



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

**Smallholder Agricultural Competitiveness Project (SACP)**

**Terms of Reference (TOR)**  
**for**  
**M&E-KM Specialist**  
**Full Time Individual Consultant**

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

## **1. Background**

The Smallholder Agricultural Competitiveness Project (SACP) is financed by International Fund for Agricultural Development (IFAD) which has been engaged in agriculture and rural development for 40 years in Bangladesh, aiming to provide an opportunity for further scaling-up and enhancing some of the best practices and innovations that have proven to be useful climate change adaptation responses, as well as introducing practical methods and technologies in sustainable production enhancement, post-harvest management, value chain development and public-private partnership development. Through a direct partnership with the Ministry of Agriculture, SACP is supporting the Government's strategic master plan of transforming agriculture in Southern Bangladesh.

The SACP project is being implemented in 20 districts covering 90 Upazilas in the Southern and Northern Regions (Coastal Zone, Barind and Drought Prone Areas and River Systems and Estuaries-char) areas of Bangladesh, covering 750 unions selected based on the targeting criteria. The project is implemented by five agencies (DAE, DAM, BADC, BARI and FAO).

### **Overall objective of SACP**

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; To contribute to the public investment priority of achieving food security, and to promote sustainable, inclusive, climate-resilient, and nutrition-sensitive agriculture in three major climatic hotspots of Bangladesh.

### **Specific objectives**

- a) Enhanced production of High Value Crops (HVC) and technology adoption.
- b) Assessment of HVCs and group mobilization.
- c) Demand-driven production and market-led research
- d) Processing and marketing of HVC.
- e) Improving market linkage
- f) Increasing Post-harvest and processing investments
- g) Development of food safety and nutrition measures along the value chain
- h) Climate Resilient Surface Water Management.
- i) Sustainable surface water management, drainage, conservation and utilization; and
- j) Institutional support for research, extension and capacity building

### **Project Structure**

The project is implemented by four departments of MoA through three technical components supported by a project management component. Component 1-Enhanced production of High Value Crops (HVCs) and technology adoption, is led by the Department of Agricultural Extension (DAE) with support from Bangladesh Agricultural Research Institute (BARI). Component 2- Processing and Marketing of HVCs is led by the Department of Agricultural Marketing (DAM), and Component 3-Climate Resilient Surface Water Management is led by the Bangladesh Agriculture Development Corporation (BADC). These four departments together form the project management component supported by technical assistance from the Food and Agriculture Organization of the United Nations (FAO). An additional Component, Diversified Resilient Agriculture for Food and Nutrition Security (RAINS) will be implemented from 2023.

## 2. Objective of the Assignment

The overall objectives of this assignment are to assist the project management of SACP in the Monitoring and Evaluation (M&E) and Knowledge Management (KM) to enable co-ordination for successful implementation of the project activities in achieving the objectives as stipulated in the project document.

## 3. Scope of Services / Duties and Responsibilities:

**General Responsibilities:** The M&E-KM Specialist (Consultant) (Full time) will work as a part of the Project Management Unit to lead the implementation of project's monitoring, evaluation and knowledge management activities under the supervision of the Project Director. The scope of services/ duties and responsibilities of the consultant are the following:

### Responsibilities:

1. Responsible to report to the Project Director (PD)
  - a. Prepare regular monitoring and progress reports to the Donor (IFAD and GAFSP) and the Project Management Unit.
  - b. Support PMU in providing real-time information on project's progress for the Project Steering Committee, supervision missions and evaluation; review relevant documents along with preparing management response as necessary.
  - c. Provide feedback for the SACP implementing agencies based on the achieved progress, results and lessons learnt.
  - d. Lead the preparation of an action plan for an information sharing mechanism and dissemination of results.
2. Maintain project's Management Information System (MIS), ensure all forms, reports and dashboards are up to date and reflect the needs of the PMU.
  - a. Lead the regular updates and maintenance of the project's database, ensure data quality and completeness.
  - b. Maintain data base of field activities;
  - c. Maintain close link with Junior Monitoring and Reporting specialist (JMRS) of DCU
  - d. Identify needs, develop and implement training and coaching activities of the SACP M&E DCU team members to ensure they are technically capable to perform their tasks, including use of the mobile data collection tools.
  - e. Lead development and systematic reviews of the M&E indicators and analysis for SACP
  - f. Provide suggestions and take responsibility for improvements in functionality and user-friendliness of the IT supported tools such as data entry forms and dashboards.
3. Develop and update frameworks, guidelines and tools related to planning, monitoring, results measurement, evaluation, information and knowledge management as per Donor's and Government's of Bangladesh requirements.
  - a. Implement and revise result-based M&E plan

- b. Implement and revise Environmental and Social Management Plan (ESMP) in line with IFAD's Social, Environmental and Climate Assessment Procedures (SECAP)
  - c. Ensure systematic data collection reflecting project's implementation progress and achieved outputs and impact.
  - d. Ensure monitoring and evaluation of project activities to be performed by the field offices are attended and delivered in a correct and timely manner as per results framework
  - e. Carry out annual outcome survey, impact study in line with IFAD's Core Outcome Indicator guidelines
  - f. Ensure compliance with the GAFSP reporting requirements as part of the RAINS subcomponent
4. Ensure the Feedback and Complain Response Mechanism within the Project is in line with established procedures.
  5. Design a system for archiving project's documents and reports and ensure it is up to date.
  6. Provide support to the drafting success stories, good practices factsheets, learning briefs and other knowledge products, using the most relevant sources of data and evidence by liaising with relevant counterparts.
  7. Perform any other related tasks as assigned by the Project Director.

#### **4. Qualification, Experience and Key Competencies:**

##### **(i) Academic qualification:**

- The candidate must possess at least a Master's Degree in Agricultural Science or related fields such as Agricultural Economics, Statistics, Social Sciences, Development Economics from any reputed university.
- The candidate must be trained in M&E and project management.

##### **(ii) Work Experience:**

- Minimum 10 years' work experience in agriculture & related fields of which at least five (05) years' of relevant professional experience in planning/design, monitoring, results measurement, evaluation, accountability, information/knowledge management, action research and reporting in an international development setting, preferably with large projects.
- Outstanding understanding of the results framework, log-frame and other approach of M&E
- Experienced in preparing Terms of Reference for hiring consultants and consultancy services
- Well experienced in Database Management.
- Prior experience in working as M&E specialist in development projects is desirable.

##### **(iii) Key Competencies:**

- Demonstrable knowledge and experience in working with agricultural and market development projects in Bangladesh.
- Excellent computer literacy on Microsoft Office, particularly Excel and Access, and Kobo/ODK is required. Project, Arc/QGIS, Tableau/PowerBI, SurveyCTO, SPSS/Stata/R Studio is an asset.
- Excellent written and verbal communication skills in English and Bangla
- Ability to deliver training sessions, work effectively and collaborative with government officials and diverse range of counterparts and stakeholders with humility and act as a mentor to other component staff and director.

- Willingness to work as a team member with multicultural and multidisciplinary team of experts. Willing to undertake intensive field works.
- Ability to work independently and proceed with objectives of the assignment work under pressure and meet deadlines.
- Self-motivation, willingness to learn and good work ethics.

**(iv) Age:**

Not more than 60 years old on the last date of application submission.

***Female candidates are encouraged to apply.***

**5. Key performance indicators:**

The consultant will be responsible for the following deliverables:

- Result-based M&E Framework developed
- Grievance Monitoring and Address Mechanisms developed
- Beneficiary and activity tracking system is operational
- Periodic reporting on M&E and knowledge management
- Assistance and advising the Project management unit on M&E and knowledge management based on data collected from the field;
- Timely preparation of technical project progress reports
- Plan, organize, manage and provide technical guidance on M&E for the implementation of the project
- Field visit reports
- End of Assignment report.
- Preparation of Project Completion Report (PCR)

**6. Duration of Assignment**

The duration of the service assignment with the successful applicants will be for the project period from November 2023 to 30 June 2026 or as per requirement of the project. A probation period of six months will be followed by an annual renewal of contract on satisfactory performance of the consultant.

**7. Institutional Arrangement**

The M&E-KM Specialist (consultant) (full time) will work at the Project Office (PO) of SACP in Sech Bhaban (5th Floor), 22 Manik Mia Avenue, Sher-e-Bangla Nagar, Dhaka-1207, Bangladesh, and will report directly to the Project Director (PD). The incumbent will work closely with other consultants working at the PO and departmental officials. The consultant is expected to undertake the activities (scope of services) mentioned in the ToR in order to achieve the stated objectives. Under this consultancy services, travels are being envisaged. However, travels necessary for the exigencies of services to achieve the desired objectives, may be undertaken but with prior permission of the PD, PO and in such cases daily subsistence allowance (DSA) as per contract signed and the actual costs for travel will be reimbursed.

**8. Tentative Payment Arrangement**

The contract will be based on monthly payment and applicable VAT/TAX will be deducted as per rules and regulations of the Government of Bangladesh.