

**Terms of Reference (TOR)**

**For**

**Development of Training Manual on Production Technology and Market System of Biofortified Crops**

1. **Background:**

HarvestPlus improves nutrition and public health by developing and promoting biofortified food crops that are rich in vitamins and minerals, and providing global leadership on biofortification evidence and technology. HarvestPlus is part of the CGIAR Research Program on Agriculture for Nutrition and Health (A4NH). CGIAR is a global agriculture research partnership for a food secure future. Its science is carried out by its 15 research centers in collaboration with hundreds of partner organizations. HarvestPlus is based at the International Food Policy Research Institute (IFPRI) and collaborates with multiple CGIAR centers and partner organizations.

HarvestPlus Bangladesh is implementing the project titled “**Bangladesh Initiative to Enhance Nutrition Security and Governance (BIeNGS)”** in partnership with World Vision, Unnayan Sangha (US) and Institute of Development Studies (IDS). The project is funded primarily by the European Union (EU) and it targets nutritionally vulnerable groups, namely children under five (U5) with emphasis on the first 1,000 days, Pregnant and Lactating Women (PLW), adolescent girls and ultra-poor households. The action responds significantly to the above national health, nutrition and poverty indicators in the sub-districts of Jamalpur Sadar, Islampur, Dewanganj, Sherpur Sadar, Jhenaigati and Sreebardi whilst also supporting the implementation of key nutrition-specific and nutrition-sensitive policies and plans at the national level. Through productive and economic empowerment, the action is expected to increase food security, diet diversification and the nutritional status of poor and ultra-poor households and enhance resilience to reduce their vulnerabilities to climate and other shocks.

1. **Objective of the Project:**

The overall objective of the action is to improve maternal and child nutrition in six sub-districts in nutritionally vulnerable areas of Jamalpur and Sherpur districts of Bangladesh by promoting multi-sector pro-poor governance models and nutrition interventions.

1. **Specific Objectives (outcomes):**

The specific objectives (outcomes) of the action are as follows:

* **Outcome 1:** Improved nutrition and hygiene practice amongst caregivers of children U5, PLW, and adolescent girls through promotion by multi-sector local actors.
* **Outcome 2:** Increased quality and utilization of nutrition (-sensitive) services through pro-poor governance and capacity development.
* **Outcome 3:** Improved household food consumption, through improved household food production, increased income, and equitable participation in household decision making and nutrition sensitive value chains.
* **Outcome 4:** Improved efficiency and effectiveness of nutrition (-sensitive) activities through enhanced multi- sector coordination of local public and private nutrition stakeholders and locally informed nutrition advocacy.
1. **Scope of the Work:**

The consultant will undertake the following tasks in close collaboration with the BIeNGS team.

* Review background material related to BIeNGS project such as project proposal and other report.
* Review publication of biofortified crops and how to improve nutritional status of targeted people.
* To carry out training needs assessment and based on the assessment develop a training manual.
* Review secondary information from DAE, BRRI, BARI and BIeNGS collected report.
* Review national and international agriculture and nutrition policies.
* Write content for the manual with technical input from the Technical Team of HarvestPlus Bangladesh, both in national and BIeNGS project office.
* Share and take inputs from DAE, BRRI, BARI and other relevant departments.
* Revise draft training manual based on feedback and comments by HarvestPlus Bangladesh.
* Prepare the final version of training manual with input from technical team and senior management of HarvestPlus Bangladesh.
* Get endorsement on the manual from DAE.
1. **Methodology of the Assignment:**

Standard methodology and steps are to be followed during the assignment such as:

The assignment will take around **30 working** days to complete. The consultant should specify the methodology that they will use in undertaking the work. However, the following activities must be conducted to get the job done in the stipulated timeframe:

* **Literature review:** Explore and analyze biofortified crops profile by government, HarvestPlus and all secondary sources.
* **Experience and strategy analyses:** Meet with senior officials of HarvestPlus Bangladesh relevant to the training manual.
* **Interview of farmers, value chain actors, service providers and key informants:** The consultant will interview farmers, value chain actors, service providers and key informants for the respective localities and gather their views and perspectives during field visit.
* **Submission of draft manual:** Consultant will review primary and secondary information along with FGD and KII and submit first and second draft of the training manual to HarvestPlus Bangladesh for feedback and suggestions.
* **Final training manual:** Prepare the final version of training manual after incorporating feedback and suggestions given by HarvestPlus Bangladesh.
1. **Role of HarvestPlus Bangladesh:**

HarvestPlus Bangladesh roles will be as follows:

* Provide the consultant with information necessary to complete the assignment smoothly.
* Consult will arrange meetings in consultation with HarvestPlus Bangladesh to conduct FGD, KII etc. at local level.
* Review and provide inputs to draft versions of manual prepared by the consultant.
1. **Deliverables/ Outputs:**

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| **Deliverables** | **Expected Dates** |
| Finalize and submit the first draft  | 26 January 2020 |
| Finalize and submit the second draft  | 9 February 2020 |
| Finalize and submit the final draft with endorsement from DAE | 20 February 2020 |

1. **Timeframe and Deadlines:**

The consultant is expected to complete this work between 12 January to 20 February 2020. The total time period is expected to be required about 30 working days.

1. **Mode of Payment:**

Budget for the proposed consultant is mentioned under the approved budget code **6.1.1.1.2** which will cover travel, accommodation and consultancy fee for the assigned. The consultant will get the stipulated amount agreed by both parties through a contract. No other cost will be borne by HarvestPlus Bangladesh. All payments will be subject to deduction of VAT and tax as per government rules. Payment would be made through bank transfer directly into consultant’s designated bank account in Bangladesh.

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| **Deliverables/ Outputs** | **Payment**  |
| Finalize and submit the first draft  | 50% |
| After acceptance of the final draft | 50% |

1. **Skills and Competencies of Consultant:**
* The consultant must be an expert with good working knowledge and clear understanding of entire agriculture context and its development in Bangladesh.
* Graduate degree in Agriculture or related fields. Post graduate/ PhD will be an asset.
* At least 8-10 years working experiences in the field of agriculture and relevant sectors.
* The consultant must have demonstrated ability to undertake the work as in the scope of work.
* Previous experience in similar assignment/ task is a must.
1. **General Considerations:**
* The Consultant may not publish or disseminate reports, data collection tools, collected data or any other documents produced from this consultancy without prior written approval from HarvestPlus Bangladesh.
* Any part of the document, therefore, cannot be sold, used, a reproduced in any manner without prior written approval of HarvestPlus Bangladesh.
* All deliverables need to be ensured within 30 working days (starting from 12 January 2020)
* The performance of this task under this agreement shall be the property of HarvestPlus Bangladesh but due credit as well as acknowledgment will be given to the consultant.
1. **Confidentiality Statement:**

All data and information received from HarvestPlus Bangladesh for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this Terms of Reference. All intellectual property rights arising from the execution of these Terms of Reference are assigned to HarvestPlus Bangladesh. The contents of written or electronic materials obtained and used in this assignment may not be disclosed to any third parties without the expressed advance written authorization of the concerned person in HarvestPlus Bangladesh.

1. **Dispute Resolution:**

If the consultant is found to be in breach of the above-mentioned terms and conditions, the remaining payments shall be withheld and/or (s) he shall be subjected to legal action for breach of contract.