

Terms of References (ToR)

Background:

I. INTRODUCTION:

SHOUHARDO (Strengthening Household Ability to Respond to Development Opportunities) III Project focuses on addressing the availability, access, utilization and stabilization of food security and solving the underlying causes that include social injustice and discrimination, lack of participation and voice, and high vulnerability to natural disasters and climate change. The overall goal of the CARE's SHOUHARDO III project is to: **“Improve gender equitable food security, nutrition and resilience of vulnerable people living in eight districts in Char and Haor regions of Bangladesh by 2020.”** In order to achieve this goal, the Project has the five Purposes and 20 Sub-Purposes. The first Purpose focuses on *increasing equitable access to income and nutritious food for both men, women, boys and girls*. SHOUHARDO is achieving this by: increasing agricultural productivity of women, men, and youth smallholder and tenant farmers; increasing access to agricultural markets; increasing opportunities for off-farm income for poor and extremely poor (PEP); increasing savings and access to finance; and improving an enabling environment for on-farm and off-farm income generation and asset protection activities.

The program is working in two different contexts – namely the middle and northern Char Regions and the Haor Region – that have common features such as: annual disasters resulting in yearly flooding and crop damage; relatively mobile populations with at least some members of PEP households migrating seasonally to find work; difficult to access markets in the monsoon season especially in more remote parts of each region; and a higher percentage of female-headed households than in the rest of Bangladesh¹.

By the midterm of the program period, participants targeted by SHOUHARDO to strengthen their livelihoods based on their existing resources, capacities and willingness had been divided into five Core Occupational Groups (COGs), specifically: field crops; comprehensive homestead development (CHD); on-farm income generating activities (IGA); off-farm IGA; and fisheries including both fish culture and capture. The percentage of SHOUHARDO participants in each COG is demonstrated in the table below.

COG	Distribution %
Field Crops	22%
Comprehensive Homestead Development	22%
IGA On farm	42%
IGA Off farm	10%
Fisheries	4%

SHOUHARDO III adopted a hybrid approach combining both market facilitation and direct transfers to beneficiaries. The project built the capacity of farmers through training and provided limited input support to allow participants to apply new learning in their fields. Concurrently the project facilitated linkages between participants and market actors to achieve more sustainable development. At the midterm of the program, however, the mid-term evaluation (MTE) team recommended to develop a deep Haor and remote Char Livelihood Strategy where annual disasters are the norm. During the rainy season, particularly in the Haor, a significant number of participants migrate to other areas in search of livelihood

opportunities. The section below characterizes the two regions where the project operates and the livelihood strategy to be developed based on off farm income options.

1.1 Deep Haor Context:

Deep Haor is a wetland in the North Eastern part of Bangladesh, which is a bowl or saucer shaped shallow depression. It is a mosaic of wetland habitats including rivers, streams and irrigation canals, large areas of seasonally flooded cultivated plains and hundreds of wetlands with static water. Large areas of Sylhet, Mymensingh, MaulviBazar, Sunamganj, Habiganj, Kishoreganj and Netrokona districts are covered by wetlands that between May to October turn into bodies of deep water.

Disasters in deep Haor are due to flash floods, waves and wind. Wind and water gushing from nearby mountains generates waves in the wetlands that in turn erode the mounds – called *atis*² – on top of which people live. The flash flood can come as early as March and ruin standing crops, as well as weaken *atis* because of erosion. Life is very difficult in the summer/monsoon season when people are concentrated on an *ati*, due to the fact that roads are submerged in water and the only route of communication and transportation is expensive and by boat or trawler. Almost every household sends household members elsewhere to larger towns (e.g. Dhaka, Sylhet, Chittagong, etc) to find work as daily wage laborers. During the rainy season the whole area turns into one single water-body and becomes a huge treasure trove of fish. As a result, men and boys who remain on the *ati* become engaged in capturing fisheries with fishing serving as a life-saving income source for many people. Many fishermen have changed their occupation given that it is very hard work for families to sustain. Those who still make their living from fishing in the Haor Region have to pay money (or give a share of the catch) to landowners to obtain 'fishing rights'.

In the winter, when water in the Haor has receded, farming becomes a major activity with rice being the predominant crop. The livelihoods of most PEP households are oriented around rice sharecropping, farm daily wage labor, other types of daily wage labor such as earth moving as wealthier households invest in restoring eroded *atis*. Other types of IGA arise during the winter season, including transportation services ferrying people across the remaining waterbodies or across the sandy wetland beds.

¹ The SHOUHARDO III census of PEP households estimated female-headed households at 24.8% in the Char District and 22.6% in the Haor Districts.

² An *ati* is like a large mound or pedestal of raised ground upon which people live. It is completely surrounded by water when the Haor is full.

Poor communication limits access to markets and opportunities to increase production. Lack of markets and power supplies has limited the growth of the non-farm sector also. Although NGO micro-credit is generally available, there is also little space in the cramped island settlements to maintain livestock or carry out other home-based enterprises. The low level of agricultural productivity limits agricultural incomes and the demand for agricultural wage labor is also low (outside of the peak harvest seasons). Land ownership is skewed in favor of larger holdings, with 26% of farmers who have over 2.5 acres of land operating and managing 65% of the land in the Haor Region, for example.

1.2 Remote Char Context:

The Char Region is situated in a low lying area, making Char dwellers vulnerable to floods and erosion. Individual and household mobility is high and displacement is common in Char areas. Land is more available but basic services are almost totally absent, including transportation which is prohibitively expensive during the monsoon season. The Char Region is also characterized by no or poor infrastructure, and has poor and slow transportation systems, making communication and accessibility across these sandy stretches incredibly difficult. In the dry season, the only option for most people is to walk across treacherous stretches of sandy beds, regardless of the distance or time involved. Those who can afford to, use animal or push carts, but such transport modes are in very short supply and are not usually available in most places.

Char people are amongst the poorest and most destitute in Bangladesh, with approximately 60% of Char people living beneath subsistence levels. The average monthly household income for people in Char is estimated to be around BDT 4,580 (USD \$58.72) for those who own below 100 decimals of land, and BDT 16,650 (USD \$213.46) for those possessing 100 decimals of land or more as previously mentioned. Low productivity in agriculture and a lack of other employment opportunities drive many men to seasonally migrate in search of work in other parts of Bangladesh.

Objectives:

2. PURPOSE OF THE STUDY

In many respects, people living in the deep Haor and remote Char, are the most vulnerable PEP households with which SHOUHARDO III works, yet the interventions under Purpose I are not always the most appropriate, year-round opportunities for them. SHOUHARDO III's MTE recommended that the program develop a livelihoods strategy tailored to the deep Haor and remote Char context. By promoting context specific livelihood opportunities for both areas, the program will help to increase limited resilience capacities of PEP households in the program area.

The study will result in the design of a livelihood strategy for the deep Haor and remote Char areas, especially for the lean period which occurs during the monsoon or flood season when agriculture activities are not possible. The consultants hired for this work will be expected to recommend specific interventions and activities mainly related to off-farm IGAs and employment pathways that will improve livelihood of the participants during the monsoon (flood) season.

The specific objectives of the study are to assess both the demand and supply side of off-farm IGA and wage earning market particularly during the lean period. These include:

2.1 Demand Side

On the demand side, the objectives of the study are to:

- a. Identify the impact group(s) in the deep Haor and remote Char areas upon which the program wants to have impact;
- b. Identify economic sectors that have growth potential, market demand, the potential for pro-poor participation, and the distribution of benefits in these economic sectors;
- c. Provide an identification and analysis of specific off-farm IGAs and wage earning opportunities for PEP to increase their incomes;
- d. Identify specific sectors/industry requirements (e.g. skills, competencies, assets, etc.) necessary to access these sectors, in addition to barriers to entering each sector, and constraints to economic growth in each sector;
- e. Identify specific market opportunities that are suitable for women's and female youth's participation;
- f. Provide an analysis of the characteristics of economic opportunities (i.e. daily wage labor, part time work and entrepreneurial labor);
- g. Provide an analysis of potential income levels that could be earned from identified market opportunities;
- h. Identify gaps and challenges for potential employers to identify and retain quality employees or for entrepreneurs to operate viable enterprises;
- i. Identify specific partners/lead firms with interest in providing opportunities to qualified PEP; and
- j. Provide an analysis of potential pathways to access identified employment opportunities.

2.2 Supply side:

On the supply side, objectives of the study are to:

- a. Explore in what sectors PEP men, women and youth work and within those areas:
 - Determine required skill sets (off-farm IGA and wage earning) required to earn an income
 - Identify how they got into that income opportunity

- Identify barriers they had to overcome and how they overcome them in order to be able to work
- b. Determine to what level PEP persons are keen on extending their income options both in terms of the type and duration during the year;
- c. Determine the community level structures that would be beneficial in building new or strengthened livelihood options; this could include producer groups, marketing groups, and other types/processes to access information;
- d. Explore the capital building options participants have for both self-employment and skill development; and
- e. Where skills need to be built to engage in new income sources, specifically:
 - a. Identify training opportunities available for PEP to participate in, emphasizing short-term skill trainings such as vocational trainings;
 - b. Identify specific gaps in technical trainings available that could be provided based on market needs and other findings from study;
 - c. Analyze the quality, accessibility (e.g. distance and costs) and market relevance of available trainings, focusing on short term skill trainings; and
 - d. Identify the type of support required by PEPs to access identified training opportunities by identifying (i) employers' expectations and requisite skills for self-employment on the one side, and (ii) skills, aspirations and work attitudes of PEPs on the other side.

3. DELIVERABLES

The person hired to undertake this study will be required to submit deliverables upon which remuneration will be based. The deliverables are detailed as follows:

- a. An analysis of different impact groups from PEP households, ranging from those dependent on sharecropping in the winter and fishing in the summer, to households dependent on different types of daily wage labor, including migrant day labor year-round, or households that have limited labor capacities who are dependent on other households;
- b. An analysis of specific market opportunities for PEP men and women in the deep Haor and remote Char areas of SHOUHARDO's target areas;
- c. An analysis of the income potential for identified off farm income opportunities particularly during lean (flood) period;
- d. A two-day training for SHOUHARDO staff (i.e. CARE and partner NGO) on how to conduct a value chain study;
- e. An analysis of the barriers to entry and/or growth for identified off-farm IGA and wage earning opportunities and the potential interventions required to address them;
- f. A detailed analysis of skill requirements by sectors;
- g. A detailed analysis of existing trainers capacities/capabilities by required skill sets;
- h. Recommendations for potential partnerships and networks for engagement with respect to obtaining skills and earning a sustainable income;
- i. Specific recommendations on market opportunities suitable for PEP especially women;
- j. Recommendations on potential pathways to access identified market opportunities; and
- k. Recommendations on pathways for change and the interventions necessary to induce movement on the pathways broken out for each impact group.

4. METHODOLOGY

4.1. Methodology Approach

The assessment will employ a mixed methods approach, however a qualitative approach is preferred. The consultants will first consolidate available literature and secondary sources to identify entry areas for employment. This will be followed by key informant interviews with key actors in the area of off-farm IGA and wage earning sectors for deep Haor and remote Char. Specific study areas will be based on a good understanding of local context. The program will work with the consultants to identify as diverse contexts as possible within the deep Haor and Char in a minimum of six different unions will be chosen. In each of the unions the following activities will be required:

- a. Interviews and observations using a defined method of analysis on
 - Potential off farm IGA sectors
 - People already active in wage earning activities
 - Potential wage employers
 - Potential off-farm entrepreneurs including village/local level private service providers

- b. Discussions will take place with PEPs randomly selected from the impact group mentioned in 3.a
 - Six PEPs (three male and three female) who are wage laborers in different sectors of the local economy
 - Six PEPs (three male and three female) who are involved in off farm IGA in different sectors
 - Six PEPs (three male and three female) who consider themselves not engaged in any IGA.
 - Three focus group discussions in each union to cover youth, women and men ensuring participation from those in different sectors
 - Conversations with key informants at upazilla and union level, namely:
 - Business people
 - Upazila leaders
 - Community based organizations
 - One international NGO per region working in livelihoods promotion in the selected unions or similar
 - One national NGO per region working in the area of livelihoods promotion in the same areas
 - National or divisional level government officials charged with economic development of the marginalized areas

Overall the methodology must enable the identification of viable opportunities for poor and extremely poor women and men of deep Haor and remote Char to sustainably improve their livelihoods.

4.2. Data Analysis

The consultants will recommend and conduct an appropriate study and corresponding data analysis. The consultants will rely on primary data collected during the field work, as well as secondary data from different projects like HILIP, CDSP and other actors in the Bangladesh context. SHOUHARDO staff will also engage with data collectors and data entry operators.

4.3. Report Template

The consultants will prepare a detailed report that will at a minimum have the following sections:

a. *Background and Objectives*

This section will have at a minimum:

- SHOUHARDO Program ;
- Assessment Purpose, Goals and Objectives

b. *Methodology*

The methodology section will include:

- An elaborate study analysis framework with clear sampling/selection approach;
- Key preparation steps and training approach for CARE and NGO partner staff
- Concise proposal of field work, data collection, data cleaning and analysis approaches
- An assessment of limitations

c. *Study Findings*

The report will provide a full description of each of the following with respect to the 'demand side':

- Overview of the PEP profile of PEPs in deep Haor and remote Char, more specifically:
 - a) Population and Demographics
 - b) Levels of education
 - c) Vocational skills
 - d) Labor outcomes, off farm sectors (IGA), wage income sectors, unemployed
- A description of PEP perceived enablers and/or barriers to engaging in off farm IGA (primary sources)
 - a) What PEP consider to be meaningful sources of income
 - b) Factors that enable PEP to access income
 - c) Barriers PEP face to earning an income

- Skills and or capacities that PEP already possess that are of value in accessing income broken down by skills type, levels, ease of access (e.g. proximity, transport cost), cultural issues (e.g. marginalized, gender issues, etc.), and survival during monsoon/flood season in the absence of desirable opportunities (i.e. what do PEP do to survive).

The report will provide a full description of each of the following with respect to the overlap of the 'demand and supply sides':

- Potential off-farm sectors that enable PEPs to earn an income
- Structures that need to be strengthened and/or built to enable PEP to engage in meaningful livelihoods
- Necessary skills required for earning income from off-farm IGAs and wage labor sector
- Employers'/entrepreneurs' expectations and requisite skills for off farm sector income versus PEP's skills, aspirations and work attitudes
- Perception of income opportunities that exist for PEP women and men in the deep Haor and remote Char areas. These may not be obvious and direct, and need a deeper analysis and creative understanding of the PEP women and men in off-farm IGA and wage labor sectors. Some examples:
 - In bamboo craft making, could PEP women be employed as producers (either through wage labor or IGA), and/or as an input supplier/seller? There may be a combination of off farm IGA and entrepreneurship that may be appropriate for PEP women and men.
 - Could PEP women and men design quality embroidery (i.e. kantha stitches) that would be of interest to big city entrepreneurs who would purchase the work directly from them in their neighborhoods saving the PEP time and transportation costs.
- For each identified opportunity, detail the skills, resources, assets, or other requirements necessary to provide sufficient income for daily needs

d. Conclusions

The report must summarize key findings with clear focus on system and other types of gaps that are attributable to low levels of income from off-farm IGA and wage earning opportunities. The report must provide specific areas where actions could be taken and identify by whom actions should be taken. The report will provide clear recommendations for what SHOUHARDO III could do in its remaining life of activity to address the irregular livelihood issues in deep Haor and remote Char areas. In so doing the study team is expected to explore opportunities that could be beyond regular income opportunities, taking into account macro and micro issues of deep Haor and remote Char and focusing on practical solutions for PEP women and men in both areas. All levels of analysis should clearly present a sustainable gender and livelihood relevant conclusions.

e. Recommendations

This section will provide the program with clear logical pathway(s) and related actions that the program could deliver to achieve results. The recommendations should take into account the program set up, resources, and timeframe. Recommendations should include modalities of implementation that could range from private sector engagement, to a phased approach, to staffing recommendations, to appropriate intervention timing, and/or a myriad of approaches.

f. Results dissemination and validation:

When a full draft report is available, CARE will organize a workshop in which the consultants will present the findings and recommendations. Feedback from the workshop will be used to finalize the report.

Specific Tasks, Outputs and Time Frame

The study will be completed and final deliverables to be provided within two months after signing of the contract with the consultants. The activities along with their timeline are provided below. It is expected that the consultants will adhere with line flexibility to the below timeline of 30 billable days in the period between December 01, 2018 and 31st January, 2019.

Tasks	Outputs	No. Days/ Time Frame
Preparation		2
Staff training on how to conduct value chain study		3
Primary data collection from field and input		10
KII with different stakeholders		3
Data analysis		3
Identification of IGA sectors and		2

wage earning sectors		
Appraisal of proposed solution and actions		2
Report presentation to CARE & USAID		5

6. STUDY PERSONNEL

Staff who will be engaged with the assessment include:

- a. **An Independent Lead Consultant (with global experience) and a Supporting Consultant with Local Context Understanding.** The pair of consultants will:
- Have proven experience in implementing off farm IGA sector and wage employment opportunities and/or experience in designing successful off farm program in rural contexts;
 - Have proven experience in analyzing off farm IGA sector and wage employment opportunities and in analyzing off farm programs in rural contexts;
 - Have a strong understanding of contemporary issues of deep Haor and remote Char areas;
 - Have a very good understanding about existing and emerging markets, and the overall economic situation in Bangladesh or similar contexts;
 - Have post graduate qualifications in economics, social sciences, business, and/or rural livelihoods; and
 - Have previous work experience with USAID food security programs or other large multilateral donor funding

b. SHOUHARDO III Program Team Involvement

Involvement of CARE's SHOUHARDO III program staff will be as follows:

- a. Private Sector Engagement for SHOUHARDO III will be led by Senior Technical Coordinator.
- b. CARE and Partner NGO staff will serve as or identify enumerators.
- c. Appropriate data cleaning, translation and transcription personnel as will be determined by the consultants and could involve SHOUHARDO II staff
- d. SHOUHARDO III staff (CARE and partner NGO personnel) will organize the logistics and participate in a training to be delivered by the consultants on how to conduct a value chain study.
- e. The overall study process will be overseen by CARE's Chief of Party.

7. PHYSICAL AND SOFT COPY DELIVERABLES

The consultants will provide all deliverables according to the following formats:

1. Soft copy of the final report in a DVD /flash disk;
2. three hard copies (color printed) of the final report;
3. Original hard copies of the filled in data tool/questionnaires; and
4. Data sets of any analysis or tabular information generated during analysis

Consultant Professional Service Fees- may be subject to taxation

Description	Currency	Daily Rate	Number Days	Amount

Consultant Administrative Costs – may not be subject to taxation

Description	Currency	Unit Cost	Number Days	Amount

Administrative Costs: Such costs could include transportation, air tickets, lodging, per diem, departure taxes, training logistics, enumerators, interpreters, etc. Note that per diem and lodging rates will be per CARE country office policy. No reimbursable expense in excess of _____ [Amount] (currency____) shall be incurred without CARE's prior written approval. If Vendor travel reimbursement shall be made under this Agreement, then Vendor shall follow CARE's travel policies and be subject to CARE per diem rates

Total Consultant Fees

Professional Fees: _____ [Local currency] or USD [Amount is subject to tax]

Administrative Costs: _____ [Local currency] or USD [Amount may not be subject to tax]

Terms of Payment

The Consultant will be paid as per the following schedule:

Consultant Professional Service Fees: At the conclusion of the assignment or as described below.

Consultant Administrative Costs: At the conclusion of the assignment or as described below.

Payment will be by cheque or via bank transfer. If bank transfer, provide the following information:

Bank Name: _____

Bank Address: _____

Account Name: _____

Account Number: _____

Sort/Swift Code: _____