



**Government of the People's Republic of Bangladesh**  
**Ministry of Fisheries and Livestock (MoFL)**  
**Project Implementation Unit (PMU)**  
**Livestock and Dairy Development Project (LDDP)**

**Terms of Reference (ToR)**  
**of**  
**Consultancy Services for**  
**Final Impact Evaluation**  
**Of**  
**The Livestock and Dairy Development Project (LDDP)**

**(Package No: LDDP/S-6A)**



# Contents

|                                                                                       |    |
|---------------------------------------------------------------------------------------|----|
| 1. Background of the Project .....                                                    | 1  |
| 1.1. Introduction .....                                                               | 1  |
| 1.2. Result Frame of Livestock and Dairy Development Project (LDDP) .....             | 3  |
| 1.3. Theory of Change for Livestock and Dairy Development Project .....               | 4  |
| 1.4. Brief Description Different Components of LDDP .....                             | 5  |
| 1.5. Implementation Arrangement of LDDP .....                                         | 6  |
| 2. Objective of the Assignment.....                                                   | 7  |
| 3. Scope of Work .....                                                                | 8  |
| 3.1. Tasks .....                                                                      | 8  |
| 3.2. Expected Deliverables/Output .....                                               | 9  |
| 3.3. Suggested Approach and Methodology for 'Final impact evaluation' .....           | 10 |
| 3.3.1. Approach.....                                                                  | 10 |
| 3.3.2. Methodology .....                                                              | 10 |
| 3.3.2.1. Inception Report Development.....                                            | 10 |
| 3.3.2.2. Draft Progress Report Submission.....                                        | 11 |
| 3.3.2.3. Field Investigation and Data Collection .....                                | 11 |
| 3.3.2.4. Interim Report Preparation .....                                             | 11 |
| 3.3.2.5. National Validation Workshop Hosting .....                                   | 12 |
| 3.3.2.6. Final Report Preparation and Submission .....                                | 12 |
| 3.3.2.7. Timely Submission of Required Reports (Throughout the Assignment) .....      | 12 |
| 3.3.2.8. Case Studies Development (Throughout the Assignment) .....                   | 12 |
| 3.3.2.9. Sampling Framework Development.....                                          | 12 |
| 3.3.2.10. Data Analysis Using Quantitative and Qualitative Methods .....              | 12 |
| 3.3.2.11. Regular Stakeholder Engagement .....                                        | 12 |
| 3.3.2.12. Secondary Sources Analysis.....                                             | 13 |
| 3.4. Time frame for the assignment.....                                               | 13 |
| 3.5. Language .....                                                                   | 13 |
| 3.6. Expected Timeline for Implementation .....                                       | 14 |
| 3.7. Requirements of Key Personnel.....                                               | 15 |
| 4. Reporting Requirement .....                                                        | 19 |
| 5. Data, Local Services, Personnel, and Facilities to be provided by the Client ..... | 20 |
| 6. Institutional Arrangements (Coordination, Supervision, and Reporting).....         | 20 |
| 7. Selection Criteria for the Consulting Firm .....                                   | 21 |



# 1. Background of the Project

## 1.1. Introduction

This Terms of Reference (ToR) outlines the expectations for the 'Final Impact Evaluation (including performance of the project)' of the Livestock and Dairy Development Project (LDDP) anchored in the Ministry of Fisheries and Livestock (FoFL) and implemented by DLS- Directorate of Livestock Services. The project, which began in January 2019, is scheduled to conclude in October 2025 and is now in its final year of implementation. The end project evaluation will take place in the 1st quarter of 2025.

Livestock plays a crucial socio-economic role in Bangladesh, particularly for the poorest communities. While it accounts for only 1.7 percent of the country's GDP, it employs 14 percent of the total labor force and represents one-third of all agricultural employment. Over 70 percent of rural households engage in livestock production, which is vital for the livelihoods of smallholder and landless farmers. Livestock provides essential services such as power for cropping, transport, and oilseed crushing, as well as manure for fertilizer and fuel, and produces milk, meat, and eggs for consumption. It also offers business opportunities for Producer Organizations (POs), Micro, Small, and Mid-Sized Enterprises (MSMEs), and service providers. With 68 percent of the agricultural labor force being women, many of whom work in livestock and poultry systems, the sector has significant potential to create jobs and improve livelihoods for women, youth, and the landless. Growth in this sector, coupled with targeted support, could help close the gender gap in rural labor force participation and provide more economically rewarding opportunities. Total milk production is approximately 7.27 million tons, according to the Department of Livestock Services (DLS) in 2016. Beef accounts for about 65 percent of total meat production in Bangladesh, while goat meat, primarily produced in small family-based units, contributes around 5 percent. The goat population has grown rapidly, increasing by nearly 30 percent over the past decade. A unique challenge for the meat sector is that nearly 30 percent of all annual slaughtering occurs during the three-day period of Eid, with over 350,000 cattle and buffalo slaughtered in Dhaka alone. Meanwhile, the poultry industry is progressing towards self-sufficiency in meeting local demand for meat and eggs. The broiler market, dominated by the resilient and higher-priced Sonali chicken, has adapted well to backyard and semi-intensive production. However, the industry still relies on imported maize and protein grains to formulate high-performance feeds.

Livestock value chains in Bangladesh are predominantly informal and based on small family-run production units. Mixed livestock production systems are common, with animals either stall-fed or allowed to graze near the homestead. Smallholders, practicing subsistence farming, are the backbone of these value chains, but they often lack the capacity to meet the growing demands of the livestock industry. The red meat value chain is the least developed, with only two formal processing enterprises, while the poultry chain is the most commercially advanced. The milk supply chain is mixed, with the majority of milk being sold through informal traditional markets, and a smaller portion entering the formal processing and distribution sector. Despite the challenges, smallholder producers are integral to the livestock



value chains, contributing to private sector-led supply chains by selling surplus production. Dairy production, dominated by small-scale mixed crop-livestock units, remains low in productivity, with smallholders producing the majority of the country's milk. The sector's growth has been driven by an increase in the number of animals rather than productivity improvements, highlighting the need for better management and integration into commercial value chains.

The primary gender gaps in livestock in Bangladesh are related to decision-making, social barriers, and access to economic activities. Women are primarily involved in home-based tasks such as feeding and milking cows, and raising small ruminants and backyard poultry. Their involvement in marketing is limited due to traditional norms restricting their mobility and decision-making roles, both within the home and in community-based organizations. Women also face challenges in business skills, access to inputs, services, technology, and are more vulnerable to climate disasters, heavy workloads, and time constraints. Although there have been improvements in gender equality, as reflected in Bangladesh's rise in the Global Gender Gap Index, gender discrimination remains a significant issue, contributing to under nutrition in the country.

Unlocking the growth potential of Bangladesh's livestock sector requires addressing several key challenges. These include poor animal husbandry practices, weak value chain organization, low access to insurance, and inadequate risk management. The sector also faces high disease incidence, low productivity, and significant climate change impacts. Additionally, the lack of modern infrastructure, such as slaughterhouses and processing plants, alongside weak regulatory enforcement, limits consumer demand for quality meat and dairy products. Furthermore, institutional weaknesses and insufficient coordination among service providers hinder effective livestock service delivery. Addressing these issues is crucial for improving productivity, reducing risks, and promoting sustainable development in the livestock sector.

The project aims to address the challenges hindering private sector investment in Bangladesh's livestock industry by leveraging insights from the LDDP's Agribusiness Matching Grant Manual. The LDDP project will strengthen the capacity of the DLS by investing in infrastructure, skills, and knowledge to improve veterinary services, thereby reducing disease outbreaks and food safety risks. The project will adopt the World Bank Group's Maximizing Finance for Development (MFD) approach to address barriers in livestock value chains. This includes supporting producer organizations (POs) and micro, small, and medium enterprises (MSMEs) through matching grants to enhance supply chain efficiency, quality, and infrastructure investments. The project will also focus on building sustainable and commercially viable livestock input supply chains, crowding in private investment, and promoting public-private partnerships. Additionally, it will enable private sector participation in service delivery, infrastructure development, and compliance with food safety standards, contributing to the long-term growth and sustainability of the livestock sector.



## 1.2. Result Frame of Livestock and Dairy Development Project (LDDP)

The LDDP RF PDO statement seeks to boost productivity, market access, and resilience for smallholder farmers and agro-entrepreneurs within selected livestock value chains in target areas. To realize this objective, the RF has set six specific indicators and its sub-indicators. The main indicators include: PDO Indicator-1, which tracks the number of farmers adopting improved agricultural technology (direct beneficiaries) (**HH survey**) and PDO Indicator-1.a, which focuses on female farmers adopting these technologies; PDO Indicator-2, which measures increased productivity of targeted species, including dairy cattle, beef fattening, small ruminant fattening, and Sonali poultry (**HH survey**); PDO Indicator-3, which assesses the increase in market access through incremental sales across all targeted value chains, with a specific emphasis on sales growth among female producers (**HH survey**); PDO Indicator-4, which monitors the adoption of practices to enhance resilience to selected risks (**HH survey**); PDO Indicator-5, which evaluates the implementation of food safety measures (**HH survey**); and PDO Indicator-6, which records the number of farmers benefiting from cash transfer schemes or marketing services to improve farm resilience during COVID-19, with a goal of 25% female beneficiaries (**Secondary data source CERC evaluation Report**).

The LDDP RF includes 18 Intermediate Result Indicators (IRIs), distributed across four components: 4 under Component A, 4 under Component B, 7 under Component C, and 3 under Component D.

Component A focuses on productivity improvement and is supported by the following IRIs: IR Indicator-1, which measures the facilitation and operational status of producer organizations; (**FGD with PGs using check list and Process Monitoring Report**) IR Indicator-1a, which tracks producer organizations led by females; IR Indicator-2, which assesses the number of farmers receiving business development skills training (**HH survey**); IR Indicator-2a, which specifically counts female farmers receiving this training; IR Indicator-3, which evaluates farmers' access to livestock CSA technologies and practices (**HH survey**); IR Indicator-3a, which focuses on female farmers' access to these technologies and practices; and IR Indicator-4, which monitors the reduction in GHG emissions per unit of milk produced per farmer in the project areas, with IR Indicator-4.a focusing on reductions achieved by female farmers. (**Secondary data source GHG computation Report**)

Component B centers on market linkages and value-chain development, supported by the following Intermediate Result Indicators (IRIs): IR Indicator-5, which tracks the establishment, financing, and operational status of public-private partnerships (PPs) and sub-projects (**KII desk review, Process Monitoring Report**); IR Indicator-6, which measures the renovation and climate-smart adaptation of slaughtering facilities, milk processing plants, and cooling facilities (**KII desk review, Process Monitoring Report**); IR Indicator-7, which assesses the establishment of systems and devices for renewable energy production and energy efficiency improvements (**KII desk review Process Monitoring Report**); and IR Indicator-8, which monitors the implementation of the School Milk Program in government primary schools, ensuring inclusion of both boys and girls (**Secondary data source SMP impact evaluation Report**).

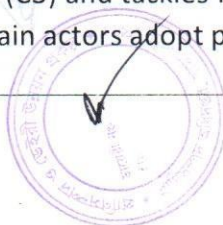


Component C is dedicated to improving risk management and climate resilience in livestock production systems, with progress measured by several Intermediate Result Indicators (IRIs). These include IR Indicator-9, which tracks the adoption of skills gained from training on animal health, food safety, nutrition, and new technologies by DLS and project staff (***KII with knowledge questions with selected DLS and project Staff***), and IR Indicator-9.a, which specifically measures skill adoption by female staff. IR Indicator-10 monitors government staff graduating from MSCs, PhDs, and certificate/diploma programs supported by the project (***Desk Review***), with IR Indicator-10.a focusing on female graduates. IR Indicator-11 counts the number of food and feed sample tests performed at laboratory facilities (***Desk Review***), while IR Indicator-12 records the number of stakeholders reached with food safety and nutrition information through various channels such as training, exhibitions, mobile apps, SMS, and video tools (***Desk Review and HH survey***). IR Indicator-13 tracks the number of dairy cattle included in the pilot animal identification and recording system (***Desk Review***). IR Indicator-14 assesses overall farmer satisfaction with emergency activities provided by the project (***CERC Evaluation Report***), with IR Indicator-14.a focusing on the satisfaction of female farmers. Finally, IR Indicator-15 monitors the number of farmers with access to animal health services, and IR Indicator-15.a specifically tracks access for female farmers. (***Desk Review and HH survey***),

Component D focuses on Management and Monitoring and Evaluation, with progress tracked through several Intermediate Result Indicators (IRIs). These include IR Indicator-16, which measures the satisfaction of targeted livestock producers with the livestock services provided by the project (***HH survey***), and IR Indicator-16.a, which specifically tracks satisfaction among female livestock producers. IR Indicator-17 assesses the proportion of overall project staff and implementers (LEOs, LFAs, and LSPs) who adopt skills related to the gender household approach following training (***KII with knowledge questions with selected project Staff***), with IR Indicator-17.a focusing on female staff and implementers. Additionally, IR Indicator-18 tracks the number of farmers reached with agricultural assets or services, and IR Indicator-18.a specifically measures the number of female farmers reached with these assets or services. (***Desk Review and HH survey***)

### 1.3.Theory of Change for Livestock and Dairy Development Project

The Theory of Change for the LDDP project is centered on enhancing productivity, market access, and resilience for smallholder farmers and agro-entrepreneurs within selected livestock value chains in target areas. This goal will be realized through a series of strategic interventions. Component A supports producer organizations (A1) and aims to improve production practices (A2), leading to the adoption of improved agricultural technologies (Indicator 1) and increased productivity (Indicator 2). Component B focuses on strengthening market linkages (B1) and developing infrastructure (B2), both of which contribute to enhanced market access. Additionally, Component B includes efforts to raise consumer awareness and improve nutrition (B3). Component C addresses risk management through the introduction of livestock insurance (C3) and tackles food safety and public health issues (C2), ensuring that farmers and value chain actors adopt practices that boost resilience to selected



risks (Indicator 4). Finally, C1 focuses on building institutional capacity to sustain these initiatives.

#### 1.4. Brief Description Different Components of LDDP

Component A of the LDDP project, titled *Productivity Improvement* aims to enhance on-farm productivity, efficiency, safety, and profitability through climate-smart livestock management and improved practices in animal health, nutrition, and breeding. The component is divided into two sub-components:

**Sub-component A1** focuses on strengthening and establishing Producer Organizations (POs) to support smallholder farmers. It emphasizes gender inclusion and climate resilience, offering training in production management, business planning, and risk mitigation. Key investments include mapping existing POs, mobilizing and training Livestock Service Providers (LSPs), and utilizing digital technologies for capacity building. The sub-component also includes a public education campaign to raise awareness about the benefits of improved practices, particularly among women.

**Sub-component A2** aims to sustainably increase productivity through improved climate-smart production practices. This includes better animal husbandry, reduced production costs, and enhanced quality, safety, and environmental sustainability of livestock products. Investments under A2 are aligned with LFFS and cover areas such as feed production, breed improvement, animal health, and housing management. The sub-component also supports demonstration equipment, breeding centers, and grants for PO's Sub-Projects, all aimed at promoting resilient and sustainable livestock production systems.

Component B of the LDDP project, *Market Linkages and Value-Chain Development*, aims to enhance producers' access to profitable markets, improve the quality and safety of livestock products, and reduce transaction costs across the value chains.

**Sub-component B1** focuses on strengthening market linkages by supporting Producer Organizations (POs) and Micro, Small, and Medium Enterprises (MSMEs). This is achieved through Productive Partnerships (PPs) with agribusiness buyers and direct marketing initiatives. Matching Grant Schemes (MGs) will finance value chain investments, facilitating access to financing and promoting climate-smart technologies and business development. The sub-component also emphasizes leveraging private investment and ICT for enhanced market access and resilience.

**Sub-component B2** is finance public and collective climate-resilient infrastructure to support livestock value chain development. This includes upgrading slaughter facilities, improving food safety, and installing renewable energy systems. An in-depth analysis of needs, feasibility studies, and prioritization of investments will guide infrastructure development, focusing on financial viability, gender considerations, and climate resilience.

**Sub-component B3** is dedicated to consumer awareness and nutrition. It will implement a comprehensive behavioral change communication and public education campaign to promote healthy diets, with a focus on pregnant and lactating mothers, young children, and public health workers. The campaign will highlight the importance of animal-source foods (ASF) and safe food practices, targeting rural schools and dairy enterprises to stimulate demand and improve nutrition outcomes.



Component C of the Livestock and Dairy Development Project focuses on enhancing risk management and climate resilience in livestock production systems. It aims to create a sustainable environment for the livestock sub-sector by strengthening institutional frameworks, addressing gender disparities in economic decision-making, and promoting effective risk management strategies.

**Sub-Component C1: Institutional Capacity Development and Knowledge Platform** is to bolster the capacities of public and private sector institutions, enhance academic and vocational training, and support climate change adaptation and mitigation. It will establish a Livestock Knowledge Platform to facilitate policy advisory services and innovation, and develop a national risk management plan for livestock, addressing climate, market, food safety, and public health risks. The sub-component will also focus on reducing greenhouse gas (GHG) emissions and establishing a network of private Livestock Service Providers (LSPs).

**Sub-Component C2: Food Safety and Public Health** aims to improve food safety and quality assurance in the livestock sector. It will enhance regulations, introduce traceability systems, and develop training programs for stakeholders across the supply chain, thereby ensuring safe food production and processing practices.

**Sub-Component C3: Livestock Insurance:** This sub-component is no longer part of the project.

**Sub-Component C4: Contingency Emergency Response** is designed to enable rapid mobilization of funds in response to eligible crises or emergencies caused by natural or man-made events.

Overall, Component C aims to create a robust, resilient, and sustainable livestock sector in Bangladesh, capable of withstanding climate and market risks while promoting gender equity and food safety.

Component D of the Livestock and Dairy Development Project, with IDA contributing focuses on establishing a robust Project Management Unit (PMU) at the Department of Livestock Services (DLS) headquarters, along with eight Project Implementation Units (PIUs) at the Divisional Livestock Offices. This component aims to set up strong fiduciary, governance, audit, accountability, communication, and monitoring and evaluation systems.

The PMU and PIUs will play a critical role in implementing Matching Grants (MGs) and Productive Partnerships (PPs), including managing competitive calls, contracting, and contract monitoring. Additionally, they will develop capacities within the DLS, focusing on demand-led approaches, market research, and public-private partnerships (PPPs), while also establishing a comprehensive database and information center to support project implementation and oversight.

### 1.5. Implementation Arrangement of LDDP

The DLS under the Ministry of Fisheries and Livestock (MoFL) is responsible for implementing the project. The Project Director (PD), appointed by MoFL, oversees the project with assistance from the Chief Technical Coordinator (CTC), Deputy Project Directors (DPDs-5), and various technical specialists within the Project Management Unit (PMU). At the field level, Project Implementation Units (PIUs) operate within divisions, where Divisional Directors, supported by District Livestock Officers (DLOs), Upazila Livestock Officers (ULO), Livestock Extension Officers, Livestock Field Assistants, and Livestock Service Providers (LSPs), are tasked with implementing and monitoring the project across 466 Upazilas in 61 districts throughout Bangladesh.

The Government of the People's Republic of Bangladesh has received a credit from the International Development Association (IDA) to support the cost of the LDDP. A portion of this credit will be allocated to procure consultancy services for the 'Final Impact Evaluation (including performance of the project)' including performance evaluation. In this context, the Project Management Unit (PMU) has decided to conduct a comprehensive final impact evaluation of the LDDP.

## 2. Objective of the Assignment

The LDDP end project final evaluation will systematically assess the project's intervention processes to ensure methodologies and procedures align with LDDP guidelines, the Project Implementation Manual, the Project Appraisal Document (PAD), and the Financing Agreement. The evaluation will document key aspects of project performance, support effective project management by providing performance feedback, and assess challenges encountered during implementation. It will evaluate progress toward achieving the Project Development Objective (PDO), Intermediate Result, project outputs and outcomes, implementation factors, and the sustainability of project activities. Additionally, the review will identify lessons learned and best practices for future projects. The study will assess the socio-economic impact on beneficiary households. The evaluation will analyse the relevance, effectiveness, efficiency, operational status, safeguard compliance, and capacity-building efforts of LDDP in strengthening animal health service delivery in targeted project districts.

The consultancy will assist PMU/DLS of MoFL with **specific objectives** for the assignment:

- i. To assess the project's outcomes and outputs through evaluating progress toward achieving the PDO, Intermediate Result, and providing performance feedback.
- ii. To assess and evaluate the relevance, effectiveness, efficiency, and sustainability of LDDP's various activities, analyzing the operational status of the project and ensuring safeguard compliance in all activities.
- iii. To assess the socio-economic impact on beneficiary households;
- iv. **Gender and Social Inclusion:** Evaluate the project's impact on gender equality and social inclusion.
- v. To assess the satisfaction levels and feedback of beneficiaries regarding the project and services provided
- vi. To identify and document intended outcomes, unintended outcomes, best practices, lessons learned as well as challenges experienced during project implementation.
- vii. To evaluate the performance of implementing agencies to identify strengths and areas for improvement.
- viii. To identify good practices and lessons learned, disseminating these and providing recommendations for enhancing project outcomes and service delivery.
- ix. To assess the relevance and sustainability of project outcomes.
- x. To establish a clear framework for institutionalizing best practices within the project, ensuring their adoption and sustainability beyond the project's lifespan.
- xi. To develop comprehensive recommendations and strategic directions for the project's exit strategy, including the planning and implementation of the second phase of the LDDP.



### 3. Scope of Work

#### 3.1. Tasks

The Consultant will undertake, inter alia, the followings in order to achieve the specific as well as the overall objectives of the assignment:

- i. Develop an inception report to outline the approach, methodology, project plan and other relevant information.
- ii. Design appropriate data collection tools to ensure alignment with project objectives before data collection begins.
- iii. Conduct a desk review to understand the project's context and current status.
- iv. Execute initial interviews to establish and gather initial feedback from beneficiaries.
- v. Monitor and track progress against targets after initial data collection to measure progress according to the LDDP Result Framework.
- vi. Conduct sample Household (HH) surveys, FGDs, and KIIs to identify the relevant indicators and determine their appropriate application.
- vii. Prepare and submit interim reports timely as required, incorporating progress updates and preliminary findings and incorporating appropriate deliverables.
- viii. Perform beneficiary interviews/HH survey to gather feedback on project services.
- ix. Analyze preliminary data to evaluate the relevance, effectiveness, efficiency, and sustainability, and overall impact of the project.
- x. Analyze survey data and compare it with the baseline to assess both performance and project impact.
- xi. Hold an inception workshop to approved inception report by the client and the bank team.
- xii. Hold a validation workshop to validate findings, summarize discussions, gather stakeholder feedback, and outline next steps.
- xiii. Prepare a draft finding report documenting key findings, evaluating challenges, performance, capacity-building efforts, and good practices.
- xiv. Share the draft findings report for feedback to incorporate stakeholder input and make necessary revisions.
- xv. Refine the draft report by addressing additional issues based on feedback to finalize the findings.
- xvi. Compile all findings, assessments, and recommendations into a final comprehensive report, integrating all previous work.
- xvii. Prepare and deliver a presentation summarizing key findings and recommendations to stakeholders.
- xviii. Disseminate the finalized report to stakeholders and key donors.



- xix. Arrange and conduct follow-up meetings to discuss findings, recommendations, and next steps.
- xx. Analyze survey data and compare it with the baseline.
- xxi. Develop case studies for examples such as Producer Groups (PG), farmers, matching grants, etc.
- xxii. Prepare a draft Project Completion Report (PCR) according to IMED-04 format.
- xxiii. Develop a comprehensive project exit strategy document for the LDDP, detailing the steps and processes required for a smooth and effective transition.
- xxiv. Draft a concept note for the second phase of the LDDP, outlining key objectives, strategic approaches, and anticipated outcomes.

### **3.2. Expected Deliverables/Output**

- i. The inception workshop/report, including a detailed approach, methodology, work plan, project milestones, timeline, and initial data collection tools, has been completed and submitted.
- ii. The data collection plan, detailing the documentation of proposed FGDs, KIs, and other methods with agreement from the PMU/Bank team, has been finalized and approved.
- iii. The methodology and risk assessment report, clarifying specific approaches and techniques used, identifying potential risks, and proposing mitigation strategies, has been prepared and reviewed.
- iv. The implementing partners engagement plan, outlining the strategy for engaging stakeholders and incorporating their feedback, has been developed and implemented.
- v. The interim midterm review report, including progress assessment, preliminary findings, key performance indicators, preliminary recommendations, and annexures with supporting data, has been completed and delivered.
- vi. The national-level validation workshop report, summarizing the conduct and outcomes of the workshop, including discussions, stakeholder feedback, and next steps, has been compiled and distributed.
- vii. The draft report, presenting summarized key findings, recommendations, and next steps for stakeholder engagement, has been prepared and delivered.
- viii. The action plan report, outlining steps for implementation based on final recommendations, has been formulated and issued.
- ix. The quality assurance and feedback report, ensuring the review process and deliverables meet accuracy and reliability standards and providing a mechanism for addressing stakeholder feedback, has been completed and submitted.
- x. The data submission, including all data and reports in both hard and soft copies, organized, labelled, and including both raw and processed data, has been finalized and handed over.
- xi. The final comprehensive report, integrating findings, assessments, and recommendations, including all necessary annexures, executive summaries, and actionable recommendations, draft PCR (According to IMED-04 format), exit strategies and concept notes for second phase of LDDP has been prepared and presented.



### 3.3. Suggested Approach and Methodology for 'Final impact evaluation'

#### 3.3.1. Approach

The approach for conducting the 'Final Impact Evaluation (including performance of the project)' of the LDPP under DLS involves a structured, multi-step process designed to ensure comprehensive evaluation and effective engagement with stakeholders. This approach combines a detailed examination of primary and secondary sources, rigorous field HH data collection, and robust analysis to assess the project's progress, effectiveness, and areas for improvement. Regular stakeholder engagement and feedback mechanisms are integrated throughout the process to ensure alignment with project objectives and timely delivery of high-quality outputs.

#### 3.3.2. Methodology

The methodology for the 'Final Impact Evaluation (including performance of the project)' integrates both quantitative and qualitative approaches to provide a comprehensive evaluation of the project. These will be based on the detailed Project Development Objective (PDO), intermediate result indicators, and activities under the sub-components. The goal is to assess how well the project components and activities have achieved their intended result and objectives.

The following methodology outlines the key steps and processes involved:

##### 3.3.2.1. Inception Report Development

- i. **Detailed Methodology of Work:** The Consultant will establish a clear and detailed sampling frame for HH survey, including criteria for selecting participants to ensure representativeness. The Consultant will also develop appropriate data collection tools, such as surveys, questionnaires, and observation checklists, tailored to the specific objectives of the assessment. The methodology should outline how these tools will be applied for gathering relevant data from various stakeholders.
- ii. **Detailed Plan Design:** The assessment design will include clear objectives and key performance indicators (KPIs). The methods for conducting the assessment, such as individual interviews, focus group discussions (FGDs), and key informant interviews (KIIs), will be described. The Consultant will detail the steps involved in each method, ensuring alignment with assessment goals and feasibility within the project's context.
- iii. **Assessment Methodology for Household Survey:** The Consultant will provide a detailed explanation of the sampling methods used to select districts and facilities, ensuring that the sample is representative of the project's geographical and operational scope. The development and structure of the questionnaires, including the pre-testing processes conducted at the field level, will be thoroughly documented. Any challenges encountered during pre-testing will be addressed, with the solutions implemented to maintain both methodological rigor and practical applicability. A robust sampling framework will be created to identify Producer Groups (PGs) and PG members to be included in the study. This framework will also determine the sample size for all other activities. The estimated sample size will

include at least 2,800 (+ -) PG members across Bangladesh. A multi-stage, stratified, and statistically justified sampling method will be employed, selecting Upazilas and PGs based on proximity and geographical considerations across 466 Upazilas in 61 districts. The Consultant will adhere to the sampling methodology used in the project's baseline study to ensure consistency and comparability.

### 3.3.2.2. Draft Progress Report Submission

- i. **Assessment Methodology Outline:** The Consultant will prepare a comprehensive draft progress report. This report will include the assessment methodology, a sampling list, and the questionnaires used. It will also document any challenges encountered during pre-testing in the field and the solutions implemented to address these challenges. This draft will form the basis for feedback and further refinement of the assessment approach. While developing the household questionnaires, the Consultant will review the project baseline data and select key questions from the baseline for comparison purposes.

### 3.3.2.3. Field Investigation and Data Collection

- i. **Data Collection Execution:** The data collection plan will be implemented, involving the collection of data from selected districts and facilities. Data entry, screening, editing, and analysis will be conducted to ensure quality and reliability. Systematic and thorough data collection will capture a comprehensive picture of the project's status.
- ii. **FGD and KII Conduct:** The Consultant will organize and conduct focus group discussions (FGDs) and key informant interviews (KIIs) to gather qualitative insights. FGDs will encourage active participation and capture diverse perspectives. KIIs will target key stakeholders and experts to gather in-depth information.
- iii. **Case Studies:** A sufficient number of case studies, encompassing both successful and unsuccessful examples, should be prepared across different components, focusing on various issues, individuals, or thematic areas. These case studies will be used to disseminate initial lessons to all stakeholders.

### 3.3.2.4. Interim Report Preparation

- i. **Draft Interim Report Creation:** A draft interim report will be prepared by the Consultant, including a detailed dataset, analysis of findings, and focus on environmental and social safeguard compliance issues. The report will present preliminary results and insights into the project's progress and challenges.
- ii. **Draft Report Submission:** The draft interim report will be presented at a workshop for feedback from PMU, DLS, and the World Bank. The feedback will guide the refinement of the report, ensuring accuracy and completeness.
- iii. **Draft PCR submission:** Draft project Completion Report (PCR) will be submitted according to IMED-04 format to the PMU including exit strategies and concept notes for the second phase.
- iv. **Database System Development:** A database system will be developed to manage data related to 'Final impact evaluation'. Upon completion of the final impact evaluation at the end of the project, the consulting firm is required to hand over the



database (including GIS, MS Access, and SPSS files) to the client (PMU, LDDP), along with all corresponding reports.

#### **3.3.2.5. National Validation Workshop Hosting**

- i. **Workshop Facilitation:** A national-level validation workshop will be hosted to present initial findings and lessons learned. A summary report of discussions, feedback, and next steps will be prepared and distributed. This workshop will play a crucial role in engaging stakeholders and validating interim report findings.

#### **3.3.2.6. Final Report Preparation and Submission**

- i. **Final Report Finalization:** All findings, assessments, and recommendations will be integrated into a comprehensive final report. Necessary annexures, executive summaries, and actionable recommendations will be included.
- ii. **Final Report Submission:** The Consultant will provide one original and two copies of the final report in both hard and soft formats, ensuring accessibility and compliance with all specified requirements.

#### **3.3.2.7. Timely Submission of Required Reports (Throughout the Assignment)**

- i. **Report Preparation and Submission:** All required reports and deliverables will be prepared and submitted according to the agreed schedule. Accuracy, completeness, and timeliness will be ensured.

#### **3.3.2.8. Case Studies Development (Throughout the Assignment)**

- i. **Case Study Preparation:** The Consultant will develop case studies covering both successful and unsuccessful examples. These case studies will offer insights into various issues, individuals, or thematic areas and will help disseminate initial lessons to stakeholders.

#### **3.3.2.9. Sampling Framework Development**

- i. **Sampling Framework Creation:** A comprehensive sampling framework will be designed to identify the districts, upazila, PGs and PG member included in the assessment. This framework will ensure thorough coverage and accurate representation of all relevant activities.

#### **3.3.2.10. Data Analysis Using Quantitative and Qualitative Methods**

- i. **Data Analysis Techniques:** The Consultant will use both quantitative and qualitative techniques for analyzing the collected data. This approach will provide a comprehensive understanding of the project's performance through both objective measurements and subjective insights.

#### **3.3.2.11. Regular Stakeholder Engagement**

- i. **Stakeholder Communication:** Continuous engagement with PMU, PIU, the World Bank will be maintained throughout the evaluation. This engagement will facilitate alignment with project objectives and the incorporation of IPs feedback into the assessment process.



### 3.3.2.12. Secondary Sources Analysis

- Project Appraisal Documents/financing agreement etc. PIM/Grant Manual/M&E manual
- PMU semi-annual report project quarterly RF report
- Relevant implementing entities' reports or record or files if any
- WB mission reports
- Baseline Report
- CERC Evaluation Report
- Annual Work Plan (AWP)
- Cost Table
- RDPP
- GHG computation report
- SMP impact evaluation report
- Process monitoring and periodic beneficiaries report

This methodology is designed to ensure a systematic and thorough evaluation of the LDDP, fostering a clear understanding of project performance and providing actionable recommendations for improvement.

### 3.4. Time frame for the assignment

The 'Final Impact Evaluation (including performance of the project)' will be conducted and completed within a period spanning over 18 weeks period.

### 3.5. Language

- a. **Reports and Deliverables:** All reports, deliverables, including annexures, supporting documents, and lists of individuals interviewed through KIIs and FGDs, shall be submitted in English.
- b. **Field Study Materials:** All questionnaires, forms, and checklists used for field studies, surveys, investigations, and KIIs/FGDs will be translated into the local language (e.g., Bengali) where necessary, to ensure clarity and inclusivity in data collection.
- c. **Training Materials:** Training materials, including modules and resources used during capacity-building sessions, will be developed and delivered in Bengali to facilitate local understanding and engagement.



### 3.6. Expected Timeline for Implementation

| Sl. No. | Activity/Tasks                                                                                                                                  | Timeline                               | Comments                                                                            |
|---------|-------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------|-------------------------------------------------------------------------------------|
| 1       | <b>Develop inception report</b> , approach, methodology, etc.                                                                                   | Within 1 week of signing of Contract   | Includes proposed work plan & methodology                                           |
| 2       | <b>Hold Inception Workshop</b> to get approval for inception report                                                                             | Within 2 weeks of signing of Contract  | Ensure approval by the client and bank team                                         |
| 3       | <i>Design data collection tools</i>                                                                                                             | Within 3 weeks of signing of Contract  | Tools must align with project objectives                                            |
| 4       | Conduct <b>desk review</b> and initial interviews                                                                                               | Within 4 weeks of signing of Contract  | Review project documents and current status                                         |
| 5       | <b>Perform initial data collection (HH Surveys, FGDs, KIIs)</b>                                                                                 | Within 7 weeks of signing of Contract  | Includes feedback from beneficiaries (Task viii)                                    |
| 6       | Monitor & track <b>progress against targets</b> using data                                                                                      | Within 10 weeks of signing of Contract | Compare data with LDDP Results Framework                                            |
| 7       | <b>Analyze survey data</b> , compare with baseline & project impact                                                                             | Within 10 weeks of signing of Contract | Includes performance and project impact assessment (Tasks ix, x)                    |
| 8       | <b>Submit interim report</b> with progress updates                                                                                              | Within 10 weeks of signing of Contract | Incorporate preliminary findings                                                    |
| 9       | Hold <b>validation workshop</b> for stakeholder feedback                                                                                        | Within 11 weeks of signing of Contract | Gather feedback on initial findings                                                 |
| 10      | <b>Prepare draft report</b> , including findings & recommendations                                                                              | Within 12 weeks of signing of Contract | Integrate stakeholder feedback and revisions                                        |
| 11      | <i>Share draft report for stakeholder feedback</i>                                                                                              | Within 13 weeks of signing of Contract | Make necessary adjustments based on feedback                                        |
| 12      | Finalize the <b>comprehensive report</b> , include annexures                                                                                    | Within 14 weeks of signing of Contract | Consolidate all data and analyses                                                   |
| 13      | <b>Deliver presentation</b> summarizing key findings                                                                                            | Within 15 weeks of signing of Contract | Present findings and recommendations to stakeholders                                |
| 14      | <b>Disseminate final report</b> to stakeholders                                                                                                 | Within 15 weeks of signing of Contract | Final report, data, and annexures in hard & soft copies                             |
| 15      | <b>Develop case studies</b> for examples such as Producer Groups, farmers, matching grants, etc.                                                | Within 15 weeks of signing of Contract | Include detailed case study examples (Task xxi)                                     |
| 16      | <b>Develop PCR</b> : Prepare draft PCR according to IMED-04 format including project exit strategies and second phase concept note of the LDDP. | Within 15 weeks of signing of Contract | Draft PCR according to IMED-04 format.                                              |
| 17      | <b>Evaluation of final report</b> : PMU will form a technical committee to evaluate the final report and PCR.                                   | Within 16 weeks of signing of Contract | Evaluation committee will evaluate the final report and PCR and will make comments. |
| 18      | <b>Final stakeholders' workshop on final report</b> : final stakeholders' workshop to evaluate and approve the report.                          | Within 17 weeks of signing of Contract | Evaluation committee will present their findings                                    |
| 19      | <b>Final submission of report</b> : Submission of final report on the basis of stakeholder consultation workshop                                | Within 18 weeks of signing of Contract | Submission of final report                                                          |

### 3.7. Requirements of Key Personnel

**Consulting Staff and input:** To effectively carry out 'Final Impact Evaluation (including performance of the project)' for LDDP, a full team of the following technical and support staff will be required. This team will include, but is not limited to, the following roles:

| Sl. No.              | Position                          | Input (Person-MM) | Educational Qualification and Experiences                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Brief role and responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
|----------------------|-----------------------------------|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Key Positions</b> |                                   |                   |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                |
| 01                   | Team Leader-01                    | 4.5               | Masters in Economics/Agriculture/economics/Sociology/ Social-welfare/Development Studies/ MBA or any other relevant field in Social Sciences. At least 15 years of practical experiences in designing and leading in Monitoring and Evaluation particularly socio-economic and household surveys. Experienced in conducting monitoring in producer group and organization development. Experience in process monitoring and evaluation of critical infrastructure and business development in livestock sector | <p>Under the overall supervision of the PMU, the team leader will work in collaboration with the whole team. The duties include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• The Team leader will work closely with the PMU and his team and will responsible for overall supervision &amp; coordination of the 3 assignments.</li> <li>• Coordinate and collaborate in consultation with PMU to DLS and related stakeholders</li> <li>• Finalize the agreed methodology, Plan &amp; Design of the periodic beneficiaries' assessment and process monitoring methods in consultation with PMU considering methodology and scope of the assignment</li> <li>• Supervise the three assignments within the time frame</li> <li>• Liaison with field coordinators in fieldwork preparation &amp; process monitoring implementation</li> <li>• Organize &amp; supervise training of the Enumerator and Data analysis &amp; survey coordinators</li> <li>• Finalize the survey tools &amp; techniques after pre-testing</li> <li>• Oversee the data collection &amp; quality control process</li> <li>• Prepare &amp; compile draft report with findings from inputs of other experts.</li> <li>• Organize inception &amp; validation workshops.</li> <li>• Finalize report based on survey data, feedback and inputs from PMU and comments from validation workshop</li> </ul> |
| 02                   | Monitoring & Evaluation Expert-01 | 4.5               | Master's degree in Social Sciences/Development studies/Economics/Statistics and/or other related fields. At least 10 years of relevant experience in monitoring and evaluation, development project planning and management. Experience in monitoring and evaluation activities in public sector donor assisted development projects is preferred. Experience in monitoring and evaluation activities of World Bank funded                                                                                     | <p>Under the overall supervision of the team leader, the expert will work in collaboration with the whole team. The duties include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>• Planning and implementation of process monitoring and periodic beneficiaries' assessment activities</li> <li>• To design monitoring and evaluation strategies which ensure data qualities and reliabilities</li> <li>• Assist to develop set of key indicators in line with the LDDP result/log frame and activates along with other expert including assessment tools</li> <li>• Coordinate with all assessment team members to ensure timely periodic field data collection, consistency checking and analysis</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               |

| Sl. No. | Position                             | Input (Person-MM) | Educational Qualification and Experiences                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      | Brief role and responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  |
|---------|--------------------------------------|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 03      | Livestock Development Specialist (1) | 4.5               | <p>investment projects is also preferred.</p> <p>Demonstrable quantitative and qualitative analytical report writing skills, experience in reviewing evaluation studies/assessments and ability to organize and train project staffs on monitoring and evaluation.</p> <p>Advance degree on DVM, Animal Husbandry (AH). A minimum of 10 years practical experience in the field of animal health. Proven experience in carrying out evaluation, assessments on livestock diseases addressing dairy cattle health including productive &amp; reproductive diseases and metabolic diseases. Experience in review and evaluation of policies related to animal health for maintaining healthy stock and establishment of disease-free environment. Experience's animal and poultry health, nutrition etc. Experience in process monitoring and evaluation of animal health as well as animal reproductive health. Progressive experience in Animal Husbandry with preferably of experience in developing countries in design and management of improved animal husbandry practices. Demonstrated knowledge and understanding of agriculture/dairy /livestock related sectors in Bangladesh or in the countries of the region.</p> | <ul style="list-style-type: none"> <li>Assist to prepare all draft reports included identifying and delaminating good practices, lessons learned and knowledge as part of the process monitoring</li> <li>Assist to prepare reports suggesting strategies to the project management for improving effectiveness and efficiency of the project</li> <li>Assist to organize coordinate several validation workshops at division and high level</li> <li>Assist to finalize report based on survey data, feedback and inputs from PMU and comments from validation workshop</li> <li>Any other job assigned by team leader</li> </ul> <p>Under the overall supervision of the team leader, the expert will work in collaboration with the whole team. The duties include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>To identify set of indicators in line with the LDDP result frame and accordingly develop its assessment tools</li> <li>To monitor the process of developing policies, animal legislations or strategies, extension manual, FFS training manual and curriculum etc. developed by the project are in place timely and comments and suggestion for improvement</li> <li>Assess the process of improvement of different veterinary reference laboratories supported by project and its result</li> <li>Monitor the process in the area of animal health and disease control including deworming and vaccination doing by the project and its effectiveness and efficiency</li> <li>To assess the food safety practices learned by the farmers and different stakeholders through FFS and other means</li> <li>To assess in the area of animal reproductive health/disease diagnostic technologies and its practices and process</li> <li>Assess the process, effectiveness of feed, fodder production initiative of the project and provide suggestion for further improvement</li> <li>Assess the project activities related to good farming/livestock/industries practices that relate to the development and utilization of feed resources for ruminant, efficient animal nutrition, feed safety</li> <li>Assess the all-CSA activities process, its awareness level by the farmers</li> </ul> <p>Assist to finalize report based on feedback and inputs from PMU and comments from validation workshop</p> |
| 04      | Engineering Expert-01                | 4.5               | <p>Advance University degree in BSC Civil/Mechanical Engineering. At least 10 years of experiences in in the design and</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | <p>Under the overall supervision of the team leader, the expert will work in collaboration with the whole team. The duties include, but are not necessarily limited to:</p>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |

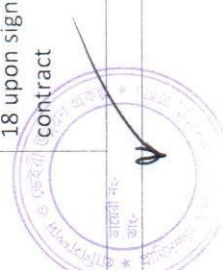
Terms of Reference (TOR): Consultancy Services for Final Impact Evaluation of LDDP

| Sl. No. | Position                             | Input (Person-MM) | Educational Qualification and Experiences                                                                                                                                                                                                            | Brief role and responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                      |
|---------|--------------------------------------|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|         |                                      |                   | development of civil structure related to livestock sector. Experience in monitoring of process of civil structures                                                                                                                                  | <ul style="list-style-type: none"> <li>To monitor the process of LDDP civil infrastructures renovation, refurbishing, design and supervision; slaughterhouses (metro, districts), wet market climate resilient cow shed, biogas system, deep tube well etc.</li> <li>Assess the slater house management regarding instalment, operations and maintenance of the modern equipment</li> <li>Check the quality of different machineries/equipment procured under LDDP and beneficiaries</li> <li>Assist to produce report including feedback related to all civil engineering interventions of LDDP</li> <li>To monitor build, ongoing construction work through site visit make recommendation and feedback and include into report</li> <li>Assist in conducting training to enumerators related to civil engineering data collection</li> </ul>                                                                                                                                                                                                                                                                      |
| 05      | ICT/MIS Expert-01                    | 4.5               | Advance University degree in Electronics Engineering/ICT/CSE/MIS. At least 10 years of experiences in data management preferably in different sectors. Experience in online data collection system. Experience in process monitoring and evaluation  | <p>Under the overall supervision of the team leader, the expert will work in collaboration with the whole team. The duties include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>Develop data management strategies/system in which relevant data information are gathered consistently and continuously</li> <li>Integrated different data collection tools/format into the system for the assignments through discussions with other experts of the team</li> <li>To build capacity of the data entry operators, enumerators on the developed data base/forms/tools so that they could easy access into the system</li> <li>Assist team leader to develop method, plan, and design of study considering methodology and scope of the assignment.</li> <li>Develop &amp; design ICT tools/system for data &amp; information collection under the assignment.</li> <li>Manage and analyse data &amp; information for results and reporting.</li> <li>Prepare necessary communication tools under the assignment.</li> <li>Assist in conducting training for the survey.</li> </ul> |
| 06      | Agribusiness & value chain expert-01 | 4.5               | Master degree in Agricultural Economics/Economics or other relevant field that provides the necessary analytical and technical skills especially in agro-enterprise development. Practical experience and demonstrated knowledge and experience with | <p>Under the overall supervision of the team leader, the expert will work in collaboration with the whole team. The duties include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>Assess the process of agribusiness related activities under LDDP result frame to achieve the project development objectives and intermediate result</li> <li>Assess the competitiveness and sustainability of livestock value chains, business and producer group development and their integration into markets</li> </ul>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                       |

| Sl. No.                             | Position                                                             | Input (Person-MM) | Educational Qualification and Experiences                                                                                                                                                                                                                                                                                                                                       | Brief role and responsibilities                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
|-------------------------------------|----------------------------------------------------------------------|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
|                                     |                                                                      |                   | small-medium scale farming technology and management practices and in agribusiness and value chain development. Strong understanding of private sector-led approaches to livestock market systems development and/or experience in private sector development in agribusiness sectors. Experience in process monitoring and evaluation of agribusiness intervention of project. | <ul style="list-style-type: none"> <li>Assesses the private sector development through productivity and innovation fund</li> <li>Assesses the business modalities of different livestock value chains</li> <li>Assesses the sub projects/productive partnership process and practices under LDDP including entrepreneurship, value chain finance, business support services etc.</li> <li>Conducting training for the survey enumerators on environmental and social issue assessment</li> <li>Assist to draft report on environment and social safeguard issues</li> <li>Any other activities related to agribusiness and value chain development under the assignment assign by team leader</li> </ul>                                                                                                   |
| <b>Non-Key Expert/ Other Staffs</b> |                                                                      |                   |                                                                                                                                                                                                                                                                                                                                                                                 |                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                            |
| 07                                  | Study coordinator / Survey supervisors/ quality controller - 02 nos. | 4                 | Post graduate in Social Science/Political Science. At least 10 years of experience in large scale socio-economic and infrastructure related quantitative and qualitative studies                                                                                                                                                                                                | <p>Under the overall supervision of the Monitoring and Evaluation Specialist, the coordinators will work in collaboration with the whole team. The duties include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>Supervise the filed survey operation.</li> <li>Supervise and guide the enumerators on the ground to conduct the survey.</li> <li>Check the consistency and data accuracy at field level.</li> <li>Ensure timely data collection at field level.</li> <li>Keep liaison between the team leader, co-team leader and enumerators and DLS filed officials</li> <li>Analyze data &amp; prepare cross table, chart, graphs etc.</li> <li>To assist report writing. Carry out any other instruction of team leader/Expert related to the assignment.</li> </ul> |
| 08                                  | Data operator- 02 nos.                                               | 6                 | Diploma/bachelor's degree in relevant area. At least 3 years' experience in data entry/data processing                                                                                                                                                                                                                                                                          | <p>Under the overall supervision of the ICT/MIS Expert, the data entry operators will work in collaboration with the whole team. The duties include, but are not necessarily limited to:</p> <ul style="list-style-type: none"> <li>Participate in the training for clear understanding of the survey tools, techniques &amp; methods</li> <li>Regular enter the collected survey data into computer</li> <li>Any other job assigned by ICT expert other team members</li> </ul>                                                                                                                                                                                                                                                                                                                           |
| 09                                  | Surveyors/ Enumerator s-20 nos.                                      | 30                | Post graduate in social science/Animal Husbandry etc. At least 2 years of experience in large scale socio-economic/ engineering surveys                                                                                                                                                                                                                                         | <ul style="list-style-type: none"> <li>Participate in the training for clear understanding of the survey tools, techniques &amp; methods and interviews, survey participants etc.</li> <li>Responsible for data collection by selected tools and techniques from the respondents.</li> <li>Responsible for conducting surveys, KII, FGD, HH survey etc.</li> <li>Responsible data entry in the computer/kobo-tools box etc.</li> </ul>                                                                                                                                                                                                                                                                                                                                                                     |

## 4. Reporting Requirement

| Sl. No. | Name of Report             | Expected Contents of the Reports                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | When to Submit                                 | No. of Copies & Format of Report                                            | Recipients of Reports          | Comments                                                     |
|---------|----------------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------|-----------------------------------------------------------------------------|--------------------------------|--------------------------------------------------------------|
| 1       | Inception Report           | Detailed approach, methodology, work plan, project milestones, timeline, initial data collection tools, and documentation of HH survey, FGDs, KIs, and other methods. Specific approaches and techniques used, identification of potential risks, and proposed mitigation strategies.                                                                                                                                                                                                                     | By the end of week 1 upon signing of contract  | Hard copies (1 original & 2 copies) and Soft Copies (pdf & Word)            | PMU of DLS, Project, Bank Team | Initial plan and methodology overview.                       |
| 2       | Initial Progress Report    | Progress assessment, preliminary findings, key performance indicators, preliminary recommendations, and annexures with supporting data.                                                                                                                                                                                                                                                                                                                                                                   | By the end of week 7 upon signing of contract  | Hard copies (1 original & 2 copies) and Soft Copies (pdf & Word)            | PMU of DLS, Project, Bank Team | Early update on methodology and performance.                 |
| 3       | Draft Findings Report      | The report will track progress against targets, assess relevance, effectiveness, and efficiency, and include initial beneficiary satisfaction feedback. It will present progress assessments, preliminary findings, key performance indicators, challenges and solutions, areas for improvement, and a draft of good practices and lessons learned. Additionally, it will integrate findings from earlier reports, provide refined recommendations, and include stakeholder feedback and supporting data. | By the end of week 12 upon signing of contract | Hard copies (1 original & 2 copies) and Soft Copies (pdf & Word)            | PMU of DLS, Project, Bank Team | Draft findings for review and feedback.                      |
| 4       | Revised Draft Report       | Revised Draft Findings Report, updated sections based on feedback from Draft Findings Report. Comprehensive final report including executive summaries, final recommendations, quality assurance, feedback incorporation, and actionable steps for implementation.                                                                                                                                                                                                                                        | By the end of week 16 upon signing of contract | Hard copies (1 original & 2 copies) and Soft Copies (pdf & Word)            | PMU of DLS, Project, Bank Team | Updated draft incorporating feedback.                        |
| 5       | Final Comprehensive Report | The final will include sections on Executive Summary, Alignment Report, Progress Tracking, Assessment, Beneficiary Satisfaction, Areas for Improvement, Implementing Agencies Performance, Capacity-Building Evaluation, Case studies, Good Practices, Challenges, Lessons Learned, Recommendations, etc. Annexures.                                                                                                                                                                                      | By the end of week 18 upon signing of contract | Hard copies (Final in Book Binding – 3 copies) and Soft Copies (pdf & Word) | PMU of DLS, Project, Bank Team | Complete final report with all findings and recommendations. |
| 6.      | PCR                        | Draft Project Completion Report (PCR)<br>Exit strategy report<br>Concept notes on LDDP second phase                                                                                                                                                                                                                                                                                                                                                                                                       | By the end of week 18 upon signing of contract | Hard copy and soft copy (pdf and word)                                      | PMU of LDDP                    | According to IMED-04 format                                  |



## **5. Data, Local Services, Personnel, and Facilities to be provided by the Client**

The PMU will provide relevant documents for conducting 'Final Impact Evaluation (including performance of the project)' as well as necessary other approvals, if necessary. Authorizations for conducting the assignment is made available on timely basis. The PMU will also provide feedback, where required, on assessment aspects and will organize the said workshops.

## **6. Institutional Arrangements (Coordination, Supervision, and Reporting)**

6.1. The management of the 'Final Impact Evaluation (including performance of the project)' will be a coordinated effort between the Project Management Unit (PMU), the Department of Livestock Services (DLS), and the contracted consultant. The consultant or consulting firm will operate in close collaboration with the PMU, adhering to the established Terms of Reference (ToR) and contract agreement between the LDDP-PMU and the consulting entity.

### **6.2. Coordination and Oversight:**

The PMU will take primary responsibility for coordinating the evaluation process, ensuring all tasks are executed in alignment with the consultant's activity schedule. This includes developing a visit plan to guide fieldwork and supervision. The DLS, supported by Project Implementation Units (PIUs), will supervise and monitor consultant activities at both the central and field levels, guaranteeing adherence to quality standards and project objectives. Regular coordination will also be maintained with the World Bank and other relevant stakeholders to ensure consistency in objectives and effective oversight.

### **6.3. Consultant's Role and Reporting:**

The consultant will maintain a regular line of communication with the PMU and will be required to follow the approved schedule of activities. The consultant will provide comprehensive reports, including interim updates, final deliverables, and performance assessments, to the Project Director (PD), PMU, ensuring they meet the agreed deadlines. All reporting shall align with the ToR and any additional requirements communicated by the PMU.

### **6.4. Support and Documentation:**

Throughout the evaluation process, the PMU will provide the consultant with all necessary documentation and facilitate any approvals needed for smooth implementation. Timely authorizations will be ensured, and the PMU will play a leading role in organizing workshops and validation meetings, offering continuous feedback to the consultant. The PMU will also support logistical needs, including coordinating field visits and supplying relevant project data for impact analysis.

### **6.5. Collaboration and Compliance:**

The consultant or consulting firm is expected to work collaboratively with all key stakeholders, including PMU focal points, DLS, and the World Bank, ensuring regular updates and clear communication throughout the assignment. All deliverables, including reports, will be prepared in strict accordance with the ToR, ensuring that both performance and project impact are thoroughly assessed. Any further documentation requests from the PMU will be promptly addressed, and adjustments will be made as needed based on stakeholder feedback.

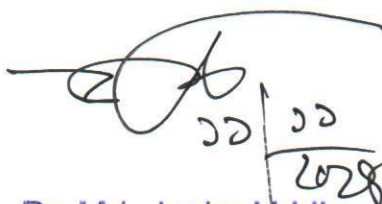
## 7. Selection Criteria for the Consulting Firm

7.1. **Expertise Requirements:** The expertise of the firm necessary to provide the required services will include:

- Minimum 10 years of progressive experience in the in the field of monitoring and evaluation work in donor funded project/program preferably in agriculture/livestock sub-sector and/or local governance sector. Experiences in process monitoring, and beneficiaries' periodic assessment are vital requirement.
- Specific experience: At least 3 impact evaluations for an investment project funded by international donor;
- The firm should have in-house capacity of doing monitoring and evaluation of survey/beneficiary's impact. Preference will be given to the organization equipped with manpower and logistics to carry out the tasks in the livestock sector and have experience of carrying out process monitoring studies and project impact assessment and mitigation.
- Extensive experience in large-scale household survey, process monitoring, individual survey, beneficiary's satisfaction survey, FGD, KII, case studies etc.
- Experience in organizing workshop/briefing/validation and conducting case studies.
- The proposed manpower must have necessary qualification and experience in the relevant field.

7.2. **Other requirements**

- Organizational and Legal: The firm must have valid legal documents such as trade license, certificate of incorporation (where applicable), tax identification number, VAT registration certificate etc.
- Financial Capacity: Audit reports done by the reputed audit firms for last 3 years have to be submitted along with the EOI showing the annual turnover.

  
Dr. Md. Jasim Uddin  
Project Director (Add. Charge)  
Livestock and Dairy Development Project (1<sup>st</sup> Revised)  
Department of Livestock Services (DLS)