

TERMS OF REFERENCE

1. Introduction:

Bangladesh is a small country. But it is a densely populated country in the world. About 55% of the population lives within 100 km of the coast of Bangladesh. Most of them are very poor and they live from hand to mouth. This project has been initiated to implement and scale up & develop coastal poor peoples' livelihood condition to use modern technologies for drying fish produce.

In the coastal area more than 2 lac people directly or indirectly are related with fish drying process. About 30% of the total sea fish produce was dried in the traditional way. Now the dry fish producers used pesticide to produce dry fish in the traditional method which is harmful for human health. For this reason fisheries scientist and fisheries research Institute were involved to find out new technologies for drying fish.

COAST Trust has been involved from 2002 to implement modern technologies extension in the coastal area to produce healthy and pesticide free dry fish production. COAST successfully ran some project which was Promoting Sustainable Coastal Aquaculture project which was funded by RIU innovation of Norway and this project activity was dry fish production.

After completing that project the organization implemented another pilot project which was funded by Palli Karma-Sahayak Foundation (PKSF) for Healthy and Pesticide Free Dry Fish Produce under value chain project and the project duration was from 2011 to 2013. Now COAST is going to implement a project titled "Promoting Agricultural Commercialization and Enterprises (PACE) Project with the financial support of PKSF under PACE project.

2. Project description:

2.1 Project Goal: Pesticide free dry fish production and marketing for healthy food produce, beneficiaries income increase and their livelihood improvement.

2.2 Aim of the project:

- a) Pesticide free dry fish production and marketing to increase healthy food, income and their better livelihood.
- B) Technology extension such as fish dryer and organic method technology

2.3 Specific Objectives of the Project:

- 1. Pesticide free dry fish produce utilizing organic and fish dryer method
- 2. Increased producer's income to promote marketing of dry fish
- 3. Skill development of betel leaves and
- 4. Increased partial income generating activities as well as their livelihood
- 5. Technological support

2.4 Project duration: The duration of project is 3 Years (February 2017 to January 2020)

2.5 Target of beneficiaries: Total number of beneficiaries is 5000 who were related to production of dry fish.

2.6 Project coverage areas: The project will be implemented in CoX's Bazar and Moheshkhali Upazila of Cox's Bazar District.

3. Description of the survey

The main purpose of the baseline study is to contribute to a relevant and reliable platform for future assessments of results. The baseline study will focus on project LFA.

3.1 Objectives of Baseline study

1. To get baseline information that will be used as the LFA
2. To use the above data for monitoring of the changes of beneficiaries
3. To compare the major changes of the target group after completion of the project through evaluation

In general, the consultant will have to

- Design the survey and questionnaires based on the objectives and considering the log frame
- Do field test of the questionnaires and finalize
- Develop a group of people as data collector to ensure the quality data and provide guidance to the data collectors through organizing training
- Help to entry data in the computer with standard system
- Analyze the data generated from the survey in relation to the data needed specified by donors
- Submit the final analytical comprehensive report according to the requirement

4. Tasks to be accomplished

More specifically, the consultant will be responsible for the following tasks.

Survey planning & design

- Conduct initial discussions with the key COAST staff to understand the requirement
- Prepare research outline including research tools, timeframe and target population
- Review secondary information

Survey instrument design

- Design household questionnaire and other tools such as topical outlines for focus group discussions and key informant interviews
- Finalize survey instruments with PKSF's inputs and translate into the local languages

Training / data collection

- Train enumerators on data collection tools/methods
- Ensure that the data collection is done according to the plan

Data processing

- Verify questionnaires through field test
- Transfer data to computer using an appropriate statistical package
- Clean and edit computerized data

Data analysis and reporting

- Complete clean qualitative quantitative datasets Produce data tables
- Prepare draft and final reports according schedule agreed.

5. Expected outputs of the work

The expected outputs are:

- A comprehensive baseline study design and plan outlining the execution phase with clear time-frames
- A comprehensive baseline study report which should include:
 - The data collection plan, methodologies utilized during the study; and research tools; research risks and limitations

- An analysis of the collected data (with relevant disaggregation) in relation to the LFA
- Reflections on the participatory methodologies utilized during the design and execution phases
- An accessible (electronic and hardcopy) database with all the data collected during the study
- A toolkit and guidelines manual on conducting baseline studies
- Submit the final report (03 copies) including soft copy to COAST

6. General Required Expertise of the consultant/ service provider

The firm, agency or an individual engaged to conduct the baseline studies should have the following:

- Relevant educational qualifications
- Relevant quantitative and qualitative research skills
- Professional expertise and experience in the area of monitoring and evaluation and baseline research
- Development expertise and experience
- Sound knowledge of, and commitment to, rights based approaches
- Knowledge of participatory methodologies;
- Multidisciplinary skills
- Gender, cultural balance, sensitivity, and language skills
- Sensitivity to the project principles
- A high standard of professionalism
- Ability to work independently and with teams
- A history of performing similar survey or evaluation/s

7. Date line for report submission:

The firm, agency or an individual will be submitted the report with 20 working days from agreement date.

8. Honorarium:

Amount fixed as BDT 300,000 (Three Lac only). The VAT and Tax will be deducted as per government rules.