



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

**Diversified Resilient Agriculture for Improved Food and Nutrition Security (RAINS) of
Smallholder Agricultural Competitiveness Project (SACP-RAINS)**

Terms of Reference (TOR)
for
Junior Monitoring & Reporting Specialist
Full Time Individual Junior Consultant

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

Ministry of Agriculture

**Terms of Reference (TOR) for
Junior Monitoring and Reporting Specialist (JMRS)
Full Time Individual Consultant (National) for SACP including RAINS**

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-RAINS is supporting the Government's strategic master plan of transforming agriculture in Southern Bangladesh.

The SACP-RAINS 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 four agencies (DAE, DAM, BADC, BARI) and technical support by GAIN and FAO.

Overall objectives of SACP including RAINS

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 Agricultural 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) and The Global Alliance for Improved Nutrition (GAIN). An additional part of SACP is added as, Diversified Resilient Agriculture for Improved Food and Nutrition Security (RAINS) implementing from 2023.

2. Objective of the Assignment

Because of the project size and diverse nature of activities, the project management will hire a number of individual junior consultants to support on implementation of various tasks. The overall objectives of this assignment are to assist the project management (DCU) of SACP including RAINS, in implementation of the M&E Plan at district level, contributing to the successful implementation of project activities, and the achievement of project objectives.

3. Scope of Services / Duties and Responsibilities

The Junior Monitoring & Reporting Specialist (Junior Consultant) (Full time) will work for Project Director (PD)/District Coordination Unit (DCU) at district level (Bagerhat, Satkhira, Pirojpur, Jhalokathi, Bhola, Patuakhali, Borguna, Chittagong, Noakhali, Feni, Laximpur, Dinajpur, Kurigram, Gaibandha, Jamalpur, Bogura, Chapainawabganj, Rajshahi, Pabna and Rajbari) project office of SACP including RAINS to support implementation of the project activities under direct supervision of the DCU and PD office. The scope of the services of the consultant including:

-Responsible to PD through the DCU;

- Ensure monitoring and evaluation of project activities of all components performed by the field offices as per the M&E Plan.
- Prepare and submit Field Visit Plan for approval within the first week of each month and perform regular field monitoring visits and submit proper documentation based on the approved plan.
- Regularly monitor progress of activity registration in the Management Information System (MIS) by the DAE and DAM staff in collaboration with the SACP-RAINS field offices.
- Ensure regular updates and inputs of data in the MIS of SACP including RAINS.
- Perform first tier data quality assurance, as per assigned authorization level in the MIS.
- Participating in MIS and data collection training and roll out training to field staff in data collection and activity registration.
- Maintain close cooperation with Monitoring, Evaluation and Knowledge Management Specialist of the Project Management Unit (PMU).
- Maintain close links with Lead Farmers, Marketing Facilitators, Junior Financial Management Specialist (JFMS), Sub Assistant Agriculture Officers (SAAOs), Sub Assistant Engineer (SAE), AE, Executive Engineers, UAO, AEO and other stakeholders, and coordinate data collection of the project activities with the district level project implementing agencies.
- Conduct and actively participate in all types of surveys and studies.

- Collect case studies, success stories and other inputs for knowledge products.
- Conduct and actively participate in preparation of project surveys and studies, including Annual Outcome Survey, Impact Studies, etc.
- Contribute to preparation of analytical reports, studies, and progress reports.
- Any other tasks as assigned by the authority (PD and DCU).

4. Qualification and Experience

(i) Academic qualification:

- Masters Degree in Agricultural Science or related fields from any reputed university;
- Trained in M&E and project management.

(ii) Experiences:

- Minimum 5 years' work experience in agriculture related project;
- Minimum 5 years' work experience in M&E and related activities in government/donor funded projects;
- Must have experience in result framework, log-frame, theory of change and other strategic approaches of M&E;
- Computer literacy skills (MS Office: Power point and Excel) are essential; experience with data collection software is desired

5. Duration of Assignment

The Junior Monitoring and Reporting Specialist (JMRS) will perform the Services from joining and continuing through 30 June 2026 or *upto the completion of the project period* or as per requirement of the project as may be subsequently agreed by the parties in writing. It will be renewed in every year on satisfactory annual performance of the consultant.

6. Institutional Arrangement

The Junior Monitoring & Reporting Specialist (Consultant) (Full time) will be worked at the DCU, SACP including RAINS at district level and will report directly to the DCU. The incumbent will work closely with M&E specialist of Project Management Unit and departmental officials. The Junior Monitoring & Reporting Specialist 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, need to be undertaken. In such cases, daily subsistence allowance (DSA) as per contract signed and the actual costs for travel will be reimbursed as per contract provision.

7. Tentative Payment Arrangement

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