



# Grameen Jano Unnayan Sangstha (GJUS)

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স্মারক নং: জিজেইউএস/ভোলা/দরপত্র/২৫/১৩৭০

তারিখ: ২৬/০৫/২০২৫ ইং

## প্রস্তাবনাপত্র

গ্রামীণ জন উন্নয়ন সংস্থা (জিজেইউএস) ভোলা জেলার অন্যতম স্বনামধন্য একটি আর্থিক প্রতিষ্ঠান। প্রতিষ্ঠানটির মূল লক্ষ্য হলো গ্রামের হত-দরিদ্র মানুষের পাশে দাঁড়িয়ে তাদের আর্থ-সামাজিক উন্নয়ন সাধন করা। সংস্থাটি যাত্রাকাল থেকে এ পর্যন্ত নানাবিধ প্রকল্প বাস্তবায়ন করে আসছে এবং দেশ-বিদেশের বিভিন্ন দাতা সংস্থার সাথে কাজ করে যাচ্ছে। বর্তমানে গ্রামীণ জন উন্নয়ন সংস্থা (জিজেইউএস) পল্টী কর্ম সহায়ক কাউন্সেল (পিকেএসএফ)-এর সহায়তায় "Sustainable Microenterprise and Resilient Transformation (SMART - প্রকল্পের আওতায় Promoting sustainable growth in poultry sub-sector through RECP practices" উপ-প্রকল্পের আওতায় এর উক্ত প্রকল্পভুক্ত এলাকার উপকারভোগী খামারিদের চিহ্নিতকরণ, খামারের প্রাথমিক তথ্য সংগ্রহ, প্রযুক্তি ব্যবহারের বর্তমান অবস্থা নির্ধারণ কার্যকারিতা, প্রভাব ও টেকসহিতা মূল্যায়নের উদ্দেশ্যে একটি সার্ভে পরিচালনার করার প্রয়োজনীয়তা দেখা দিয়েছে। তাই গ্রামীণ জন উন্নয়ন সংস্থা (জিজেইউএস)-এর SMART-POULTRY উপ-প্রকল্পের এর কাজের অগ্রগতির জন্য টেকসহিতা মূল্যায়নের স্ট্যাডি কাজ করতে আর্থী Individual Consultant/Consultancy প্রতিষ্ঠানকে সার্ভে স্টাডির কার্য পরিধি (Terms of Reference) সংগ্রহ করে সিভি (Curriculum Vitae) সহ পূর্ববর্তী কাজের রেকর্ডেল, বিজ্ঞারিত বাজেট ও প্রয়োজনীয় কাগজপত্র সহ সিল মোহরকৃত দরপত্র আহ্বান করা যাচ্ছে। উল্লেখ্য এই যে, দর আহ্বানকারী কর্তৃপক্ষ যে কোন প্রস্তাবনাপত্র গ্রহণ বা বাতিল করার ক্ষমতা সংরক্ষণ করেন। নিম্নে বিজ্ঞপ্তির শর্তাবলী কার্য পরিধি সংগ্রহ এবং সিভি জমাদানের ঠিকানা দেওয়া হল।

প্রস্তাবনার শর্তাবলী:

### কাজের পরিধি (Scope of Work):

- প্রকল্প এলাকার উপকারভোগী খামারিদের খামারের প্রাথমিক তথ্যের উপর ভিত্তি (মুরগির সংখ্যা, অবকাঠামো, প্রযুক্তি ব্যবহার, উৎপাদন ইত্যাদি) সংগ্রহ
- জিওলোকেশন ম্যাপিং (প্রয়োজনে)
- তথ্য যাচাই ও বিশ্লেষণ
- সার্ভে রিপোর্ট প্রস্তুতি ও জমা
- প্রকল্পের সামাজিক ও অর্থনৈতিক প্রভাব মূল্যায়ন

### একটি বিস্তারিত বিশ্লেষণাত্মক প্রতিবেদন প্রদানপ্রয়োজনীয় যোগ্যতা:

- সংশ্লিষ্ট ক্ষেত্রে কমপক্ষে ৫ বছরের কাজের অভিজ্ঞতা
- সার্ভে ডিজাইন, তথ্য সংগ্রহ ও বিশ্লেষণে দক্ষতা
- এনজিও বা উন্নয়ন সংস্থার সাথে পূর্ব অভিজ্ঞতা অগ্রাধিকারযোগ্য

### Terms of Reference সংগ্রহের স্থান:

- মো: আজাদ হোসেন, অতিরিক্ত পরিচালক, গ্রামীণ জন উন্নয়ন সংস্থা (জিজেইউএস), আলতাজের রহমান সড়ক, চরনোয়াবাদ, ভোলা সদর, ভোলায়

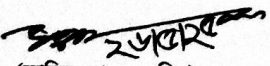
### প্রস্তাবনার কাঠামো:

১. সার্ভে পদ্ধতি ও কর্মপদ্ধতির বর্ণনা
২. দলের সদস্যদের তথ্য ও অভিজ্ঞতা
৩. সময়সূচী
৪. আর্থিক প্রস্তাবনা (Detailed Budget)
৫. কনসালটেন্ট বা কনসালটেন্সি ফার্মের অভিজ্ঞতা, সক্ষমতা, পূর্ববর্তী কাজের পর্যালোচনা এবং মূল্য উল্লেখ করতে হবে ও নির্বাচন প্রক্রিয়া শুধুমাত্র মূল্য এবং কৌশলগত প্রস্তাবনা ভিত্তিক হবে।
৬. টেকসহিতা মূল্যায়নের প্রস্তুতির জন্য সর্বোচ্চ ৬০ দিন সময়সীমা।

বিবিধ: For details information visit our organization's website. ([www.gjus-bd.org](http://www.gjus-bd.org)) to learn more about the project ToR & CV Format.

আগ্রহী ব্যক্তি বা প্রতিষ্ঠানকে পূর্ণাঙ্গ প্রকল্প প্রস্তাবনা এর সাথে ব্যক্তি/প্রতিষ্ঠানের প্রোফাইল, হালনাগাদ ট্রেড লাইসেন্স, অভিজ্ঞতার সনদ এবং জাতীয় পরিচয় পত্রের ফটোকপিসহ আগামী ০৪-০৬-২৫ ইং তারিখ বেলা ১১:৩০ ঘটিকার মধ্যে মো: আজাদ হোসেন, অতিরিক্ত পরিচালক, গ্রামীণ জন উন্নয়ন সংস্থা (জিজেইউএস), আলতাজের রহমান সড়ক, চরনোয়াবাদ, ভোলা সদর, ভোলায় সরাসরি/ডাকযোগে/gjushrd@gmail.com পাঠাতে হবে। আবেদন পত্রের খামের উপর বিজ্ঞপ্তির নাম ও বোবাইল নাম্বার স্পষ্ট করে উল্লেখ করতে হবে। ঐ দিন দুপুর ১:৩০ টার সময় দর দাতাদের উপস্থিতিতে (যদি কেউ উপস্থিত থাকেন) দর বাজু খোলা হবে। উল্লেখিত সকল শর্ত পূরণকারী ব্যক্তি/প্রতিষ্ঠানকে আবেদন করার জন্য আহ্বান করা হলো কোনো কারণ উল্লেখ ছাড়াই নিয়োগ বাতিলের অধিকার কর্তৃপক্ষ সংরক্ষণ করেন।

ধন্যবাদান্তে



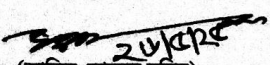
(জাকির হোসেন মহিন)

নির্বাহী পরিচালক

স্মারক নং: জিজেইউএস/ভোলা/দরপত্র/২৫/১৩৭০

সদর অগ্রগতির জন্য অনুলিপি:

- ১। পরিচালকবৃন্দ (সকল), গ্রামীণ জন উন্নয়ন সংস্থা (জিজেইউএস), ভোলা।
- ২। অতিরিক্ত পরিচালকবৃন্দ (সকল), গ্রামীণ জন উন্নয়ন সংস্থা (জিজেইউএস), ভোলা।
- ৩। উপ-পরিচালকবৃন্দ (সকল), গ্রামীণ জন উন্নয়ন সংস্থা (জিজেইউএস), ভোলা।
- ৪। সহকারী পরিচালকবৃন্দ (সকল), গ্রামীণ জন উন্নয়ন সংস্থা (জিজেইউএস), ভোলা।
- ৫। নোটিশ বোর্ড, গ্রামীণ জন উন্নয়ন সংস্থা (জিজেইউএস), ভোলা।
- ৬। দপ্তর কপি



(জাকির হোসেন মহিন)

নির্বাহী পরিচালক

তারিখ: ২৬/০৫/২০২৫ ইং

## **Terms of Reference (ToR)**

# **Baseline Survey of the “Promoting Sustainable growth in poultry sub-sector through RECP practices” Project**

**(Package No: GJUS/SMART/S-01)**

## **1 Background**

Palli Karma-Sahayak Foundation (PKSF) is implementing a project titled ‘Sustainable Microenterprise and Resilient Transformation (SMART)’ funded by The World Bank to ensure resource efficient and cleaner production as well as green growth. The project will support MEs in agribusiness, manufacturing, and service sectors. The project will focus on impacting on the MEs living in environmentally stressed areas who are vulnerable to climate change and natural disasters. The project aims to support MEs adopting the resource efficient and cleaner production (RECP) practices in the agribusiness, manufacturing, and service sectors. Besides, the project also intends to induce changes in the microenterprises through adoption of operational safety norms with decent working environment. SMART will facilitate a green growth approach that abates environmental damage, secures new growth engines through the adoption of green practices and technologies, and create new job opportunities maintaining the harmony between the economic activities and the environment. The project is also aiming to cover MEs from all over Bangladesh in different sectors and sub-sectors who have higher environmental improvement potential. The total number of MEs that will be served by the SMART project is around 80,000. The whole intervention will be implemented under three business sectors, 9 sectors and 21 sub-sectors. Under each of the sub-sectors, there will be several sub-projects under different partner organizations.

At the beginning of the implementation of the sub-projects, the World Bank and the PKSF jointly agreed upon the necessity of conducting baseline survey to keep a benchmark. Therefore, partner organizations are responsible to conduct a baseline survey prior implementing the intervention for which this Terms of References (ToR) are calling for proposals from an individual consultant.

Grameen Jano Unnayan Sangstha (GJUS) is looking to hire an experienced consultant to conduct a baseline survey to determine the baseline values for the project outcome and impact indicators under the SMART Project. This baseline will be the basis in the future to measure the key changes of the condition and progress of the project after a certain period.

## **2 About Sub-Project**

Bhola is most common climate vulnerable area in Bangladesh. But it is agroecologically enrich. Traditionally, the working area is famous for native chicken. A large number of family engaged with poultry farming. Some are engaged with solely in producing native chicken. There is high demand of native chicken round the country, but it produced in some parts of coastal area. Bhola zone is one of those. Environment and health issues are the main concern in the field of poultry farming. But in most cases producers do not take minimum measures of environmental and health issues. They have no enough idea about waste management, the rational use of water, air quality and energy saving in their enterprises. If we input minimum efforts to that enterprises, we will get sustainable environment and good quality product. So, some project interventions are essentially needed to take for sustainable environment and good health. Awareness raising, logistics and infrastructural supportive activities can play a positive role in promoting sustainable environment and ensuring good health of farm workers as well as respective community. As this industry has a good possibility to be a commercially viable entrepreneurial activity, could be supported by producing antibiotic free native chicken meat, uses of modern equipment like ecological farming, native chicken hatchery for farmers. For the getting of high value they should go the diversify meat products and export in national and international market. So, processing unit, packaging and certification are also need in this area.

### 3 Objectives of the sub-project

**Objectives of the sub-project aim to improve environmental issues among poultry micro-enterprises and increase sustainability in the cluster. These objectives are:**

- **To adopt resource efficient, cleaner production and good farming practices**
- **To adopt climate resilient technologies**
- **To promote circular economy**
- **To increase technical knowledge and capacity of the MEs**

In this regard, Grameen Jano Unnayan Sangstha (GJUS) is looking to hire an experienced individual consultant to conduct a baseline survey in estimating the benchmark of the results framework indicators (Ref.: **Annex-1**) set-forth. The findings of the baseline survey will be helpful to identify the anticipated changes of interventions at the mid and end year of the sub-project.

### 4 Sub-Project Area & ME Coverage

Grameen Jano Unnayan Sangstha (GJUS) is located in the coastal area of Bangladesh. The organization implementing SAMRT-Poultry sub-project in Bhola district under Barisal division. The project will be implemented by 15 branch of GJUS in 4 Upazillas (Bhola sadar, Daulatkhan, Borhanuddin, Tazumuddin) covering 29 unions with 1500 Micro-enterprises. [The detail distribution of MEs is in **Annex-2**.]

### 5 Objectives of the Baseline Survey

#### **General Objective:**

The overall objective of the baseline survey is to assess the initial socio-economic conditions and establish a benchmark to measure the project's progress and achievement of objectives over its implementation period.

**Specific Objectives:** The specific objectives of the baseline survey are to:

1. Analyze the current socio-economic and business conditions (income & expense) of the microenterprises;
2. Examine the existing adoption and continuation of climate-resilient RECP practices and assess the environmental performance followed by the Ekpe parameters of microenterprises;
3. Assess the level of knowledge, attitude and practice (KAP) on climate vulnerabilities, climate resilient RECP practices of microenterprises and their capacity to withstand and adapt to climate risks, natural disasters, and environmental stressors;
4. Determine the status of certification, branding initiatives, and access to premium markets of the microenterprises;
5. Analyze the availability, accessibility, affordability, and utilization of common service facilities (revenue and non-revenue) provided to microenterprises;
6. Establish baseline values for results framework indicators (PDO & IRI) to measure anticipated changes due to project interventions;
7. Recommendations and challenges

### 6 Scope of Work

A detailed activity plan will be developed following the signing of the ToR. The assignment includes, but is not limited to, the following key tasks:

- Conduct a comprehensive review of relevant literature (policies, rules & regulations, reports, etc.), secondary data, and project documents.
- Prepare an inception report outlining the key research questions, detailed methodology, study plan, and analysis plan.

- Design and prepare data collection instruments dedicated to the study's objectives for both qualitative and quantitative (preferably online data collection platform i.e., Kobo Toolbox) surveys.
- Pre-tests of the survey tools, refine them based on findings, and finalize.
- Train enumerators or data collectors to ensure accurate and consistent data collection (in-house and field).
- Fieldwork for data collection (collect relevant baseline data for project indicators with definition, measurement, and calculation plan and also, state the possible counterfactual that might affect the project impact for each indicator in the future).
- Draft report outlines and detailed analysis plan consisting of descriptive (frequency table, arithmetic mean, median, mode disaggregated by gender and other relevant variables) and inferential statistics (regression analysis or other algorithms based on appropriateness).
- Clean and process the collected data, including the preparation of transcripts as needed.
- Analyze the data (descriptive and inferential), interpret findings, and prepare a draft report.
- Organizing consultation meetings to collect information and validate the report in a validation workshop to get feedback on the findings.
- Incorporate feedback from stakeholders and finalize the evaluation report.
- Preparing a short (preferably, within 4 pages) info-graphic report on key findings.

## 7 Methodology

The consultant will adopt different quantitative and qualitative methods (preferably sequential mixed methods) to gather information about the persisting situation of the subproject. For that, consultant will develop and propose a comprehensive and scientific methodology including the standard assessment method(s), sample size determination and sampling technique, data collection instruments and techniques, data processing, analysis plan, quality control of data, timeline and so forth.

### 7.1 Sample Size and Distribution

For conducting quantitative survey, the sample size will be determined using probability sampling techniques for known population. Grameen Jano Unnayan Sangstha (GJUS) will provide the list of sample households containing name of the enterprise owner/entrepreneur, full address and contact number. With that information, the sample size calculation method for known population will be as follows:

$$\text{Sample size} = \frac{\frac{z^2 \times p \times (1 - p)}{e^2}}{[N - 1 + \frac{z^2 \times p \times (1 - p)}{e^2}]}$$

Where,

$z = 1.96$  at 95% confidence interval,

$p = 0.50$ ; for unknown proportion,

$e = 0.05$ ; margin of error,

$N$  = Population size (targeted MEs),

For example, if the targeted MEs are 1500, then the estimated sample size will be 306.

In case of qualitative survey, the samples for case studies, FGDs, and KIIs will purposively be chosen however, with appropriate justification for ensuring saturation. The study will estimate the required indicator according to the objective of the survey. The tabular and graphical presentation of data will be needed to identify different aspects in quantitative and qualitative socioeconomic indicators that have been specified during the inception report. The overall analysis will be followed by gender, sectors and regions (based on convenience). Grameen Jano Unnayan Sangstha (GJUS) reserves the right to modify the sampling strategy (method and size) proposed by the consultant and adjust the manpower requirement accordingly.

## 7.2 Indicators to be Covered

The study should include the status of the adaption of RECP, level of knowledge on climate vulnerability, access to revenue and non-revenue generating common service, assessing the environmental condition based on the RECP domain specific parameter, RECP screening and profiling status, branding and certification, grievance redressal mechanism etc. (for details check Annex: 1). Addition to the indicators of the result framework, the study should include essential but not limited to relevant information of the microenterprises such as the revenue status, access to finance, employment status, demographic information of the owner etc.

## 8 Data Collection Tools

Data will be collected based on the specified interventions using a semi-structured questionnaire. The consultant will prepare questionnaire to ensure the availability of information and data for the purpose of evaluation. The consultant is requested to propose the sufficient number of KII, FGD & Case studies to be conducted per union coverage in the proposal. Thus, the final methodological approach including interview schedule, guideline and data analysis plan should be clearly outlined in the inception report and fully discussed and agreed upon among PKSF, Grameen Jano Unnayan Sangstha (GJUS) and the Consultant.

## 9 Duration of the Assignment

The total duration of the assignment will be two (02) months starting from the date of contract signing.

## 10 Outputs and Deliverables

Once completing the contract signing, the hired consultant is responsible for submitting the following deliverables to Grameen Jano Unnayan Sangstha (GJUS) at the agreed work plan:

### 10.1 Inception Report

The consultant will submit an inception report with detailed work plan (aligning with the time schedule), detailed questionnaire and interview guideline and responsible personnel for this assignment agreed by both party **within 15 (fifteen) days of signing the agreement**. Inception report will contain the following which is essential but not limited to: 1) Understanding of the assignment, 2) literature review, 3) detailed methodology with sampling strategies (Qual & Quant), and sample size determination and distribution, 4) data collection methodologies & protocols, 5) data quality control methods, 7) detailed data analysis plan, 8) detailed work plan including training, recruitment, required number of manpower, man-days etc. 9) time frame of task completion in gantt chart. At this stage, sampling strategy, sample size calculation and distribution, proposed data collection sources, procedures and data analysis techniques should be delineated with appropriate stakeholders and primary sample unit. The Inception report will be agreed upon by concerned PMU, Grameen Jano Unnayan Sangstha (GJUS) and the Consultant.

## 10.2 Draft report

A draft report will be submitted to Grameen Jano Unnayan Sangstha (GJUS) by the consultant **within 30 (thirty) days of submitting the inception report**. The report should be written in English maintaining academic standard however, non-technical readers should also be able to read the report fluently. There should be a presentation on the draft report at Grameen Jano Unnayan Sangstha (GJUS) within *one week of draft report submission*.

## 10.3 Final report

Final report should be prepared incorporating the comments given by the Grameen Jano Unnayan Sangstha (GJUS) **within 60 (sixty) days of the contract signing**. Five hard copies of the final report with soft copy must be submitted to the Grameen Jano Unnayan Sangstha (GJUS). The final report will reflect the comments and feedback from stakeholders, including feedback provided during the presentation. The final report will be finalized upon receiving clearance from the concerned PMU.

## 10.4 Dataset and Syntax

The final dataset (both raw and cleaned version) of this survey will be submitted to Grameen Jano Unnayan Sangstha (GJUS) in excel or csv format. Also, the output file and syntax or do file of SPSS/Stata file should be submitted with appropriate labeling and renaming of the variables. Please note that, the syntax/do file has to be detailed and flawless so that within a single run all the tables and output are generate. This data set will be the property of Grameen Jano Unnayan Sangstha (GJUS); no other organization can use it without having written approval from PKSF.

## 11 General Instruction for Draft and Final Report

A draft and a final report of the survey should be submitted in hard (five copies) and soft copy of pdf and word version (in pen drive and email) to Grameen Jano Unnayan Sangstha (GJUS) by the consultant. The reports should include the following contents:

- **Cover pages** (Title Page, Acknowledgement, Table of Content, List of Tables and Figures, Abbreviation, Acronyms)
- **Executive summary** includes key issues of investigation, major findings and concluding remarks with key policy recommendations (within 3 A4 pages)
- **Introduction:** Short description of the context, a short introduction about sub-project, project background and description, rationale, objectives of the evaluation and evaluation questions
- **Methodology** includes the study design, location, duration, sample size determination and sampling distribution, inclusion and/or exclusion criteria of respondents, methods of data collection, data processing, statistical analysis plan for quantitative survey, qualitative analysis plan, quality control of data and limitations
- **Key findings:** Analysis of summary tables and graphs triangulated with both qualitative and quantitative observations, key achievements, success stories and best practices, major challenges, way forwards/recommendations and conclusion.
- Annexes should include all generated outputs/statistical table followed by the collected data on each variable, details of people met, list of documents reviewed and summary assessment result for PDO and IRI indicators mentioned in (Enter the name of the Partner Organization) SMART Sub-project Result Framework.
- Cleaned data set in both, SPSS.sav and/or STATA.dta (provided in pen drive)
- All generated outputs/ table formatted in separate excel sheet followed by the collected data for each variable (provided in DVD)
- Presentation (PPT) of key findings on final report

## 12 Mode of Payment

Payments will be made based on the following percentages and milestones:

- **1<sup>st</sup> Payment** (30% of total contract value): The 1<sup>st</sup> payment will be made upon submission and acceptance of the inception report.
- **2<sup>nd</sup> Payment** (40% of total contract value): The 2<sup>nd</sup> payment will be made upon submission and acceptance of the draft report.
- **Final Payment** (30% of total contract value) will be made upon submission and acceptance of the final report.

All payments will be made locally in BDT currency. Tax, VAT and others (if any) will be deducted at source as per rule.

## 13 Profile of the Consultant:

### **Education:**

- At least Master's degree in Poultry science, environmental science, social science, related veterinary degree or relevant subject with qualified technical expertise.

### **Experience:**

- At least eight (08) years of working experience in the areas of Livestock/environment/microenterprise etc.;
- Experience to conduct minimum two (02) baseline studies/ final evaluations/ end line evaluations;
- Experience of evaluating projects funded/managed by the World Bank/ IFAD/EU/UN agencies will be added advantage;
- At least two (02) article publications in peer reviewed journals in the relevant areas.

### **Language:**

- Fluency in speaking and writing in English

## 14 Ethical Considerations

There should be nothing in the assignment that may be harmful to the respondents in terms of legal or ethical grounds. No one would be forced to provide information for the assessment. The research objectives will be clearly explained to all the respondents of the assessment before collecting data from them. Study team will abstain from data collection from any person who will deny or show any reluctance in providing information at any point of the interview. Verbal consent with signature or thumb impression of the respondents, therefore, would be taken before collecting data. The researchers will be highly committed to the respondents to keep the privacy of their information and source of data as well as will put the heartiest endeavor to be unbiased in collecting data. The research report will not reveal the identity of the respondents.

## 15 Disclaimer

The authorized management reserves the right to amend the terms of reference at any time as required upon mutual discussion with the lead researcher. Also authorized management reserves the right to terminate the contract at its sole discretion in case of non-compliance with the terms and conditions that will be finally agreed.

## 16 Submission Details

Interested individuals are requested to submit the financial proposal (*incl. all applicable taxes*) along with updated Curriculum Vitae (CV) using the prescribed format by 04-05-2025 on or before 5.00 PM in **hard copy form** to Grameen Jano Unnayan Sangstha (GJUS), Altajer Rahman Road, Charnoabad, Bhola-8300, Bangladesh, Telephone: + 88049162169, Mobile: 01712800170 and by e-mail at [gjushrd@gmail.com](mailto:gjushrd@gmail.com) having the subject-line of - **"Submission of EOI for Baseline Survey of "(Promoting Sustainable growth in poultry sub-sector through RECP practices)"**.

## 17 Selection Method

An individual consultant will be selected following the Individual Consultant (IC) selection method as mentioned in the "Procurement Manual for the POs of PKSF under SMART Project".

### Annex-1: Results framework of the Sub-Project

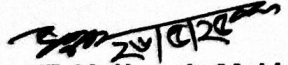
| Project Development Objective (PDO) Indicators                                                                                                             |                      |          |                          |        |        |        |            |
|------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------|----------|--------------------------|--------|--------|--------|------------|
| Indicator Name                                                                                                                                             | Level of Measurement | Baseline | Cumulative Target Values |        |        |        |            |
|                                                                                                                                                            |                      |          | Year-1                   | Year-2 | Year-3 | Year-4 | End Target |
| To increase resource-efficient and resilient green growth of microenterprises (MEs)                                                                        |                      |          |                          |        |        |        |            |
| PDO-1. Supported MEs adopting at least two climate-resilient RECP practices.                                                                               | Number               | 00.00    | 300                      | 800    | 1350   | 1350   | 1350       |
| PDO-1.1. Supported female owned MEs adopting at least two climate-resilient RECP practices.                                                                | Percentage           | 00.00    | 65                       | 65     | 65     | 65     | 65         |
| PDO-2. Supported MEs with improved knowledge on climate vulnerability                                                                                      | Number               | 00.00    | 300                      | 850    | 1350   | 1425   | 1425       |
| PDO-3. Supported MEs with increased revenues by 10% or more compared to non-supported MEs                                                                  | Number               | 00.00    | 300                      | 500    | 850    | 1050   | 1050       |
| PDO-3.1. Supported female owned MEs with increased revenues by 10% or more compared to non-supported female owned MEs                                      | Percentage           | 00.00    | -                        | -      | -      | 65     | 65         |
| Intermediate Results Indicators (IRI) by components                                                                                                        |                      |          |                          |        |        |        |            |
| Component 1: Enabling capacity and systems for green growth of MEs                                                                                         |                      |          |                          |        |        |        |            |
| IRI-1. Non-revenue generating common facilities established or upgraded and operational                                                                    | Number               | 0.00     | 0                        | 1      | 1      | 1      | 1          |
| IRI-1.1. Non-revenue generating common facilities established or upgraded and operational owned by ME clusters that have women in the management committee | Percentage           | 0.00     | 0                        | 30     | 30     | 30     | 30         |
| IRI-2. Supported MEs tracking at least one environmental key performance                                                                                   | Number               | 00.00    | 200                      | 500    | 800    | 1080   | 1080       |

|                                                                                                                                                        |               |       |     |      |      |      |      |
|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------------|-------|-----|------|------|------|------|
| indicator <sup>1</sup> : m <sup>3</sup> of wastewater, kwh energy, solid waste in tons, ammonia in parts per billion, CO2 equivalent of GHG emissions. |               |       |     |      |      |      |      |
| <b>Component 2: Providing Access to Finance for MEs to enable green growth</b>                                                                         |               |       |     |      |      |      |      |
| IRI-3. Climate-resilient RECP profiles prepared and validated for MEs                                                                                  | Number        | 00.00 | 300 | 400  | 500  | 300  | 1500 |
| IRI-3.1 Climate-resilient RECP profiles prepared and validated for female owned MEs                                                                    | Percentage    | 00.00 | 65  | 65   | 65   | 65   | 65   |
| IRI-4. Loans provided to MEs                                                                                                                           | Number        | 00.00 | 300 | 400  | 500  | 300  | 1500 |
| IRI-5. Loans provided to MEs committed to adopting at least two climate-resilient RECP practices                                                       | US\$ million* | 00.00 | 0.8 | 1.15 | 2.40 | 3.35 | 3.35 |
| IRI-6. Revenue-generating common facilities established or upgraded and operational                                                                    | Number        | 0.00  | 1   | 1    | 1    | 1    | 1    |
| <b>Component 3: Project Management, Communications, Monitoring, Evaluations and Knowledge Management</b>                                               |               |       |     |      |      |      |      |
| IRI-7. Environmental and Climate Change Units (ECCUs) established and operational at POs                                                               | Number        | 0.00  | 1   | 0    | 0    | 0    | 1    |
| IRI-8. Environmental clubs established and operational at ME clusters                                                                                  | Number        | 0.00  | 1   | 1    | 1    | 1    | 1    |
| IRI-9. Grievances registered related to delivery of project benefits addressed in a timely fashion                                                     | Percentage    | 0.00  | 100 | 100  | 100  | 100  | 100  |

| S.N    | Division | District | Upazilla    | Union/<br>Ward                                                | Branch        | Number of Potential MEs |        |       |
|--------|----------|----------|-------------|---------------------------------------------------------------|---------------|-------------------------|--------|-------|
|        |          |          |             |                                                               |               | Male                    | Female | Total |
| 1      | Barishal | Bhola    | Bhola Sadar | Char Samaia , Veduria                                         | Veduria       | 20                      | 80     | 100   |
|        |          |          |             | Velumia                                                       | Velumia       | 25                      | 75     | 100   |
|        |          |          |             | Kachia, Elisha(W&N)                                           | Porangonj     | 25                      | 85     | 110   |
|        |          |          |             | Chorsamaiya,<br>Pourosova, Alinagar                           | Bhola-1       | 25                      | 75     | 100   |
|        |          |          |             | Dhonia, Bapta, W.Ilisha                                       | Bhola-2       | 20                      | 70     | 90    |
|        |          |          |             | Alinagar, Shibpur,<br>Pourosiova                              | Bhola-3       | 20                      | 75     | 95    |
|        |          |          |             | CharSamaia, Veduria                                           | Banker hat    | 35                      | 65     | 100   |
|        |          |          | Daulatkhan  | Uttor joynar, Chorpata,<br>Uttor Digoldi                      | Uttorjoynagar | 35                      | 90     | 125   |
|        |          |          |             | Char Khalifa,<br>Uttorjoynagar,<br>Chorpata, D.Pourosova      | Miyarhat      | 30                      | 90     | 120   |
|        |          |          |             | Saidpur, S.Joynagar                                           | Nur miyarhat  | 35                      | 65     | 100   |
|        |          |          | Borhanuddin | Pourosova, pokkhia,<br>Boromanika, Kachia                     | Borhanuddin   | 35                      | 95     | 130   |
|        |          |          |             | Togbi, Hasannagar,<br>Kachia                                  | Kunjerhat     | 30                      | 70     | 100   |
|        |          |          |             | Gongapur, Kutuba                                              | Gongapur      | 25                      | 45     | 70    |
|        |          |          |             | Dewla, Sasra,<br>Bodorgonj                                    | Dorun Bazar   | 20                      | 40     | 60    |
|        |          |          | Tazumuddin  | Barobalangchora,<br>Shonapur, Chachra,<br>Chadpur, Shambhupur | Choto dawri   | 30                      | 70     | 100   |
| Total: |          | 1        | 3           | 29                                                            | 13            | 410                     | 1090   | 1500  |

#### Annex-2: Area Information and ME Coverage under SMART

Thanking By

  
(Zakir Hossain Mohin)  
Executive Director

<sup>i</sup>For picking at least one environmental key performance indicator, bold mark the parameter. Otherwise, for choosing multiple indicators add the row as required.

## **Section 3. Application Forms**

**Form 3A: Application Submission Form**

**Form 3B: CV of the Applicant**

**Form 3C: Remuneration and Reimbursable**

# Form 3A. Application Submission

[Location: dd/mm/yy]

To:

Executive Director  
Grameen Jano Unnayan Sangstha (GJUS)  
Charnoabad, Bhola-8300.

Dear Sirs:

I am hereby submitting my Application to provide the consulting Services for Baseline Survey in strict accordance with your Request for Application dated DD-MM-yy.

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature

Print name

Address:

Tel:

**Attachment:**

# Form 3B. Curriculum Vitae (CV) of the Applicant

|   |                                      |                                                                                                    |
|---|--------------------------------------|----------------------------------------------------------------------------------------------------|
| 1 | PROPOSED POSITION FOR THIS PROJECT : | <i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i> |
| 2 | NAME OF PERSON :                     | <i>[state full name]</i>                                                                           |
| 3 | DATE OF BIRTH :                      | <i>[ dd/mm/yy]</i>                                                                                 |
| 4 | NATIONALITY :                        |                                                                                                    |

|   |                                      |                                                                          |
|---|--------------------------------------|--------------------------------------------------------------------------|
| 5 | MEMBERSHIP IN PROFESSIONAL SOCIETIES | <i>[state rank and name of society and year of attaining that rank].</i> |
|---|--------------------------------------|--------------------------------------------------------------------------|

|   |           |                                                                                                                                                                            |
|---|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 6 | EDUCATION | <i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].</i> |
|---|-----------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------|

|   |                |                                                                                                                                                 |
|---|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|
| 7 | OTHER TRAINING | <i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i> |
|---|----------------|-------------------------------------------------------------------------------------------------------------------------------------------------|

|   |                                   |                 |                 |                |                |
|---|-----------------------------------|-----------------|-----------------|----------------|----------------|
| 8 | LANGUAGES & DEGREE OF PROFICIENCY | <u>Language</u> | <u>Speaking</u> | <u>Reading</u> | <u>Writing</u> |
|   |                                   | e.g. English    | Fluent          | Excellent      | Excellent      |

|   |                              |
|---|------------------------------|
| 9 | COUNTRIES OF WORK EXPERIENCE |
|---|------------------------------|

|    |                                                                                                                                           |                                                                                                                                                  |
|----|-------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------|
| 10 | EMPLOYMENT RECORD                                                                                                                         | <i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i>            |
|    | <i>[starting with present position list in reverse order [every employment held and state the start and end dates of each employment]</i> | <i>[The Applicant should clearly indicate the Position held and give a brief description of the duties in which the Applicant was involved].</i> |

|            |                           |                          |
|------------|---------------------------|--------------------------|
| EMPLOYER 1 | FROM: [e.g. January 1999] | TO: [e.g. December 2001] |
|------------|---------------------------|--------------------------|

|            |       |     |
|------------|-------|-----|
| EMPLOYER 2 | FROM: | TO: |
|------------|-------|-----|

EMPLOYER 3

FROM:

TO:

EMPLOYER 4 (etc)

FROM:

TO:

11 WORK UNDERTAKEN THAT BEST  
ILLUSTRATES THE CAPABILITY TO  
HANDLE THIS ASSIGNMENT

*[give an outline of experience and training most pertinent to  
tasks on this assignment, with degree of responsibility held.  
Use about half of a page A4].*

12 COMPUTER SKILL

#### CERTIFICATION

*[Do not amend this Certification].*

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

Print name

Date of Signing

dd / mm / yyyy

|                 |  |  |
|-----------------|--|--|
| Signature       |  |  |
| Print name      |  |  |
| Date of Signing |  |  |
| dd / mm / yyyy  |  |  |

## Form 3C. Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1**. Finally, after negotiation **Remuneration & Reimbursable will be part of fixed lump-sum amount as per agreed deliverable in the contract.**

**(1) Remuneration**

| Rate<br>(per month / day / hour in Tk) | Staff Time<br>(No. month / day / hour) | Total (Tk) |
|----------------------------------------|----------------------------------------|------------|
|                                        |                                        |            |

**Note: A month consists of 30 calendar days.**

**(2) Reimbursable (as applicable)**

|                                                  | Rate per unit | Total unit | Total Amount (Tk) |
|--------------------------------------------------|---------------|------------|-------------------|
| (a) Per Diem Allowance                           |               |            |                   |
| (b) Air Travel Costs                             |               |            |                   |
| (c) Other Travel Costs<br>(state mode of travel) |               |            |                   |
| (d) Communication charges                        |               |            |                   |
| (e) Reproduction of Reports                      |               |            |                   |
| (f) Other Expenses ( <i>to be listed</i> )       |               |            |                   |
|                                                  |               |            |                   |
|                                                  |               | Sub-total  |                   |

|                            |  |
|----------------------------|--|
| CONTRACT CEILING (1) + (2) |  |
|----------------------------|--|