

TERMS OF REFERENCE FOR CONSULTANTS

Background:

ADB proposes to provide a corporate loan to New Hope Singapore Pte Ltd (NHS) to support NHS' emergency response operating expenses and increased working capital needs in South and Southeast Asia during the coronavirus disease (COVID-19) outbreak. The sustainable operations of NHS' feed mills, livestock farms, and contract farmers will ensure the stable local supply of affordable animal proteins, which will contribute to food security in the nine developing member countries (DMCs) included in the project scope. The project will also help to preserve the livelihoods of workers and smallholder farmers and will promote South-South investment and trade.

The proposed TA costs around \$400,000 as follows: (i) \$120,000 to train at least 3,600 female farmers in climate-resilient poultry farming best practices adapted to the needs of women and the local context; (ii) \$120,000 to train at least 3,600 female farmers in climate-resilient fish farming best practices adapted to the needs of women and the local context; (ii) \$160,000 to provide the same 7,200 female farmers with financial literacy training.

This TA seeks to increase the capacity and empowerment of women and incentivize their involvement in the poultry and aquaculture sector across Bangladesh and the Philippines. Delivery of the training would be a combination of classroom-based teaching as well as hands-on training, including on-farm for women farmers. ADB strongly encourages a design that promotes farmer to farmer training and knowledge sharing. Also, delivery of the trainings should be suited for participants with basic level of literacy. The bidding entities should demonstrate their experience in working with similar target groups and their approaches in working with all female groups.

International civil society organizations (CSOs), or coalitions/consortia of CSOs are specifically encouraged to apply.

For Output 1, the training will be for three full days (including preparation) and focused on teaching female farmers climate-resilient poultry farming best practices including:

- (i) work requirements for a poultry farm;
- (ii) brood management (including animal welfare);
- (iii) health management ;
- (iv) climate change and poultry farming;
- (v) preventing climate-related stress in poultry farms; and
- (vi) maintenance of farm equipment, building, and environment (including waste management).

For Output 2, the training will be for three full days (including preparation) and focused on teaching female farmers climate-resilient fish farming best practices including:

- (i) work requirements for a fish farm;
- (ii) health management;
- (iii) climate change and fish farming;
- (iv) preventing climate-related stress in fish farms;
- (v) methods for mitigating the effects of climate change-related extreme weather events; and
- (vi) maintenance of farm equipment, building, and environment.

For Output 3, the training will be for one full day (including preparation) and focused on teaching female farmers financial literacy covering farm finance and household finance including:

- (i) utilizing savings and credit;
- (ii) simple budgeting and calculating profit;
- (iii) understanding contracts; and
- (iv) banking electronically.

Participants will be farmer-members (or spouses of farmer-members¹) to which NHS sells feed or chicks. Women will be selected based on their experience with agricultural work, basic level of literacy, basic level of physical abilities, be over the age of 18 years, and be involved in poultry or fish farming. To maximize development impact for the TA, the consultant shall work with NHS's staff for selection of candidates where NHS operates.

A. Scope of Service

The firm will report to the ADB project officer through the assignment team leader and will perform the following:

- (i) Consult stakeholders to develop appropriate course curriculum including lectures and practical demonstrations for the training program;
- (ii) Prepare training manual of course materials for use in the training program;
- (iii) Network with stakeholders to enhance effectiveness of the training program;
- (iv) Evaluate effects and impact of the training program;
- (v) Prepare a report on training programs conducted; and
- (vi) Prepare TA progress reports.

1. Output 1: Train at least 3,600 women and/or households headed by women in climate-resilient poultry farming best practices

The training should cover the following key topics:

- (i) **Climate change and poultry farming**
 - Potential effects of climate change on poultry and farmers, including growth rates, feeding habits, mortality and potential impact on farm productivity and profits.
 - Real-time or predictive information to inform climate risks, including climate and weather information, digital information services, real-time monitoring of shed climate and understanding conditions that may create stress in birds.
 - Identifying climate-related stress in poultry.
 - Reacting to climate stress in poultry.
- (ii) **Preventing climate-related stress in poultry farms**
 - Affordable passive and active air or water ventilation options.
 - Litter spreading and de-caking in chicken houses.
 - Use of energy efficient bulbs
 - Use of vitamins and medicines
 - Adoption of local or climate-resilient breeds
 - Earlier bird stocking times.
 - Increased frequency of litter changing during heat stress periods.

¹ Where the customer or contract farmer is a male household member, training may be provided to a female household member where that female is responsible for or contributes to farm management.

- (iii) **Work requirements for a poultry farm;**
 - Key work requirements in setting up and operating a poultry farm.
 - Typical daily schedule over the production lifecycle, and critical stages of the lifecycle.
 - The amount of labor and the kind of skills required across the production cycle.
 - Identify various design types best suited for smallholder broiler sheds in rural Bangladesh and the Philippines based on cost considerations, availability of materials, biosecurity, animal welfare requirements and climate resilience considerations.
 - Training should cover common design mistakes and their impact on productivity.
- (iv) **Brood management (including animal welfare)**
 - Production lifecycle, critical stages during the lifecycle and key management requirements.
 - Introduce key issues around animal welfare and their impact on meat and egg quality and quantity.
 - Organize on farm demonstration for participants.
- (v) **Health management**
 - Selection of feed.
 - Key biosecurity risks, causes, impact on production, symptoms, prevention and curative measures
 - Appropriate use of antibiotics.
- (vi) **Maintenance of farm equipment, building, and environment (including waste management)**
 - Key equipment required for efficient farm management, their uses and maintenance of sheds.
 - How to effectively manage poultry waste.

2. **Output 2: Train at least 3,600 women and/or households headed by women in climate-resilient fish farming best practices**

The training should cover the following key topics:

- (i) **Climate change and fish farming**
 - Potential effects of climate change on fish and farmers, including growth rates, feeding habits, mortality and potential impact on farm productivity and profits.
 - This will include an assessment of available information sources that could predict or provide early warnings of climate-change related extreme events;
 - Real-time or predictive information to inform climate risks, including climate and weather information, digital information services, real-time monitoring of water temperatures and levels and understanding conditions that may create stress in fish.
 - Identifying climate-related stress in fish.
 - Reacting to climate stress in fish.
- (ii) **Preventing climate-related stress in fish farms**
 - Diet and nutrition management (as informed by nutritional bioenergetic models, where available, and feed availability)

- Fish genetics, and the use of climate-resilient species or, where such species are not accessible, maintaining genetic diversity to mitigate climate risks and preserve epigenetic response potential.
- Stocking times.
- (iii) **Methods for mitigating the effects of climate change-related extreme weather events**
 - Implementation of flood and storm protections.
 - Cultural diversification and localized mitigation.
- (iv) **Work requirements for a fish farm**
 - Key work requirements in setting up and operating a fish farm.
 - Typical daily schedule over the production lifecycle, and critical stages of the lifecycle.
 - The amount of labor and the kind of skills required across the production cycle.
 - Identify various design types best suited for ponds in rural Bangladesh and the Philippines based on cost considerations, availability of materials, biosecurity, animal welfare requirements and climate resilience considerations.
 - Training should cover common design mistakes and their impact on productivity and climate risk.
- (v) **Health management**
 - Selection of feed.
 - Key biosecurity risks, causes, impact on production, symptoms, prevention and curative measures.
 - Appropriate use of medicines).
- (vi) **Maintenance of farm equipment, building, and environment**
 - Key equipment required for efficient farm management, their uses and maintenance of ponds and related structures.

3. **Output 3: Train at least 7,200 women and/or households headed by women on financial literacy including personal finance training**

The training should cover the following key topics:

- (i) **Utilizing savings and credit**
 - Engage with participants to understand their sources of savings and credit and its utilization.
 - Train them on various saving options available, qualification requirements and key benefits. Process to avail them.
 - Training on available sources of credit, how to evaluate various credit options and how to use credit effectively.
- (ii) **Simple budgeting and calculating profit**
 - Train participants on calculating activity costs and profitability.
 - Provide training on how to calculate simple cash flow-based profitability and return on investment for each production cycle.
 - Provide training on how maintain simple farm records.
 - Provide templates for basic bookkeeping.
 - Engage with participants to understand how they budget their cash flows.
 - Provide training on simple budgeting techniques and how these help in planning for expenditures, cash management and credit requirements.
 - Provide simple budgeting templates.
- (iii) **Understanding contracts**

- Engage with farmers to understand if they are aware of the key terms of the contracts with NHS.
- (iv) **Banking electronically**
- Engage to understand if participants have knowledge or experience with mobile banking, if any.
 - Train participants on how to access mobile banking services, payment methods, how to ensure security of their transactions and key benefits of using mobile banking.

The above training topics would be clustered into four modules as below:

Module	Theme	Topics (Poultry Farmers)	Topics (Fish Farmers)
A (1 day)	Poultry or Fish Farming (Classroom + onsite training)	(i) Work requirements for a poultry farm; (ii) Brood management (including animal welfare)	(i) Work requirements for a fish farm (ii) Health management
B (1 day)	Poultry or Fish Farming (Classroom + onsite training)	(iii) Health management (iv) Climate change and poultry farming	(v) Climate change and fish farming (vi) Preventing climate-related stress in fish farms
C (1 day)	Poultry or Fish Farming (Classroom + onsite training)	(vii) Preventing climate-related stress in poultry farms (viii) Maintenance of farm equipment, building, and environment (including waste management)	(ix) Methods for mitigating the effects of climate change-related extreme weather events (x) Maintenance of farm equipment, building, and environment
D (1 day)	Financial Literacy (Classroom training)	(xi) Utilizing savings and credit (xii) Simple budgeting and calculating profit (xiii) Understanding contracts (xiv) Banking electronically	(xv) Utilizing savings and credit (xvi) Simple budgeting and calculating profit (xvii) Understanding contracts (xviii) Banking electronically

For efficiency and ease of coordination, the proposing entities for this TA are encouraged to submit a comprehensive proposal that cover all modules outlined above. The proposing entity may form a consortium with other consultants (including with CSOs) or partner with subcontractors (which may also be CSOs) in the delivery of the training.

The selected consultant will report to the ADB project officer through the assignment team leader. Progress updates with key metrics and progress reports will be required every quarter.²

An exam will be taken at the end of the trainings by all the participants to ensure the quality of the trainings. The consultant to provide a detailed training program as part of his or her proposal to ADB. The final structure and topics to be finalized in consultation among, ADB, the consultant, and NHS.

B. Key Expertise Required

Poultry farming expert

- (i) A master's degree, or equivalent, in poultry science, agricultural economics, environmental management, or other related fields. A University degree in poultry science,

² Progress reports to include detailed updates on each of the outputs, highlighting any obstacles and contingencies. Comments on the progress reports will be provided within 2 weeks of submission.

agricultural economics, environmental management, or other related fields, combined with relevant professional experience can be considered.

- (ii) Proven experience in integrating climate change adaptive measures with smallholder poultry farmers.
- (iii) Proven experience and familiarity with poultry production in Bangladesh, the Philippines or other leading countries with developing poultry sector would be preferable.
- (iv) Prior experience with conducting training program for smallholder farmers in the poultry farming sector is a must.
- (v) Prior experience of working with women farmers is a must.
- (vi) Strong verbal and written communication skills in English; ability to communicate in the relevant local languages would be a strong asset.

Fish farming expert

- (i) A master's degree, or equivalent, in aquaculture science, agricultural economics, environmental management, or other related fields. A University degree in aquaculture science, agricultural economics, environmental management, or other related fields, combined with relevant professional experience can be considered.
- (ii) Proven experience in integrating climate change adaptive measures with smallholder fish farmers.
- (iii) Proven experience and familiarity with aquaculture production in Bangladesh, the Philippines or other leading countries with developing aquaculture sector would be preferable.
- (iv) Prior experience with conducting training program for smallholder farmers in the fish farming sector is a must.
- (v) Prior experience of working with women farmers is a must.
- (vi) Strong verbal and written communication skills in English; ability to communicate in the relevant local languages would be a strong asset.

Financial literacy expert

- (i) The business consultant will have a Masters or a PhD in the area of financial literacy.
- (ii) Be an expert with over 10 years of experience in the field of financial literacy in the developing world.
- (iii) Experience and good understanding of agricultural economics is a must.
- (iv) Prior experience in organizing trainings for women.
- (vii) Strong verbal and written communication skills in English; ability to communicate in the relevant local languages would be a strong asset.

In addition to the above, the proposing entities should also include in their technical proposal a personnel work plan and in their financial proposal, all key experts and other “non-key experts” required in accordance with their proposed approach and methodology. All experts engaged under the contract, whether key or non-key experts, must be citizens of one of the ADB eligible countries.

C. Preparation of Proposal

Proposing consulting firms have the flexibility to structure and organize the TA team involved in the implementation of the proposed technical assistance, and determine the number and nature of any additional team members required to deliver the objectives and outputs.

Proposing consulting firms are requested to prepare a detailed description for the professional backgrounds of the experts who shall be the key trainers of the training sessions and share sample presentations of previous training the experts have conducted.

Proposing consulting firms are required to designate one team leader responsible for the overall delivery of the technical assistance project, including managing staff, conducting an impact assessment, and advising and reporting to NHS management and ADB. Detailed qualification requirements for the team leader will be provided separately. All experts to be engaged under the contract, whether key or non-key, must be citizens of an eligible ADB member country.

The contract will be awarded on a lumpsum, output-based contract, to be determined after review of the proposals and proposed deliverable timeframe.

Only one curriculum vitae (CV) must be submitted for each key and non-key expert included in the proposal. Only the CVs of key experts will be scored as part of the technical evaluation of proposals. The CVs of non-key experts will not be scored, however ADB will review and individually approve or reject each CV for each non-key expert position in the proposal.

All positions under the contract, both key and non-key experts, must be included and budgeted for in the financial proposal in accordance with the person-month allocation required for each as defined by the proposing organization.

D. Terms of the assignment

The duration of the assignment is up to 36 months from the start date for Outputs 1, 2 and 3. The assignment of experts is intermittent in nature. The terms may be modified to reflect consultations between the parties involved in the assignment or to incorporate additional requirements identified during implementation. It is expected that the terms will be finalized during contract negotiations with a first-ranked firm.

E. Payment schedule

The proposed payment schedule is shown in the table below.

Payment milestone	Week	Percent	Amount (USD)
Mobilization payment	0	30%	120,000
Approval of workshop report 1, which should include proposed (i) agreed selection criteria for participants; (ii) detailed training course curriculum and (iii) draft training manual of course materials, following consultation with stakeholders (20% completion of outputs 1-3)	30	15%	60,000
Approval of progress report 2 (40% completion of outputs 1-3)	60	15%	60,000
Approval of progress report 3 (60% completion of outputs 1-3)	90	10%	40,000
Approval of progress report 4, which should include results from exams taken by participants at the end of the trainings (80% completion of outputs 1-3)	120	10%	40,000
Approval of completion report	156	15%	60,000
Approval of statement of eligible cost	n/a	5%	20,000
<i>Total</i>			<i>400,000</i>