

Form EOI-1
EOI Submission Form

Dhaka, dated:

Mr.,

Project Director

Office of the Project Director, Smallholder Agricultural Competitiveness Project (SACP),

Sech Bhaban (5th Floor), 22 Manik Mia Avenue, Sher-e-Bangla Nagar, Dhaka-1207.

Phone: +8802-48110532, Email: pdsacpdae@gmail.com

Subject: Submission of Expressions of Interest (REOI) for Baseline Survey under Diversified Resilient Agriculture for Improved Food and Nutrition Security of Smallholder Agricultural Competitiveness Project (SACP-RAINS)

Ref: No.: 12.01.0000.900.07.067.23-8705 Date: 04-12-2023

We, the undersigned, declare that:

1. We are expressing our interest in providing the consulting services for the above-mentioned assignment and have no reservations to the REOI, the instructions to the consultants and any addenda thereto.
2. Our expression of interest is open for acceptance for a period of ninety (90) days.
3. Our firm, its associates, including any subcontractors or suppliers for any part of the contract, have not been declared ineligible by the Fund and have not been subject to sanctions or debarments under the laws or official regulations of the client's country or not been subject to a debarment recognized under the Agreement for Mutual Enforcement of Debarment Decisions (the "Cross-Debarment Agreement")¹, beyond those declared in paragraph 9 of this EOI submission form.
4. We acknowledge and accept the IFAD Revised Policy on Preventing Fraud and Corruption in its Activities and Operations. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any prohibited practices as provided in ITC Clause 6. Further, we acknowledge and understand our obligation to report to anticorruption@ifad.org any allegation of prohibited practice that comes to our attention during the selection process or the contract execution.
5. No attempt has been made or will be made by us to induce any other consultant to submit or not to submit an EOI for the purpose of restricting competition.
6. We acknowledge and accept the IFAD Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. We certify that neither our firm nor any person acting for us or on our behalf has engaged in any sexual harassment, sexual exploitation or abuse. Further, we acknowledge and understand our obligation to report to ethicsoffice@ifad.org any allegation of sexual harassment, sexual exploitation and abuse that comes to our attention during the selection process or the contract execution.
7. The following commissions, gratuities, or fees have been paid or are to be paid with respect to the selection process: (If applicable) *[Insert complete name of each recipient, its full address, the reason for which each commission or gratuity was paid and the amount and currency of each such commission or gratuity.]*

¹ The Cross-Debarment Agreement was entered into by the World Bank Group, the Inter-American Development Bank, the African Development Bank, the Asian Development Bank and the European Bank for Reconstruction and Development, additional information may be located at: <http://crossdebarment.org/>.

Name of Recipient	Address	Reason	Amount	Currency

(If none has been paid or is to be paid, indicate “none.”)

8. We declare that neither our consulting firm nor any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners have any actual, potential or perceived conflict of interest as defined in ITC Clause 5 regarding this selection process or the execution of the contract. *[insert if needed: “other than the following:” and provide a detailed account of the actual, potential or perceived conflict].* We understand that we have an ongoing disclosure obligation on such actual, potential or perceived conflicts of interest and shall promptly inform the client and the Fund, should any such actual, potential or perceived conflicts of interest arise at any stage of the procurement process or contract execution.
9. The following criminal convictions, administrative sanctions (including debarments) and/or temporary suspensions have been imposed on our consulting firm and/or any of its directors, partners, proprietors, key personnel, agents, sub-consultants, sub-contractors, consortium and joint venture partners:

Nature of the measure (i.e., criminal conviction, administrative sanction or temporary suspension)	Imposed by	Name of party convicted, sanctioned or suspended (and relationship to the consultant)	Grounds for the measure (i.e., fraud in procurement or corruption in contract execution)	Date and time (duration) of measure

If no criminal convictions, administrative sanctions or temporary suspensions have been imposed, indicate “none”.

10. We acknowledge and understand that we shall promptly inform the client about any material change regarding the information provided in this EOI submission form.
11. We further understand that the failure to properly disclose any of information in connection with this EOI submission form may lead to appropriate actions, including our disqualification as consultant, the termination of the contract and any other as appropriate under the IFAD Policy on Preventing Fraud and Corruption in its Projects and Operations.
12. We understand that you are not bound to accept any EOI that you may receive.
[Authorized signatory]
[Name and title of signatory]
[Name and address of firm]

Form EOI-2
Organization of the Consultant

Expressions of Interest (REOI) for Consulting Services for Baseline Survey under Diversified Resilient Agriculture for Improved Food and Nutrition Security of the Smallholder Agricultural Competitiveness Project (SACP-RAINS)

Ref: No.: 12.01.0000.900.07.067.23-8705 Date: 04-12-2023

[Provide a brief description of the background and organization of your firm/entity and of each associated firm for this assignment. Include the organization chart of your firm/entity. The EOI must demonstrate that the consultant has the organizational capability and to carry out the assignment. The qualifications document shall further demonstrate that the consultant has the capacity to field and provide experienced replacement personnel on short notice. Key staff CVs are not required at the shortlisting stage.]

Name of the firm	
Date of establishment	
Country of registration	
Full address of the firm	
Focal point: name, position, contact information (telephone, email):	Name:
	Tel:
	Email:
Number of branches in the country	
Country(ies) of operations with number of branches in each country	
Number of full-time employees	
Number of part-time employees	
Field(s) of expertise of the firm	
Number of professional staff with experience related directly to the assignment	
Subsidiary and associated companies (<i>wherever applicable</i>): (details in the following format to be provided for all associates) – (i) Name of the company (ii) Nature of business (iii) Address of the company (iv) Website of the company (v) Brief description of company (maximum of 120 words)	
Any other information that the consultant would like to add:	

Form EO1-3

Experience of the Consultant

Expressions of Interest (REOI) for Consulting Services for Baseline Survey under Diversified Resilient Agriculture for Improved Food and Nutrition Security of the Smallholder Agricultural Competitiveness Project (SACP-RAINS)

Ref: No.: 12.01.0000.900.07.067.23-8705

Date: 04-12-2023

[Using the format below, provide information on each relevant assignment for which your firm, and each associate for this assignment, was legally contracted either individually as a corporate entity or as one of the major companies within an association, for carrying out consulting services similar to the ones requested under the preliminary terms of reference included in this EO1. The EO1 must demonstrate that the consultant has a proven track record of successful experience in executing projects similar in substance, complexity, value, duration, and volume of services sought in this procurement.

Maximum 20 pages]

Assignment name:	Approx. value of the contract (in current BDT/US\$):
Country: Location within country:	Duration of assignment (Years/months):
Name of client:	Total No. of staff-months of the assignment:
Address, and contact details (including email address(es)):	Approx. value of the services provided by your firm under the contract (in current BDT/ US\$):
Start date (month/year): Completion date (month/year):	No. of professional staff-months provided by associated consultants:
Name of associated consultants, if any:	Name of proposed senior professional staff of your firm involved and functions performed (indicate most significant profiles such as project director/coordinator, team leader):
Narrative description of project:	
Description of actual services provided by your staff within the assignment:	

Name of Firm: _____

ANNEX I

PRELIMINARY TERMS OF REFERENCE (TOR)

Attached



Government of the People's Republic of Bangladesh
Department of Agricultural Extension
Smallholder Agricultural Competitiveness Project
Sech Bhaban (5th Floor), 22 Manik Mia Avenue, Dhaka-1207



Terms of Reference (ToR)
for Baseline Survey under Diversified Resilient Agriculture for Improved Food and Nutrition Security (RAINS) of the Smallholder Agricultural Competitiveness Project (SACP-RAINS)

Background:

Bangladesh is a lower middle-income country with medium but declining rates of poverty among its 160 million people. Sustained economic growth along with steady agricultural improvement has been fundamental to this reduction. Sustainability of growth, particularly agricultural growth is, however, particularly vulnerable to climate change. Given that the agriculture sector remains fundamentally important to the country's prosperity and it utilizes three-quarters of the land space of Bangladesh and supports the livelihoods of the majority of the population, it is passing through some immediate challenges in promoting sustainable development. The challenges include continuing to increase production and achieve recognizable quality standards despite loss of land to other uses and climate change.

The proportion of the population living under \$1.25 a day fell from 49 percent to 24.8 percent between 2000 and 2015, effectively lifting millions of people out of poverty during the period. Overall poverty has declined during the last decade. However, poverty in rural areas remains around 36 percent and has not declined as fast as in urban areas. Additionally, the proportion of people living in extreme poverty in rural areas is still three times higher than in urban areas.

Women are particularly affected by poverty, as they have fewer opportunities for employment than men and bear the responsibility of caring for their families. With a 'demographic dividend' of young adults entering the labour market in the country, rural youth may be more attracted by labour or employment migration to the urban areas, as they are among those who find difficult to be involved in agriculture due to the lack of assets and skills. In general, the youth are motivated and dynamic; inclusive and tailor-made measures can turn them into viable socio-economic actors. Thus, this project will emphasize the high value crops that will provide enough income to keep such motivated and dynamic youth and women involved in agriculture.

Rural poverty is closely linked to food security. For the average rural household, about 71 percent of calories come from rice. In the last 20 years, consumption of cereals (including rice) decreased, in absolute and relative terms, and average per capita consumption of all other food groups increased, indicating improved dietary diversity. However, progress in diet diversification was slower in rural areas compared to urban areas. Thus, this project can address the growing desire of Bangladeshis for improved diets through higher and oftentimes, more nutritious high value crops.

With the funds from GAFSP (Global Agriculture and Food Security Program) through International Fund for Agricultural Development (IFAD) and with the technical assistance of the Food & Agriculture Organization of the United Nations, the government of Bangladesh has developed the SACP-RAINS (Diversified Resilient Agriculture for Improved Food and Nutrition Security) Project to increase farmer incomes and livelihood resilience through demand-led productivity growth, diversification and marketing under changing climatic conditions. The project builds on the assumption that with the opening of the Padma and Bangabandhu multipurpose bridge, many farmers of the southern and northern districts will have increased opportunities to sell their products to Dhaka markets (high value crops, vegetables, legumes and fruits), the shortened transit times will

expand the opportunities for high value fresh produce that is properly picked, packed and transported and where the project can play a significant role in improving current practices. The focus will be to enhance production quantity and quality through appropriate productive infrastructures, quality agriculture inputs and training of farmers and value chain actors, as well as, linking farmers and their groups to private dealers and traders to enhance fair contract farming and postharvest and processing contracts.

The project goal is to contribute to Bangladesh's agriculture smallholders' responsiveness and competitiveness in high value crop (HVC) production and marketing of fresh and/or processed products. The project objective is to increase farmer income and livelihood through demand-led productivity growth, diversification, and marketing in a changing climatic condition. The Project Technical Assistance by FAO will be implemented over a period of 3 years and will enhance the capacity of targeted farmers to address their barriers to entry into the market system and facilitate the development of a more inclusive market system. However, the full implementing project was stated to go over 3-years period.

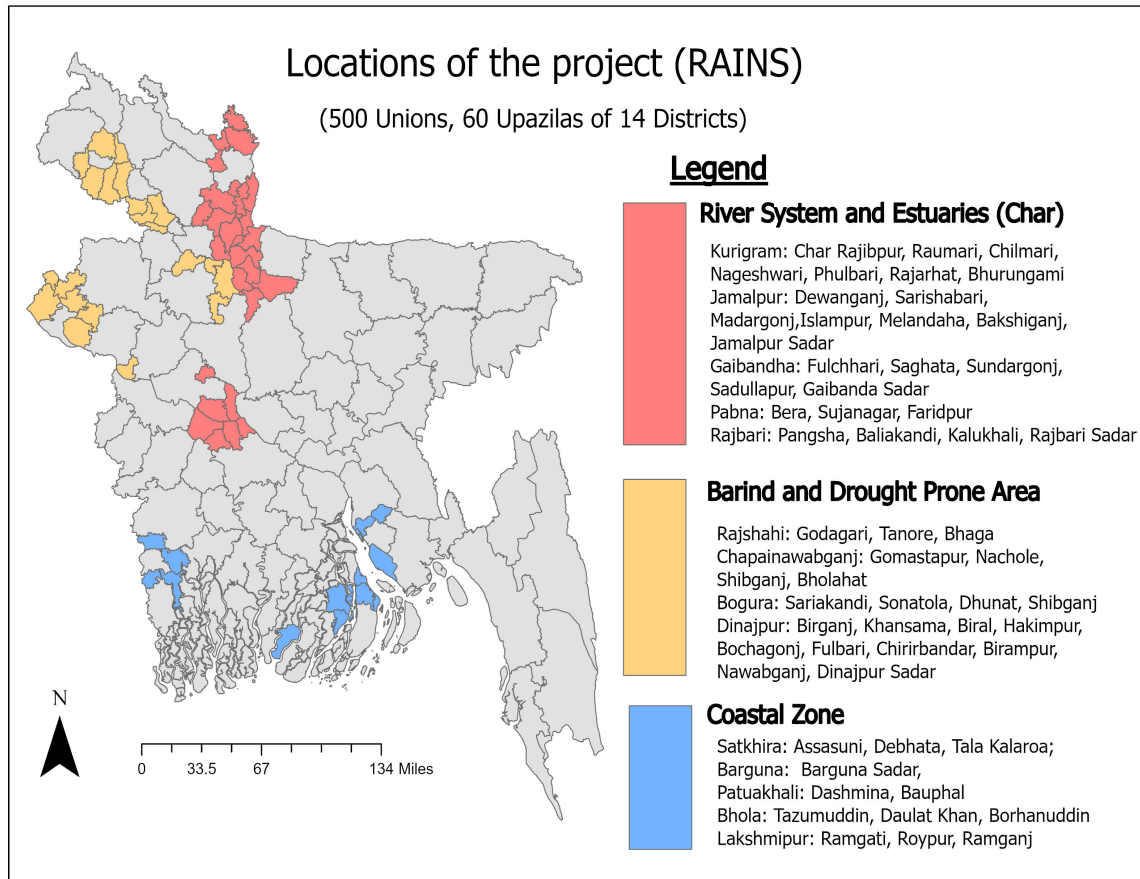
Project geographical area:

Table 01: Project region, district and Upazila

Region	District	Upazila
Khulna	Satkhira	Assasuni, Debhata, Tala, Kalaroa
Barishal	Barguna	Barguna Sadar
	Patuakhali	Dashmina, Bauphal
	Bhola	Tazumuddin, Daulat Khan, Borhanuddin
Chattogram	Lakshmipur	Ramgati, Roypur, Ramganj
Rajshahi	Rajshahi	Godagari, Tanore, Bhaga
	Chapainawabganj	Gomastapur, Nachole, Shibganj, Bholahat
Bogura	Bogura	Sariakandi, Sonatola, Dhunat, Shibganj
	Pabna	Bera, Sujanagar, Faridpur
Mymensingh	Jamalpur	Dewanganj, Sarishabari, Madarganj, Islamlur, Melandaha, Bakshiganj, Jamalpur Sadar
Dinajpur	Dinajpur	Birganj, Khansama, Biral, Hakimpur, Bochaganj, Fulbari, Chirirbandar, Birampur, Nawabganj, Dinajpur Sadar
Rangpur	Kurigram	Char Rajibpur, Raumari, Chilmari, Nageshwari, Phulbari, Rajarhat, Bhurungamari
	Gaibandha	Fulchhari, Saghata, Sundarganj, Sadullapur, Gaibanda Sadar
Faridpur	Rajbari	Pangsha, Baliakandi, Kalukhali, Rajbari Sadar

The project area containing 60 Upazilas within 14 districts of 9 regions in the Coastal zone, Barind and Drought Prone areas and River Systems and Estuaries (Char) of Bangladesh.

Figure 1: Map of the project area



Objectives of the assignment:

The overall objective of this assignment is to carry out a baseline survey in the project area (14 Districts and 60 Upazilas) to assess the present scenario related to food security, livelihoods, resilience to negative economic shocks, challenges related to agricultural system, existing best practices, nutrition, and women participation in agricultural as well as other income generating activities etc. The sampling of the baseline survey will identify control as well as treatment households so that the impact evaluation can be conducted later through collection of endline data. Please note that these ToRs are focused only on the collection of baseline data and report.

Specific objectives:

- i. To develop a sampling framework for the baseline data collection.
- ii. To assess the present situation of crop production, crop diversity, crop productivity, amount and the quality of inputs used, cropping intensity & scope of increasing diversified crops' production through introducing high value, marketable crops and processing system of HVCs by farmers and other management practices.
- iii. To estimate supply of High Value Crops and size of the local (Upazila) and the regional (district) market demand.

- iv. To map existing post-harvest and market facilities along the value chains of selected HVCs.
- v. To prepare gender disaggregated socio-economic profile of the target farmers (landless, marginal, and small) including the households' existing employment patterns, income levels, productive assets, financial status, food security, food consumption pattern, Income Generating Activity (IGA), knowledge on nutrition, marketing and storage systems of farm produce.
- vi. To determine the knowledge and skills of targeted farmers, including women and youth, in technology transfer and adoption of HVCs.
- vii. To assess the status of horticultural crop/ high value crops' production in the project area, region wise use of agricultural equipment/machineries and identify the possibilities of new agricultural technology.
- viii. To assess access to Internet and level of digital literacy among the targeted farmers, including youth and women.
- ix. To develop an impact evaluation strategy such that the impact of different components of the RAINS project can be quantified later.

Key requirements of the assessment as per project log frame:

The baseline survey will rigorously capture the followings indicators:

- Prevalence of Food Insecurity Experience Scale (FIES) of the targeted population,
- Percentage of Household Dietary Diversity Score (HDDS) of the targeted population,
- Percentage of Minimum Dietary Diversity for Women (MDDW) of the targeted population,
- Annual income of the targeted population from diversified and climate smart production and marketing,
- Household-level crop and income diversification index,
- Percentage of targeted population having new/improved inputs, technologies, or practices in agriculture,
- Annual Households production in the targeted area (crop wise),
- Percentage of targeted population adopting environmentally sustainable and climate resilient technologies and practices in agriculture and their livelihoods,
- Percentage of targeted population using different sources of water for irrigation,
- Percentage of targeted population are embedded with any groups or organizations (disaggregated by group/organization),
- Percentage of targeted rural producers accessing production inputs and/or technological packages (productivity enhancement and climate smart agriculture),
- Percentage of targeted population are trained in production practices and/or technologies (productivity enhancement and climate smart agriculture) support in the targeted population,
- Number of technologies including *climate smart on-farm water management* for irrigation are being used by targeted population,
- Percentage of targeted population are using different irrigation technologies (technology wise population Percentage),

- Number of hectares of Farmland are being used by targeted population under technologies including climate smart on farm water management for irrigation.
- Farmers annual sale per hectare (crop-wise),
- Percentage of targeted population having access to collection (aggregation), processing and storage facilities.
- Percentage of targeted population having access to marketing information and extension services.
- Percentage of targeted population having access to finance, with disaggregation per type of institution (i.e., commercial banks, Krishi banks, microcredit institutions, saving groups, NGOs, etc.)
- Percentage of persons with improved nutrition Knowledge Attitudes and Practices (KAP).

Methodological and Practical Considerations:

The main aim of the baseline data collection is to assess the impacts of different components of SACP-RAINS project on household food security, dietary diversity, resilience, diversification and other gender-related outcomes. Therefore, there is a need to develop a robust impact evaluation strategy to quantify the impacts of different components (as outlined in the project log-frame) of SACP-RAINS.

The Consultant is expected to employ various participatory methodologies that are holistic rather than sectoral to provide lessons to the implementers. Different tools can be used in the evaluation (e.g., group discussions or FGD, key informant interview (KII), structured questionnaires, surveys, interviews, observations, workshops, meetings, review of the documents, etc.) are expected in an elaborated manner. In addition, the evaluation team should be gender-balanced, and gender-sensitive teams and data should be disaggregated by gender. In the Baseline Survey process, the different components and Upazila to be included during the data collection process, so that a comprehensive perspective can be captured in the review process.

Sampling plan: The Consulting Firm will determine the representative sample size following the IFAD guideline and applying prescribed formula. The firm will prepare a detailed sampling plan selecting treatment farmers and control groups from the project working area.

Documents Review: The team of the recruited Consulting Firm will review project documents, Project Design Report (PDR), Development Project Proposal (DPP), IFAD Mission reports, baseline of SACP and all other relevant reports of the previous project to know the project results, impacts, outcome, and outputs achieved since its inception.

Discussion/Consultation: The assessment team will meet Project Officials of different components of SACP-RAINS and other stakeholders of Union/Upazila/District level separately to explore the outputs/results achieved by the project during the period covered and collect evidence of the changes created due to project interventions.

Administered of Questionnaires: The consulting firm will prepare Baseline Survey questionnaire following the guideline of IFAD and align with SACP baseline to collect the quantitative data from sampled household and control group. Since the Mid Term Impact survey will be done based on baseline survey and Final Impact Survey, the consulting firm should consider this issue in designing questionnaire for the Baseline Survey. The consulting firm should finalize the questionnaire after having discussion with concerned officials of SACP-RAINS.

Training of Enumerators: The consulting firm will have to provide comprehensive hands-on training on data collection process with making them clear understanding on data collection tools.

Household's interview: The recruited Enumerators by the Consulting Firm will collect data through the interview from households and control group using an administered questionnaire.

Interview: The assessment team will meet the senior management of different components to discuss any policy and strategic issues relating to the ongoing project implementation and future course of actions.

Focus Group Discussion (FGD): The assessment team will conduct Focus Group Discussions with Farmers Group to assess the benefits of the project intervention and explore the areas where the action is further necessary.

Key Informant Interview (KII): The assessment team will conduct with the SCAP-RAINS senior management, Deputy Director-DAE, Upazila Agricultural Officer, DAM, BADC, BARI Officials, GAINS, FAO-TA and Private Sector Entrepreneur and other necessary stakeholders.

Draft report preparation: The Consulting Firm will prepare a draft report comparing with collected data and other information including control group to assess the actual project achievement.

Debriefing Session and Data validation workshop: Before submitting the final report, a debriefing session will be held where the Consultant team will present the key findings and recommendations before the officials from the SACP-RAINS project and selected persons from other stakeholders through conducting a validation workshop. The cost of the validation workshop will bear by the Consulting Firm.

Submission of Final report preparation: The Consulting Firm will prepare the final report after the debriefing session and incorporate feedback from the debriefing and data validation workshop using the standard reporting template.

Accountability and Support:

The Consulting Firm will directly report to the Project Director and closely work in collaboration with Deputy Project Director (DPD), Senior Monitoring Officers and Monitoring and Evaluation-Knowledge Management specialists. In addition, the Component Directors and Deputy Components Directors will provide necessary support (if any) as and when required. In addition, the Sub Assistant Agriculture Officer (SAAO) and Junior Monitoring and Reporting Specialist (JMRS) will provide essential support in the data collection process at the field level.

Duration and Location:

The Baseline Survey will take place from January to March 2024. The whole process, including final report preparation, feedback collection incorporation, and final report submission, should be completed by this three months' period, of which maximum one month should be spent at the field level. The working locations for evaluating 60 Upazilas (sub-district) under 14 Districts.

Confidentiality and copyright

All papers shared with the consultant are confidential to the SACP-RAINS and should not be used outside of SACP-RAINS without permission. Information received by the consultant from the SACP-RAINS and fields and offices should be treated confidentially. The assessment report will be owned by the SACP-RAINS and disseminated as the organization sees fit.

Survey Period:

The survey should be completed, and a Draft Final Report must be submitted within 75 days from the date of contract signing by the firm. The Final Report will have to be submitted within 15 days of the presentation of the Draft Final Report after incorporating clarifications and additional information in response to the comments given by SACP officials.

However, the data collection should be completed within two months of the contract coming into effect.

The payment process and the deliverable expected are as follows:

Deliverables	Deliverables	Tentative Timeline	% of payment
<p>Submission of Inception report: The inception reports include the followings: detailed methodology with proper sample size; comprehensive data collection & analysis plan; data collection tools (a set of questionnaire, tools and checklist, data collection guideline, etc.) in English & Bengali The detailed work plan of this evaluation (inception report to final report submission) <i>Note: (disaggregated data analysis during report writing).</i> *A set of survey questionnaires and qualitative data collection tools (FGD & KII) (in both English and Bengali) should be attached with the inception report as Annex.</p>	3 Copies	In 1 weeks - upon signing the contract	10% of total value will be paid upon submission and dully acceptance by SACP-RAINS

Deliverables	Deliverables	Tentative Timeline	% of payment
<p>Draft Baseline Survey Report: A draft report will be submitted to the SACP-RAINS for feedback and comments. The report will present gender-disaggregated data with a summary matrix as per log frame as well as recommendations/lessons learned/good practices. The firm will organize a validation workshop with different stakeholders in Dhaka based on the findings.</p>	3 Copies	In 10 weeks - upon signing the contract	30% of total value will be paid upon submission and dully acceptance by SACP
<p>Final Baseline Survey Report: The Consulting Firm will submit both hard and soft copy of the final report reflecting SACP-RAINS Officials feedback, validation workshop's feedback on draft report/findings. The final report also must incorporate the recommendation to act the future planning and operation of the project period.</p>	100 Copies	Upon submission of the final report (before end of the contract)	60% of total value will be paid upon submission and dully acceptance by SACP-RAINS
<p>Dataset: The Consulting firm will also submit the complete soft copy cleaned data file(s) in MS Excel or suitable statistical package format, including variables labeled in English.</p>	whole dataset		

Overall requirements of the consulting firm/organization:

- The consulting firm should have legally registered and 10 years' experience in conducting baseline survey through statistically sound Households (HH) data collection.
- The Consulting firm should have experience of successfully completion of minimum 5 (five) Baseline Survey during last 5 (five) financial years. The experience of similar projects like the governments/Autonomous organizations/donor agencies/UN Organizations/ international NGOs in Bangladesh and other developing countries.
- The Consulting firm should have minimum 05(five) years' specific experience in conducting Baseline Survey or similar type of study on agriculture, marketing, research, irrigations facilities with infrastructure, climate change, and other social and gender-related issues for the Government and Development Partners supported projects.
- Minimum specific experience of satisfactory completed Baseline/Mid Term/End line Survey is of minimum BDT 45.00 lakhs under a single contract in the last 03 (Three) years for governments/Autonomous organizations/donor agencies/UN Organizations/ international NGOs in Bangladesh and other developing countries.
- Must have valid and up to date trade license, VAT registration certificate, TIN certificate, Income tax certificate and audited financial reports for last three fiscal years.
- The Minimum amount of liquid asset i.e., working capital or credit lines, net of other contractual commitments is taka 45,00,000.00 (Taka forty-five lac) only.
- Length of experience of the consulting firm in the field of conducting qualitative research focusing on capturing outcome and impact results;

- The consulting firm should not be under a declaration of ineligibility for corrupt, fraudulent, coercive practices in completing for, or in executing a contract under public fund.
- The consulting firm is not insolvent, in receivership, bankrupt or being wound up their business activities have not been suspended and it is not the subject of legal proceedings for any of the foregoing.
- The consulting firm has fulfilled its obligations to pay taxes and social security contribution under the relevant national laws and regulation.

Sexual Harassment, Sexual Exploitation and Abuse:

The Fund requires that all beneficiaries of IFAD Funding, including the purchaser and any bidders, implementing partners, service providers, suppliers, sub-suppliers, contractors, sub-contractors, consultants, sub-consultants, and any of their agents (whether declared or not) and personnel comply with IFAD's Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse. For the purpose of this provision, and consistent with IFAD's Policy on Preventing and Responding to Sexual Harassment, Sexual Exploitation and Abuse as it may be amended from time to time, the terms set forth below are defined as follows:

a) Sexual harassment means “any unwelcome sexual advance, request for sexual favour or other verbal, non-verbal or physical conduct of a sexual nature that unreasonably interferes with work, alters or is made a condition of employment, or creates an intimidating, hostile or offensive work environment.

b) Sexual exploitation and abuse means any actual or attempted abuse of a position of vulnerability, differential power, or trust, for sexual purposes, including, but not limited to, profiting monetarily, socially or politically from the sexual exploitation of others (sexual exploitation); the actual or threatened physical intrusion of a sexual nature, whether by force or under unequal or coercive conditions (sexual abuse).

Purchasers, suppliers and bidders shall take all appropriate measures to prevent and prohibit sexual harassment and sexual exploitation and abuse on the part of their personnel and subcontractors or anyone else directly or indirectly employed by them or any of subcontractors in the performance of the contract. Purchasers, suppliers and bidders shall immediately report to the purchaser or IFAD any incidents of sexual harassment and sexual exploitation and abuse arising out of or in connection with the performance of the contract or prior to its execution, including convictions, disciplinary measures, sanctions or investigations. The purchaser may take appropriate measures, including the termination of the contract, on the basis of proven acts of sexual harassment, sexual exploitation and abuse arising out of or in connection with the performance of the contract.

The bidder or supplier is required to disclose any relevant prior sanctions, convictions, disciplinary measures or criminal records.

Money laundering and Terrorist Financing:

The Fund requires that all beneficiaries of IFAD funding or funds administered by IFAD, including the purchaser, any bidders, implementing partners, service providers and suppliers, observe the highest standards of integrity during the procurement and execution of such contracts, and commit to combat money laundering and terrorism financing consistent with IFAD's Anti-Money Laundering and Countering the Financing of Terrorism Policy. (accessible at www.ifad.org/anticorruption_policy).

SECAP Performance Standards:

The resulting contract will be implemented in a manner consistent with IFAD's **Social, Environmental and Climate Assessment Procedures (SECAP)** and **Environmental and Social Management Plan (ESMP)** guidelines of IFAD. The SECAP and ESMP guideline is available in International Fund for Agricultural Development(IFAD) website (<https://www.ifad.org/en/secap>).

Team composition

The consulting firm will be responsible to determine appropriate team composition for the Baseline Survey/Study. Team Composition (Qualifications and Experience of Key Persons/Experts) are mentioned in the below:

Team Leader (One person)

Qualification:

- i. He/She will have at least master's degree in Economics/Agricultural Economics /Agriculture / Agricultural Statistics with specialization in survey works. Ph.D. Degree will be treated as additional qualification.
- ii. He/She will have wide experienced in rural development.
- iii. He/ She have least 10 years of experience in similar consultancy, advising government on policies and strategies and have previous satisfactory experience in leadership.
- iv. The Team Leader will ensure compliance and reporting of survey work.

Socio-economist (One person)

Qualification:

- i. He/ She will have at least master's degree in Agriculture Economics/Social Science with specialization in rural survey works and rural development.
- ii. He/ She have least 5 years of experience in similar assignments.
- iii. He/ She will have excellent skills in report writing with adequate knowledge in research methodology for survey works.
- iv. Expertise in quantitative and qualitative questionnaires development, particularly in the area of rural development, livelihoods and nutrition.
- v. He/ She should be fit to undertake frequent field visits in the remote areas of Bangladesh.
- vi. He/ She should have adequate knowledge in field monitoring and staff supervision of survey works.

Agricultural Extension Specialist (One person)

Qualification:

- i. He/ She will have at least master's degree in Agricultural Extension/Education or Agriculture Science, preferably with specialization in rural survey works and rural development.
- ii. He/ She will have at least 10 years of field experience in agriculture extension.
- iii. He/ She will have excellent skills in report writing with adequate knowledge in research methodology for survey works.
- iv. Expertise in selection of appropriate, diversified cropping patterns and identification of nutritional high value crops.
- v. He/ She should be fit to undertake frequent field visits in the remote areas of Bangladesh.
- vi. He/She should have adequate knowledge in field monitoring and staff supervision of survey works.

Gender and nutrition specialist (One Person):

Qualification:

- i. He/ She will have at least master's degree in Agriculture/ Agriculture Economics/Sociology/Gender studies/Development Studies/Food and Nutrition/ Agriculture Science or any related field preferably with specialization in Gender, Social Inclusion and Nutrition.
- ii. He/ She will have at least 10 years of field experience in Gender, Social Inclusion and Nutrition.
- iii. He/ She will have excellent skills in report writing with adequate knowledge in research methodology for survey works.
- iv. Expertise in selection of appropriate, diversified cropping patterns and identification of nutritional high value crops.
- v. He/ She should be fit to undertake frequent field visits in the remote areas of Bangladesh.
- vi. He/She should have adequate knowledge in field monitoring and staff supervision of survey works.

Agronomist (One person)

Qualification:

- i. He/ She will have at least master's degree in Agronomy science with specialization in rural survey works and rural development. Ph.D Degree will be treated as additional qualification.
- ii. He/ She will have at least 5 years of adequate professional experience in agriculture.
- iii. He/ She will have excellent skills in report writing with adequate knowledge in research methodology for survey works.
- iv. Expertise in selection appropriate, diversified cropping patterns and identification of low water requiring high value crops.
- v. He/ She should be fit to undertake frequent field visits in the remote areas of Bangladesh.
- vi. He/She should have adequate knowledge in field monitoring and staff supervision of survey works.

Statistician (One person)

Qualification:

- i. He/ She will have at least Master's degree in Statistics along with high level skills in data analysis and processing.
- ii. He/ She will have at least 10 years of adequate professional experience.
- iii. He/ She will have skill in report writing with adequate knowledge in research methodology for survey works.
- iv. Expertise in sampling methodology preparation, database management and data analysis.
- v. Excellent knowledge of IT tools for data collection and analysis (i.e. KoboToolbox, ODK, PowerBI, Stata, etc.)

Data Analyst (Two persons)

Qualification:

- i. He/ She will have at least Master's degree in Statistics, Economics or similar discipline.
- ii. Minimum 5 years of professional experience, including at least 2 assignments of similar nature.
- iii. Excellent analytical skills and attention to details; data cleaning experience is compulsory.
- iv. He/She should be able to meet short deadlines.

Supervisor (Total 14 persons, each district 1 person)

Qualification:

- i. They should have a minimum graduation degree in any discipline.
- ii. They should have adequate knowledge and skill in survey works; knowledge of the use of tablets / smartphones and data collection software.
- iii. He/ She should be fit to undertake frequent field visits in the remote areas of Bangladesh.
- iv. Previous experience in supervising groups of enumerators is required.
- v. He/She should be able to meet short deadlines and work under pressure.

Investigator/ Interviewer/Enumerator (Total 28 person, each district 2 person)

Qualification:

- i. They should have minimum Diploma in Agriculture, Economics, Social Science or a similar discipline.
- ii. They should have experience in conducting surveys. Ability to use of tablets/smartphones and knowledge of standard data collection software (i.e., Kobo) are required.
- iii. He/ She should be fit to work in the remote areas of Bangladesh.
- iv. He/She should be able to meet short deadlines and work under pressure.

MANDATORY

- i. The survey methodology and questionnaire developed by the Consultant will be approved by the project authority.
- ii. The survey works should and must have adequate quality to measure the achievements of project.