Position	Duration	Qualification	Required Experience & Scope of Services
SACP/DAE/2021-22/SD6	Gender, Social Inclusion and Nutrition Specialist (Consultant) (Full time)	01 (One)	Project period or as per requirement of the project	Minimum Master Degree in any branch of Social Science/Agricultural Science or relevant field.	Detailed information about Experience and Scope of Services are available in ToR.

Project Director, SACP now invites eligible applicants to express their interest (EOI) in providing the services. Applicants are advised to provide information indicating that they are qualified to perform the services (Completed CV in prescribed format with other details as applicable). The soft copies of ToR, application forms and format of CV are available in the websites of DAE: [www.dae.gov.bd](http://www.dae.gov.bd) and CPTU: [www.cptu.gov.bd](http://www.cptu.gov.bd). Detailed required academic qualification, experience and scope of works are given in the ToR. The soft copy of ToR, application forms and format of CV may also be obtained from the office mentioned above during office hours on all working days upto 24 July, 2022.

Candidates would be short listed according to the ToR which specifies the tasks to be carried out and required qualifications, experiences and other conditions. Short listed candidates would then be interviewed. According to the requirement of the IFAD mentioned in the Project Design Report (PDR), the CVs of the top three candidates would be sent to IFAD for approval prior to appointment.

One original & 02 (two) hard copies and soft copy (by email or others) of Expression of Interest (EOI) must be submitted by the applicants before 25 July, 2022 by 2.00pm in a sealed envelope delivered to SACP Project office above mentioned address and be clearly marked Expression of Interest for the position.

**According to IFAD global practice and applicable recruitment procedure, young professional men and women are highly appreciated to apply. The women candidates will be given more preferences. The retired officials are not eligible to apply for the above position (age upto 59 years old). The candidates who have working experience in IFAD-Financed project will be given preferences.** Any kind of persuasion will be treated as ineligibility of the candidates. Persons who are in service should submit application through proper channel, otherwise applications will be rejected.

The procuring entity reserves the right to accept or reject any or all EOIs without showing any reason whatsoever.

-Signed-

**Dr Muhammad Emdadul Haque**

Project Director

Smallholder Agricultural Competitiveness Project (SACP)

Phone: 02-48110532

Email: [pdsacpdae@gmail.com](mailto:pdsacpdae@gmail.com)



Government of the People's Republic of Bangladesh  
Ministry of Agriculture, Bangladesh

Smallholder Agricultural Competitiveness Project (SACP)

Terms of Reference (TOR)  
for  
Gender, Social Inclusion and Nutrition Specialist  
Full Time Individual Consultant (National)

Department of Agriculture Extension (DAE)  
Bangladesh Agricultural Development Corporation (BADC)  
Department of Agricultural Marketing (DAM)  
Bangladesh Agricultural Research Institute (BARI)  
Ministry of Agriculture

# **Smallholder Agricultural Competitiveness Project (SACP)**

## **Terms of Reference (TOR) for Gender, Social Inclusion and Nutrition Specialist Full Time Individual Consultant (National)**

### **BACKGROUND**

The Smallholder Agricultural Competitiveness Project (SACP) is funded by the International Fund for Agricultural Development (IFAD), and implemented under the Ministry of Agriculture (MoA). The SACP project is being implemented in 250 unions in 11 districts covering 30 Upazilas, reaching nearly 1.2 million households in Southern Bangladesh.

SACP has a Gender Strategy and Action Plan which needs to be updated to reflect targets, identify clear actions and define responsibilities. It will be important to take advantage of opportunities for increased synergy between gender and nutrition. One of the challenges for this strategy is to identify which value chains can particularly be utilized by women alongside market/climate and environmental/ nutrition/ food safety considerations. Therefore, the advertised position will incorporate nutrition needs and support.

The implementation of nutrition activities has been delayed and nutrition -sensitive interventions need to be strengthened. Awareness raising and capacity development for nutrition should be strengthened and scaled up at all levels to improve knowledge of good nutrition practices along the value chain. A Nutrition Strategy has been developed and its implementation needs to be closely monitored to ensure objects are being achieved.

The **overall objective** of the project is to increase farmer incomes and livelihood resilience through demand-led productivity growth, diversification and marketing in a changing climatic condition.

### **ASSIGNMENT**

The Gender, Social Inclusion and Nutrition Specialist Consultant will be located in Dhaka, Bangladesh with occasional travel to field locations. The individual will report to the Project Director and will continue till the completion of the project in 30 June, 2024. The overall objectives of this assignment are to assist the project management of SACP in developing gender strategy and action plan and nutrition support for successful implementation of the project activities in achieving the objectives as stipulated in the project.

### **RESPONSIBILITIES**

The Gender, Social Inclusion and Nutrition Specialist (Consultant) (Full-Time) will work as a part of Project Management Unit of SACP to support implementation of the project under the supervision of the Project Director. The scopes of the services of the consultant include, but are not limited to the following:

#### **Planning and management**

1. Update Gender, Social Inclusion and Nutrition Action Plan (GSNAP) as per IFAD Gender and nutrition policies every year, and carry out progress updates every quarter, as well as share these at project management meetings – identifying necessary corrective measures in a timely fashion.
2. Work with project to provide inputs to the project's Annual Workplan and Budget (AWPB) based on what needs to be done each year to operationalize the GSNAP

#### **Technical support**

3. Identify technology and VCs suitable for different gender groups and facilitate its farmers training and implementation in coordination with FAO and PM under each component;
4. Conduct field visits to Programme implementation areas and provide technical and on the job support to partners, focal points and service providers to ensure the targeting and nutrition strategy is implemented as planned
5. Identify opportunities to enhance nutrition outcomes throughout all stages of VCs and facilitate training through appropriate channels.

## **Monitoring and evaluation**

6. Integrate gender dimensions into the mid-term survey, reflecting the IFAD gender policy.
7. Work with project M&E function to provide technical support on integrating disaggregated data into all relevant surveys.
8. Ensure gender/ youth and nutrition indicators are being tracked using appropriate methodologies and leveraging their integration in all surveys, outcome surveys, drawing on IFAD and other technical expertise for especially nutrition.
9. Monitor and evaluate gender, social inclusion and nutrition activities and ensure the three focus areas' data is regularly fed into the M&E system and maintain database

## **Capacity development**

10. Provide gender and youth training to all key project staff and service providers, either directly or through service providers as per project target.
11. Adapt and use available nutrition and food safety, HVCs training materials, tools, and BCC materials for wide scale training of male, female and youth farmer groups, linking with nutrition training institutions for technical support
12. Evaluate and update as needed training materials of the project in the above areas, drawing on IFAD and FAO technical support as needed, especially for nutrition.

## **Knowledge management**

13. Contribute to assessing the need for targeted studies in the three focus areas, and lead on their design and implementation, possibly through service providers.
14. Provide timely technical inputs to studies, eligibility criteria, materials and other project actions to promote the appropriate mainstreaming of gender, youth and nutrition, in the latter case in with the support of nutrition specialists at IFAD or beyond.
15. Contribute these dimensions to all knowledge products, and produce at least one knowledge product for each issue every year, including in partnership with other organizations.
16. Participate in IFAD Bangladesh Gender Task Team platform for capacity building and knowledge exchange opportunities

## **Qualifications**

### **Essential:**

- Minimum Master Degree in any branch of Social Science/Agricultural Science or relevant field.
- Minimum 10 years relevant work experience in government/ autonomous/ Semi-autonomous/ private/ international organization;
- At least 3 to 5 years of experience of gender mainstreaming and Social Behavioural Change Communication (SBCC) at rural community level in Bangladesh.
- Experience of working with government agencies international organizations, including NGOs.
- Working knowledge of Bangla and English, including writing skills and preparation/ delivery of training materials.
- Excellent computer skills, including remote communications with field staff and beneficiaries.

### **Desirable:**

- Experience of working on youth and nutrition SBCC; i.e. Supporting rural youth and knowledge about nutrition sensitive agriculture approaches especially HVC.
- Experience of writing knowledge products (papers, blogs etc.).

# Application Forms

Form 3A: Application Submission Form

Form 3B: CV of the Applicant

Form 3C: Remuneration and Reimbursable

# Form 3A. Application Submission

[Date: dd/mm/yy]

To:  
The Project Director  
Smallholder Agricultural Competitiveness Project (SACP)  
Sech Bhaban (5th Floor), 22 Manik Mia Avenue,  
Sher-e-Bangla Nagar, Dhaka-1207

Dear Sir:

I am hereby submitting my Application to provide the consulting services for [Insert title of assignment] in strict accordance with your Request for Expression of Interest (EOI) dated [dd/mm/yy].

I declare that I was not associated, not have been associated in the past, directly or indirectly, with a consultant or any other entity that has prepared the design, specifications and others documents in accordance with conflict of interest (Clause 5 of SRFA).

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with clause 4 of SRFA.

I undertake, if I am selected, to commence the consulting Services for the assignment [Insert title of assignment] not later than 15 days (indicated in Clause 12.1) after negotiation of contract.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Name :

Address :

e-mail :

Mobile :

Attachment:

- 1.
- 2.
- 3.
- 4.
- .....

## Form 3B. Curriculum Vitae (CV) of the Applicant

(Please provide 2 copies of photographs along with CV)

- 1 PROPOSED POSITION FOR (SACP) : [From the Terms of Reference, state the position for which the Consultant will be engaged (i.e., name of position)].
- 2 NAME OF PERSON : [state full name]
- Permanent Address
- Mailing Address
- Telephone No.
- Mobile No.
- E-mail
- 3 DATE OF BIRTH : [ dd/mm/yy]
- 4 NATIONALITY : Bangladeshi

- 5 MEMBERSHIP IN PROFESSIONAL SOCIETIES : [state rank and name of society and year of attaining that rank].

6. EDUCATIONAL QUALIFICATION

Name of Degree:	University/Board	Year of passing	Class obtained

7 TRAINING  
(Relevant to proposed position)

[Indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].

Name of Training	Duration of training	Institute where training was held	Country	From	To	Total months /days


8 LANGUAGES & DEGREE OF PROFICIENCY

*(Indicate poor/good/very good/excellent)*

<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>
<i>e.g. English</i>	<i>Fluent</i>	<i>Excellent</i>	<i>Excellent</i>

9 COUNTRIES OF WORK EXPERIENCE

10 A. EMPLOYMENT RECORD  
(GOB organizations)

*[The Applicant should clearly distinguish whether as an “employee” of the firm/project/organization or as a “Consultant” or “Advisor” of the firm].*

*[starting with latest position list in reverse order [every employment held and state the start and end dates of each employment]*

*[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].*

**EMPLOYER 1**

*(name of employer with address)*

From: *[e.g. January 1999]* To: *[e.g. December 2001]*

*(i) Position(s) held in parent organization*

*(name of positions)*

*(ii) Additional position held in donor funded/development projects*

*(name of positions)*

*(iii) Assignment performed in relevance to experience and scope of work of proposed position in parent organization (in 5-7 bullet points)*

*(iv) Assignment performed in relevance to experience and scope of work of proposed position in donor funded/development projects (in 5-7 bullet points)*

**EMPLOYER 2 (etc.)**

*(name of employer with address)*



(i) *Position(s) held  
in parent organization*

*(name of positions)*

(ii) *Additional position(s) in donor  
funded/development projects*

*(name of positions)*

(iii) *Assignment performed in  
relevance to experience and  
scope of work of proposed  
position in parent organization  
(in 5-7 bullet points)*

From: [e.g. January 1999] To: [e.g. December 2001]

(iv) *Assignment performed in  
relevance to experience and  
scope of work of proposed  
position in donor  
funded/development projects  
(in 5-7 bulletpoints)*

## **B. EMPLOYMENT RECORD**

*(Donor funded/development projects)*  
**(Full time employment)**

### **EMPLOYER 1**

*(Donor funded/development project)*  
**(Full time employment)**

*Name of project:*

*Donor agency:*

*Name of parent organization with address)*

(i) *Position held*

*(name of positions)*

From: [e.g. January 1999] To: [e.g. December 2001]

(ii) *Assignment performed in  
relevance to experience and  
scope of work of proposed  
position (in 5-7 bullet points)*

### **EMPLOYER 2 (etc.)**

*Donor funded/development project)*  
**(Full time employment)**

*Name of project:*

*Donor agency:*

*Name of parent organization with address)*

(iii) *Position held*

*(name of position)*

From: : [e.g. January 1999] To: : [e.g. December 2001]

(iv) *Assignment performed in*

*relevance to experience and scope of work of proposed position (in 5-7 bullet points)*

11 WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO HANDLE THIS ASSIGNMENT

*[give in a separate sheet a description of activities you performed and training you participated most pertinent to tasks on this assignment, Use about one A4 page ]*

12 COMPUTER LITERACY AND SKILL  
*(Put tick marks)*

	<i>Poor</i>	<i>Good</i>	<i>Very Good</i>	<i>Excellent</i>	
<i>MS Word</i>					
<i>Excell</i>					
<i>Power Point</i>					

13 LIST OF PUBLICATIONS

14. REFERENCES

**CERTIFICATION**

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature			
Print name			
Date of Signing			
dd / mm / yyyy			

## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held.

**(1) Remuneration**

Rate* (per month)	Staff Time (No. month)	Total (Tk)

Note: A month consists of 30 calendar days.

**(2) Reimbursable  
(As per DPP provision)**

	Rate per unit	Total unit	Total Amount (Tk)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
Sub-total			

CONTRACT CEILING (1) + (2)	
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