



## Terms of Reference (ToR)

### *Hiring a consultant for conducting the following task*

1. TOT & Refresher training on CSA and Climate change and adaptation (New & Existing) for staff
2. DRR training for staff
3. Develop a training module on Climate Smart Agriculture for Adolescents

**Working Area:** Dacope, Khulna.

**Duration of the assignment:** December 3, 2023, to December 31, 2023 (tentative)

### **A. Brief Overview of ADRA International**

The Adventist Development and Relief Agency (ADRA) is an independent humanitarian agency established in 1983 by the Seventh-day Adventist Church for the specific purpose of providing individual and community development and disaster relief.

The Seventh Day Adventist (SDA) church's denominational interest in non-sectarian work first appeared in an organized way in the early 1980s when early church leaders started charitable programs in the urban slums of Chicago. Relief activities had grown since then and appeared to be a more organized way to support the relief to the countries in Europe, Asia, and North Africa after World War I, II. As relief activities grew in the decade following World War II, the Seventh Day Adventist (SDA) church leaders saw advantages in giving these growing international operations a clear identity as a distinct service of the church.

In November 1956, the SDA General Conference voted articles of incorporation for Seventh-day Adventist Welfare Service, Inc. (SAWS).

SAWS became Seventh-day Adventist World Service, Inc. when the Church replaced the word "Welfare" with "World" in 1973, suggesting the move beyond crisis assistance to worldwide initiatives for general human development.

Today, ADRA globally has an established presence in more than 110 countries. ADRA reaches across boundaries empowering and speaking out for the at-risk and forgotten to achieve measurable, documented and durable changes in lives and society. ADRA serves people without regard to their ethnic, political, or religious association.

### **A.1 Brief History of ADRA Bangladesh**

The liberation war in 1971 resulted in Bangladesh known as East Pakistan, becoming independent from Pakistan. The nine months of war killed more than 5 million people, burned down millions of houses, closed most of the industries, and ruined communication infrastructures. Moreover, more than 10 million Bangladeshi's fled to India as refugees. In addition, recurring disasters like floods and cyclones crippled the farmer's capacity of crop production. In other words, the country was completely devastated. The newly formed government had no capacity to cope with the needs of the country. For those reasons, the country was opened to foreign aid.

Along with many, the Seventh-day Adventist World Service (SAWS), a voluntary non-government organization started its operation in Bangladesh at this time. The initial activities included purely relief and



rehabilitation in nature, namely, emergency food and clothing distribution, shelter construction, building villages roads and bridges, etc. Later, SAWS carried out infrastructure development projects as well. Gradually, it initiated a few development projects, such as, handicrafts (income generation) for jobless women, seed bank, co-operative income generation, etc. Pollywog industries are an example. The main donors were SAWS Washington, Asian Aid, World Vision, Canadian Aid, US Aid, CIDA, SAWS India, NSW SAWS (Australia), Uplift Donation (ingathering) and private donors.

Internationally, the name SAWS was changed to ADRA in 1983 (The Government of Bangladesh recognized the change in 1990). In 1988 the operational direction was focused towards humanitarian development projects. In 1989 the Women in Development and Child Health Project was written by Jerald Whitehouse, ADRA Director, and received funding in 1990. Soon after a Farmers Cooperative Project was implemented. Since then, the primary emphasis of ADRA projects has been developmental oriented. However, ADRA has been involved as well in a number of major natural disaster responses.

The primary thrust of ADRA Bangladesh has been to provide tools to our less fortune partners, mainly in rural areas, enabling them to be self-reliant. Presently, ADRA has been implementing projects like Community Empowerment Project (more than 2,500 families as direct beneficiaries), Make Up Your Dream Project (beauty skill training for 150 out of schoolgirls in slum areas), Education, Clean Water, Hygiene and Sanitation, Health and Nutrition and Literacy Projects for Slum Children, Disaster Mitigation for Flood-Prone Communities, Basic Shelter and HIV/AIDS Education. ADRA Bangladesh has a preapproved NEPRP (National Emergency Preparedness Response Plan) and can activate it if the requirements are met.

ADRA Bangladesh is a Non-Government Organization registered with the Government of Bangladesh, and with the Ministry of Social Welfare. We are a relatively small to a medium-sized organization but with a reputation of being excellent in what we do.

## **B. Details of the Assignment:**

### **B.1 Background**

ADRA Bangladesh is implementing the Community Empowerment Project (CEP) in three areas of Bangladesh (Mymensing, Manikganj & Khulna). The CEP aims to contribute to the alleviation of the main problem identified in the target community with its causes and effects, i.e., poverty. In the target area, poverty resulted from limited income opportunities, life and livelihoods affected by climate change effects such as natural disasters, water salinity, and river erosion, insufficient income from primary occupation, lack of knowledge and practice of farmers' market and market linkages, i.e. agriculture, failure to ensure physical well-being, and limited household level initiatives for sustainable development. To address these problems, the Community Empowerment Project (CEP) is actively addressing various issues by implementing initiatives aimed at empowering the community, particularly focusing on women, farmers, and youth in the Khulna area. The efforts to provide training on income-generating activities, climate-smart agriculture (CSA), and disaster risk reduction (DRR) are crucial for building resilience and sustainability. The Community Empowerment Program (CEP) is dedicated to enhancing the skills and knowledge of communities in various domains. Currently, CEP offers training programs encompassing poultry rearing, goat rearing, sewing, vermin compost production, and homestead gardening. Furthermore, the organization imparts climate-smart agricultural techniques, such as dike crop cultivation, tower-based vegetable production, and sack/bag farming methods.

Recognizing the unique needs of the Khulna area, CEP aims to introduce innovative Climate Smart Agriculture (CSA) methods tailored for farmers and community women. These interventions include Training of Trainers (ToT) sessions on CSA, Climate Change Adaptation, and Disaster Risk Reduction (DRR) for staff members. The goal is to empower these staff members to subsequently train climate-

vulnerable community farmers, women, and adolescents in the Dacope region of Khulna. To further enhance their outreach, CEP is also developing a specialized training module on New Climate Smart Agriculture, specifically designed for adolescent groups. This holistic approach aims to build resilience and sustainability in the face of climate challenges within the local community.

**B.2 Specific objective of the assignment:**

- To identify the appropriate Climate Smart Agriculture (CSA) method for the targeted project area. To develop an appropriate training module on CSA for the youth group in the target area of the project.
- To introduce adolescents to innovative and sustainable methods of agriculture that promote environmental conservation, enhance soil health, and ensure food security.
- To increase staff capacity on DRR and CSA methods.

**B.3 Scope of Work:** The selected consultant will be responsible for the following tasks:

1. Conduct a thorough baseline assessment of the existing agricultural practices in the project areas of Dacope, Khulna. This should include an analysis of current climate conditions, soil types, water availability, existing farming systems and recommend a new CSA methods.
2. Prepare a training module on new and appropriate five CSA methods (Such as composting and Organic Matter, Salinity & Drought-Resistant Crops, Integrated Pest Management (IPM), Conservation Tillage, Crop Rotation and Diversification, etc.) for adolescents.
3. Deliver the training to key staff members (8-10) on DRR and refresher training on CSA.

**B.4 Deliverables:** The specific deliverables of the assignments are as follows:

- i) Inception Report
- ii) Need assessment tools & report for selecting appropriate CSA method.
- iii) Training module on new appropriate CSA methods for adolescents. (At least 5 methods based on location)

**B.5 Timetable:**

The total duration of this study will be 30 calendar days from the date of the agreement signing. The time will ideally be distributed as per the following table. (Assignment is expected to start at the beginning of December 2023):

<b>Deliverables</b>	<b>Timeline</b>	<b>Responsible</b>
Submit inception report	2 days	Consultant(s)/firm
Review and finalize inception report	2 days	ADRA Bangladesh/ Consultant(s)/firm
Fieldwork and data analysis for Need Assessment	4 days	Consultant(s)/firm
Submit Need Assessment Report	2 days	Consultant(s)/firm
Feedback and finalize on Need Assessment Report	2 days	ADRA Bangladesh/ Consultant(s)/firm
Training module Development on new appropriate CSA methods for adolescents. (At least 5 methods based on location)	11 days	
Review and finalize the training module	2 days	ADRA Bangladesh/ Consultant(s)/firm

Conduct Refresher Training on CSA & Climate change adaptation	3 days	Consultant(s)/firm
Basic Training on DDR	2 days	Consultant(s)/firm
<i>* The timeline may vary based on the contract signing date</i>		

### **B.6 Supervision/Management of Assignment**

The consultant(s)/firm will be required to work closely with the ADRA Bangladesh National Office and the Project Office. The consultant(s)/firm will be directly accountable to the ADRA focal person. The consultant(s)/firm will keep the focal person informed of the progress of the assignment through email updates.

### **B.7 Expected Competencies of Consultant(s)/Firm:**

1. In-depth knowledge of climate-smart agriculture, disaster risk reduction, and climate change adaptation.
2. Familiarity with the latest research, technologies, and best practices in these fields.
3. Understanding of the specific challenges and opportunities related to agriculture and climate in the target region.
4. Relevant academic qualifications in agriculture, environmental science, climate studies, or related fields. Advanced degrees (e.g., master's or Ph.D.) in a relevant discipline would be a plus.
5. Proven experience in designing comprehensive and effective training modules for diverse audiences.
6. Ability to structure content in a way that is accessible and engaging for participants with varying levels of expertise.
7. Demonstrated ability to deliver engaging and interactive training sessions. Experience in facilitating workshops, group discussions, and practical exercises to enhance learning.
8. Ability to tailor training materials to the specific needs of the target audience and adapt content based on participant feedback. Innovation in training methods to ensure effective communication and knowledge transfer.
9. Cultural competence and an understanding of the social and cultural context in which the training
10. Excellent written and verbal communication skills. Ability to convey complex concepts in a clear and understandable manner.
11. Experience working with diverse stakeholders such as farmers, government agencies, NGOs, and local communities. Ability to build relationships and collaborate with different groups to ensure the success of the training program.
12. Familiarity with relevant technologies and tools that can enhance the training experience, such as online platforms, simulation tools, or decision support systems.

### **B.8 Application Process:**

The proposal should be submitted in two parts that include: a) technical and b) financial.

The **technical** part of the proposal should not exceed 15 pages (excl. annexes) and will contain the following:

- Detailed methodology of the study.
- Proposed timelines as stated in the ToR.
- Account of relevant experience (consulting team profile). Applications should elaborate on the consultant's abilities to manage work within the tentative timelines shared in this ToR along with any challenges.
- Short profile of Consulting team



The **financial proposal** should clearly identify, item wise summary of the cost for the assignment with a detailed breakdown.

Interested parties/consultants should send their application package to: [adra@adrabd.org](mailto:adra@adrabd.org)

**Submission deadline: 1<sup>st</sup> December 2023.**

**Whom to submit: Program Director, ADRA Bangladesh**

**B.9 Selection criteria:**

Selection Criteria	Marking
Relevant Experience: <ul style="list-style-type: none"> <li>• Evaluate the proposer's past experience in similar projects or tasks.</li> <li>• Consider the depth and breadth of the experience to ensure alignment with the current project's requirements.</li> <li>• Assess the success and outcomes of previous projects.</li> </ul>	20%
Education Background: <ul style="list-style-type: none"> <li>• Consider the educational qualifications of the proposer and their team.</li> <li>• Assess the relevance of their educational background to the current project.</li> <li>• Look for certifications or additional training that may be pertinent to the project.</li> </ul>	20%
Budget: <ul style="list-style-type: none"> <li>• Evaluate the proposed budget for the project.</li> <li>• Ensure that the budget is reasonable and aligns with the scope and requirements of the project.</li> <li>• Consider cost breakdowns and the justification for each budget item.</li> </ul>	20%
HR Capacity: <ul style="list-style-type: none"> <li>• Assess the human resources capacity of the proposing team.</li> <li>• Evaluate the skills, expertise, and roles of team members.</li> <li>• Consider the availability of key personnel and their commitment to the project.</li> <li>• Overall Proposal Review:</li> </ul>	20%
Evaluate the overall clarity and coherence of the proposal: <ul style="list-style-type: none"> <li>• Consider the structure, organization, and presentation of the proposal.</li> <li>• Assess the innovativeness and feasibility of the proposed approach.</li> <li>• Look for evidence of a thorough understanding of the project requirements.</li> </ul>	20%

**B.10 Payment:**

The payment for this assignment will be made in 2 (two) installments, following the below schedule-

Installments	Percentage	Timeline
First installment	50	After receiving the inception report
Second installment	50	After receiving the final training module and completing the training

**B.11 Safeguarding & PSEA Policy:** All consultants must comply with ADRA's safety and PSEA policy. During this assignment/contract period while interacting with project/organization staff/ volunteer / beneficiaries and community the contractor must abide by the organizational policies.

**B.12 Disclaimer:** ADRA Bangladesh reserves the right to accept or reject any or all proposals without assigning any reason whatsoever.