



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 IT and MIS 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 IT and MIS Specialist  
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 have to perform large number of tasks through directly hired individual junior consultants. The overall objectives of this assignment are to assist the project management Unit (PMU) of SACP including RAINS in IT and MIS Software management at project headquarter for successful implementation of the project activities in achieving the objectives as stipulated in the project.

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

The Junior IT and MIS Specialist (Junior Consultant) (Full time) will work at Project Management level to compile, analysis and reporting of data collected from 14 districts (Bagerhat, Satkhira, Pirojpur, Jhalokathi, Bhola, Patuakhali, Borguna, Chittagong, Noakhali, Feni, Laximpur, Dinajpur, Kurigram, Gaibandha, Jamalpur, Bogura, Chapainawabganj, Rajshahi, Pabna & Rajbari) under SACP including RAINS to support implementation of the project activities under the direct supervision of the PD. The scopes of the services of the consultant including-

- Responsible to PD;
- Maintenance and regular upgradation of Project MIS
- Identifying the bugs and any other difficulties in MIS and solve problems with PMU consultation
- Generation of report through data analysis and submit to the PMU and IFAD/GAFSP
- Close coordination with different project components and ensure timely submission of all MIS related reports to PMU and IFAD/GAFSP
- Maintain close link with M&E team of PMU
- Regular update and input data in MIS Software of SACP including RAINS.
- Regular updating project website and social media accounts of the project
- Perform any other related tasks as assigned by the Project Director.

## **4. Qualification and Experience**

### **(a) Academic qualification:**

- Minimum Master's degree in Computer Science/ IT or related subjects from any reputed university.

### **(b) Experiences:**

- 5 years' work experience in IT and MIS Management in government, autonomous or private sector
- Experience in Database management and data analysis;
- Computer literacy- MS office, Excel, photo-shop, illustrator, computer designing, website and database maintenance is essential.
- Experience in analytical report generation
- Fluent both in English and Bengali highly is desirable;

#### **5. Duration of Assignment**

The Junior IT and MIS Specialist (Junior Consultant) 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 IT and MIS Specialist (Junior Consultant) (Full time) will be worked at the PMU level of SACP including RAINS and will report directly to the PD. The incumbent will work closely with M&E-KM Specialist of Project Management Unit and departmental officials. The Junior IT and MIS 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 rules of Bangladesh.