

TERMS OF REFERENCE (TOR)

FOR

Short –Term Financial Expert for the Preparation of Project Completion Report (PCR)

Service Package: SD/PMU/IC/STC-06

Assignment Title:	Short Term Financial Expert for the preparation of Project Completion Report (PCR) of NATP-2
Assignment Duration:	Four (4) months- spread over 5 months (From the date of Contract signing)
Assignment locations:	Dhaka and Project areas
Funding source (s):	IDA and IFAD
Contracting entity:	Project Director, Project Management Unit, NATP-2

A. Project Background Outline:

1. The Government of Bangladesh (GOB) is implementing the National Agricultural Technology Program Phase II (NATP-2) project with financial assistance from the World Bank (IDA credit), International Fund for Agricultural Development (IFAD) and the United States Agency for International Development (USAID). NATP-2 is the second 5-year phase of a 15 year long program to support GOB's strategy to improve national agricultural productivity, market linkage and farm income with a particular focus on small, marginal and female farmers. NATP-2 supports research, extension and value chain programs/activities at field level. The Project Development Objective (PDO) of NATP-2 is to increase agricultural productivity of smallholder farms and improve smallholder farmers' access to markets in 270 selected upazilas of 57 districts. NATP-2 drew learning from NATP-1 and other projects and aims at deepening its interventions in the NATP-1 areas (107 of the total 270 upazilas) and also expanding its scope to the new districts and upazilas.

2. NATP-2 is comprised of 5 inter-related components being implemented by 5 different project implementing units:

Component 1: Enhancing Agricultural Technology Generation is being implemented by the Bangladesh Agricultural Research Council (PIU-BARC), Ministry of Agriculture. Component

Component 2: Supporting Crop Development by the Department of Agricultural Extension (PIU-DAE), Ministry of Agriculture; Component

Component3: Supporting Fisheries Development by Department of Fisheries (PIU-DOF), Ministry of Fisheries and Livestock (MOFL); Component



Component 4: Supporting Livestock Development by Department of Livestock Services (PIU-DLS), Ministry of Fisheries and Livestock (MOFL) and component

Component 5: the Project Management Unit (PMU) established under the Ministry of Agriculture, the Lead Ministry. PMU is overall responsible for coordinating and facilitating the implementation of NATP-2 under the direction and supervision of the Joint Project Steering Committee (JPSC) and thus support realization of the project development objective (PDO).

3. The strategies adopted for achieving the project development objective include: (i) strengthening the capacity of research, extension services and farmers to generate, adopt and diffuse agricultural technologies aimed at increasing farm productivity and reducing post-harvest losses; and (ii) promoting sustainability of existing and newly created common interest groups (CIGs) of farmers and producer organizations (PO) by facilitating their stronger participation in commodity value chain, market-linkages, and improving their knowledge and skill base. Thus PDO will be achieved through the generation and release of more productive and improved technologies, enhancing availability of quality seed/breeds/fingerlings/breeding materials at the small farm level and providing relevant production, value addition and marketing support.

4. NATP-2 was designed for implementation from 01 October 2015 to 30 September 2021 but actual implementation started from March 2017 after receiving the initial advance from the World Bank. The project duration has been extended till 30 June 2023.

B. Descriptions of the components:

5. Component-I: Enhancing Agricultural Technology Generation is being implemented by the Project Implementation Unit of Bangladesh Agricultural Research Council (PIU-BARC). BARC, as an apex body, is coordinating agricultural research with all National Agricultural Research System (NARS) and non-NARS institutes (Public Universities, NGOs and Other organization). The component has been supporting the need based research and development of crops, fisheries and livestock. The purpose of this component is to generate demand-led agricultural technologies (improved varieties/breeds/fingerlings and production & post-production management packages, socio-economic, etc.) to increase productivity and production and also to provide location and problem-specific technological solutions to production problems under specific agro-ecological conditions and constrained areas.

6. The research component has two research funding windows. First window is Competitive Research Grant (CRG) Program through which 190 short to medium term research sub-projects (Crops-62, Fisheries-30, Livestock-26, Soil science-19, agricultural engineering/ mechanization-16, socio-economic-10, Planning & evaluation-10 and nutrition-06) were implemented during 2017 to 2019 financial years with the participation of 27 NARS Institutes, Public Universities and private sector institutions. Program Based Research Grant (PBRG) is the second research funding window that supports Public Sector Agricultural Research Institutes for implementation of 51 longer duration research sub-projects in strategic areas including varietal development, bio-

technology and climate vulnerability, etc. The component is also assisting the institutional capacity building of the NARS through offering of 140 PhDs and other short-term technical training.

7. Components II, III and IV of NATP-2 are to support Crop, Fisheries and Livestock sector Development and have been implementing by the Project Implementation Units of the Department of Agricultural Extension (PIU-DAE), Department of Fisheries (PIU-DoF) and Department of Livestock Services (PIU-DLS) respectively. The aims of the components are to contribute in increasing farm yields, diversifying production, and improving market linkages for smallholder farmers by promoting an integrated approach and through technology transfer as well as better access to market opportunities.

8. These three (extension) components have interventions in 270 upazilas of 57 districts (include 107 upazilas covered under NATP-1, plus 163 new upazilas) covering all major agro-ecological areas including the drought-prone areas in the North-West (dry Barind Tract), salt-affected tidal surge areas in the South, flash-flood prone areas in the North and North-East (Annex-2). The project is financing activities related to a) mobilization of Common Interest Groups (CIG) with farmers, b) decentralized extension services by government frontline extension agents i.e., SAAOs for crops and Community Extension Agents for Livestock (CEAL) and Local Extension Agents for Fisheries (LEAF) and through Farmer's Information and Advice Centers (FIACs) c) technology dissemination through establishing of field demonstrations, field days and exchange visits d) training to extension agents and farmers and e) enhancing institutional efficiency of the national institutions involved in agricultural extension.

9. The Extension components had mobilized over 1 million farmers into 40,514 CIGs established/formed in 270 Upazilas (27,150 under DAE, 5,282 under DoF; 8,082 under DLS management). CIGs are the main interlocutors for field/community level activities. In every Upazila there are about 150 CIGs and in each Union there are 15 CIGs of which 10 are crop CIGs managed by DAE, 3 livestock CIGs managed by DLS and 2 fishery CIGs managed by DoF. The number of members of each CIG varies from 20 to 30. The component-wise 6 year output targets are given in Table 1.

10. To provide day-to-day need-based extension services to the farmers, Sub Assistant Agriculture Officers (SAAO) of DAE, Community Extension Agents for Livestock (CEAL) of DLS and Local Extension Agents for Fisheries (LEAF) of DoF visits CIGs on regular basis. In addition, one-stop services are being provided to the farmers from Farmer's Information and Advice Centers (FIACs) established in two rooms (one for crop/SAAO of DAE and another for fisheries and livestock/CEAL and LEAF) of 1621 Union Parishad buildings. SAAOs, CEALs and LEAFs are providing necessary advisory services to the farmers in the FIAC and also in the CIGs through door to door visits.

11. The three extension components have provisions for two Agriculture Innovation Funds, i.e., AIF-2 and AIF-3 to promote the adoption of innovative technologies specially farming tools, farm machineries and vehicles and access to markets of smallholder farmers. These funds are provided to the registered well performing CIGs and local entrepreneurs on a competitive basis.

12. AIF-2 matching grants have been provided to a minimum 3843 well-performing CIGs (crop -1803, fisheries -960, livestock -1080) to help increase their productive assets, potential incomes and sustainability of the groups. Each recipient CIG gets up to 70% of the total sub-project cost, ceiling to BDT 3.875 lakh. The 30% cost has to be borne by the recipient group(s). Details of AIF-2 operational procedures are described in AIF-2 Operational Manual.

13. AIF-3 matching grants has been targeted to minimum 698 rural entrepreneurs having trade license (crop -287, fisheries -228, livestock-183) whose sub-projects activities will benefit smallholders' farmers in the project areas, either by providing a market opportunity for farmers' produce or by providing services relevant to the smallholder farmers. In some cases, registered CIGs and Producer Organizations (POs) could be eligible for AIF-3 grants. Each recipient gets 50% of the total sub-project cost from AIF-3 grants, ceiling to BDT 5.82 lakh. Other 50% cost has to be borne by the recipient group(s) or entrepreneurs. Details of AIF-3 operational procedures are described in AIF-3 Operational Manual.

14. The project is supporting activities related to a) strengthening farmer-market linkage and b) enhancing institutional efficiency. Hortex Foundation for crop and two outsourcing firms for fisheries and livestock have been implementing/implemented project's value chain and marketing activities. The crop value chain activities are being piloted in 30 clusters of 30 selected upazilas. For Fisheries the project supports the establishment of 20 Producer Organizations (POs) in 20 upazilas and two special POs, one each in Trishal, Mymensingh and another in Singra, Natore districts, and provides with logistics and training. For livestock 120 CIGs are being supported for milk and milk processing, and for goat meat marketing.

15. The Project intends to use a part of the credit/loan for hiring an Individual National short term financial consultant for the preparation of Project Completion Report (PCR) of the National Agricultural Technology Program- Phase-II Project (NATP-2). The report is to be prepared following Guidelines of IMED Format 04/2003 (Revised)

C. RELEVANCE OF THE ASSIGNMENT WITH THE PROJECT

16. The National Agricultural Technology Program; NATP-Phase-2 is scheduled to close on 30 June 2023. One of the requirements of GOB is to submit Project Completion Report (PCR) following IMED format 04/2003 (revised). The report should contain technical, economic, financial, social, and institutional and procurement progress and analysis of the project.

17. PMU intends to employ an individual short term financial consultant to prepare a comprehensive Project completion report (financial part) of NATP- phase-II consolidating the



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collected inputs /data of 4 implementing units and PMU. The consultants will produce a concise report focusing on effectiveness issues and their resolution, factors affecting performance and the results and outcomes of interventions in the context of objectives. He/ She will work in association with short term technical consultant and economist.

D. SCOPE OF THE SERVICES REQUIRED

18. The consultant will be responsible to the Project Director (PD), PMU, NATP Phase -II. He/ She will prepare Project Completion Report (Financial Part) following IMED Format 04/2003 (Revised). He/ She will work in close cooperation with short Term Technical consultant and Economist for PCR preparation and analysis of the project.

19, The scope of work of the consultant will include, but not limited to the following;

(a). He will review relevant documents of the project, including but not limited to the following:

- Development Project Proposal (DPP) Project Appraisal document (PAD) and Project Implementation Manual.
- IDA credit and IFAD loan agreements
- Project Implementation Reports and Annual Reports
- Guidelines on AIF-1, AIF-2 and AIF-3
- Impact assessment and thematic studies Reports
- Monitoring and Evaluation Reports
- Internal and FAPARD audit report
- Implementation Support Mission Reports
- Reports of PCU, PIUs and Hortex Foundation as strategic Partner of DAE.
- Audit reports and settlement Status

(b). He/she will gather relevant financial, audit and procurement information as per PCR format from PMU, implementing units, Strategic Partner of DAE- Hortex Foundation and compile those for PCR preparation.

20. He /She will include the following in the PCR;

i). Estimated cost, financial arrangement and utilization of fund

ii) . Component wise (PIUs) technical, financial and procurement (goods, transport, works and services) progress and output and their procurement cost.

iii). Original (DPP) and revised (RDPP) financial program, objective and achievement of the project, benefit analysis, and monitoring and auditing of activities of the project.

iv). Prepare descriptive report of the project as per IMED format in association with short term technical consultant and economist.

v). He She/ will maintain liaison with PIU-Director and officers and core consultants of the projects for the preparation of PCR

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- vi). The consultant will need to visit/tour to Implementing Units and project areas if and when necessary
- vii) . He/ She will finally prepare financial part of the Project Completion Report (PCR) following IMED format no. 04/2003 (revised)
- viii) . Any other work in relation with the preparation of PCR

E. DURATION OF THE ASSIGNMENT

21. The duration of the assignment will be 4.00 person months. The expected commencement of the assignment will be from February 2023 and will be spread over up to 30 June 2023.

F. REPORTS AND TIME SCHEDULE

22. The consultant will submit the following reports to the Project Director (PD);

- Inception report, containing understanding of the Terms of Reference (TOR) including scope of services, methodology and work plan including summary of activities, time scales, reporting obligation and other deliverables within 10 working days after joining his/her duty.
- Monthly Progress report within 1st week of every next month
- Draft final report with concise summary of the activities undertaken, inputs, outputs, conclusions and recommendation should be submitted 15 days before the completion of the assignment
- The draft financial part of the report is to be presented and validated in a meeting of PMU, PIUs and officers and experts/consultants from implementing agencies.
- The final report should be prepared and submitted incorporating the observation/comments and suggestions received from PMU, PIUs and Implementing Organizations within timeframe specified and agreed with the Project Director.

G. DATA, LOCAL SERVICES, PERSONNEL, AND FACILITIES TO BE PROVIDED BY THE CLIENT

23. PMU will provide the following inputs and facilities:

- i. . Office space and other logistic support as per project provision
- ii. All available documents, papers and information relevant to the assignment will be provided /made accessible to the consultant

H. ACADEMIC QUALIFICATION and EXPERIENCES REQUIRED.

24. The consultant is expected to have the following academic qualifications and experiences

a. Academic:

- M. Com/MBA in Accounting/Finance/Related subject

b. Experience:

- Minimum 15 years' work experience in financial management in Govt/ autonomous/private sector organizations;

- Minimum 5 years proven experience in preparation of PCR for development projects
- Work experience in handling fund of donor aided project/development projects will have an added advantage;
- Comprehensive knowledge and understanding in GOB and IDA audit system;
- Summarizing , synthesizing and analyzing skills in capturing project output, outcome and learning
- Knowledge in accounting software is required
- High level of proficiency in written and spoken English and report writing
- Work experience in multispectral project is desirable.
- Knowledge on IMED format for preparation of PCR is required
- Computer literacy and skills (MS Word, Excel, and Power Point etc.) is essential.

I. EXPECTED OUTPUT

25. Project Completion Report as per IMED format prepared and delivered.

Signature