

Government of the People’s Republic of Bangladesh

Ministry of Food

Modern Food Storage Facilities Project –MFSP

Terms of Reference (ToR)

For

Service Provider for the distribution of House Hold Silos

Assignment Title	Procurement of Service Provider for the distribution of House Hold Silos and related services
Assignment duration Contract period	48 Months
Primary assignment location	19 Disaster prone districts of Bangladesh
Funding source(s)	IDA Cr. Number: 52650- BD for Modern Food Storage Facilities Project –MFSP
Contracting entity	Project Director Modern Food Storage Facilities Project –MFSP Directorate General of Food

Introduction:

Government of The People's Republic of Bangladesh has received an IDA credit toward the costs of the Modern Food Storage Facilities Project (MFSP), being implemented by the Directorate General of Food, Ministry of Food. The overall project development objective is to increase the grain reserve available to households to meet their post-disaster needs and improve the efficiency of grain storage management. The objectives of the project are:

Increased availability of grain stocks; Increased number of households whose grain needs can be met immediately after a natural disaster; Decrease cost per ton to store grain; and Reduce loss in grain stocks in quality & quantity.

Context of the Assignment

Bangladesh experiences frequent catastrophic weather events resulting in heavy losses in lives and property. For instance, Cyclone Sidr in November 2007 was blamed for about 3,450 deaths, and around US\$ 1.7 billion in property damage. River floods also cause significant damage every year. Because of these weather related challenges, the Government of Bangladesh is implementing programs aimed at minimizing loss and expediting recovery from these events. Under the 2007 Emergency Cyclone Recovery and Reconstruction Project (ECRRP, P111272), household-level silos or grain storage silos were developed in Bangladesh. These units are specially designed 70-liter, food-grade plastic bins tested to ensure that chemical contaminants do not leach into the stored food. They hold about 40kg of paddy and 56 kg of rice to be equipped with a watertight lid, preventing water intrusion from surges and floods. The home storage units provided under ECRRP have been extremely successful. Based on the lessons learned from the ECRRP, this project's investments in small-scale storage at the rural household level are expected to bring important benefits to the farming community in the form of safer storage of rice seed (which is more valuable than commercial grain) and the enhanced capacity of affected households to have seed readily available for subsequent planting seasons (**Annex-1: Design and Technical Specifications**). In the past the farmers used to preserve seeds in traditional way in big earthen jars, polythene bags and bamboo baskets with possible risk of seeds being damaged due to rats and dump.

The World Bank is providing IDA financing for the implementation of MFSP comprising of 3 main components of which the sub-component A2 supports to provide household storage facilities (Household silos) particularly in the various upazilas of 19 disaster-prone districts for about 500,000 households. Thus the MFSP is looking for a Service Provider to carry out the distribution works of those House Hold Silos and related service in the selected areas.

The objectives of the assignment are:

- a) Assist the Government of Bangladesh in distributing household silos to selected households in disaster prone areas of Bangladesh (**Annex-2: Geographical location for Household Silo distribution**).
- b) Specifically, the service provider will be responsible for, among other things:
 - (i) Carrying out a market assessment in the disaster-prone areas designated by the PMU in order to determine the appropriate level of beneficiaries' contribution taking into consideration their financial means, willingness to pay, and the price of comparable products on the market.
 - (ii) Conducting sensitization campaigns in project areas about: (a) the usefulness of the household silos for emergency seeds and grain storage; (b) compare and contrast the advantages and disadvantages of the various containers currently available on the market (used chemical storage drums, inferior lid closure, non-food grade plastics, etc).
 - (iii) A beneficiary database will be prepared in consulting with the Local elected representative, community leaders and elites.
 - (iv) Conducting TOT of the selected officials from DAE, Upazila Food Officials and Field Organizer engaged by the selected Firm or NGO.
 - (v) Conducting training to beneficiaries on proper handling to maintain the water-proof features of the House Hold Silos and safe seed & grain preservation.
 - (vi) Carrying out assessment of the logistics needed for the distribution of the House Hold Silos from the storage of Upazila Food Godown to the beneficiaries.
 - (vii) Distributing the House Hold Silos to the selected beneficiaries and collecting the beneficiaries co-pay; and depositing the same to the project account through Electronic Fund Transfer (EFT).
 - (viii) Monitoring the use of the House Hold Silos by beneficiaries, as well as reporting on the technical condition of the bins in order to draw lessons for enhancements in future design as needed.

Selection of Beneficiaries

Beneficiaries selection will be given adequate consideration while distributing such Household (HH) Silo. The Service Provider would ensure a credible beneficiary list / database with ID numbers, names, village, Union, Upazila, District, gender, etc. The Service provider will have to ensure that only one silo is purchased at discounted price per house hold. Selection of such beneficiaries would be endorsed by Upazila Nirbahi Officer (UNO).

Beneficiaries will be selected according to the following criteria:

- (i) Household is located in zone experiencing repeated natural disaster such as cyclone and floods;
- (ii) Marginal farmers;
- (iii) Landless Households who cultivate others land;
- (iv) Interest in buying and ability to pay for the household silo at a subsidized cost;
- (v) Willingness to participate in the training;
- (vi) Female-headed households will be given preference.

Expected Outputs

1. The Service Provider will provide market assessment report and beneficiary database;
2. Reports on Training Materials, training needs & logistics
3. The Service Provider will provide training to trainers and beneficiaries on benefit of using Household Silo. The service provider will conduct training to trainers (ToT) for 3 persons from each Upazila. Those trainers will provide training to beneficiaries on using the Household Silo. Total 19 training session will be held to train 189 trainers at district level.
4. Monthly Progress Reports with the number of HH Silo distributed, full accounting of the beneficiary contributions, problems encountered, activity plan for the next reporting period etc. The year wise distribution plan of Household Silos are given below:

Component	Unit of Measure	Year				Total
		2016	2017	2018	2019	
Households provided with safe grain storage containers	Number	50,000	200,000	200,000	50,000	500,000

5. Bi-annual reports of the HH Silo distribution
6. Annual Monitoring Reports on the utilization of the House Hold Silo and their technical performance in the field, based on a representative sample;
7. An Assignment Completion Report on overall implementation experience with a particular focus on lessons learned; and
8. Half yearly report during defect liability period.

Duration of Assignment

The duration of assignment is 48 months

Services and Phasing

The services required to be performed by the Service Provider are set out below:

Phase 1: Pre-distribution Phase: First Six months will be pre-distribution phase.

Phase 2 : Distribution Phase: Three years will be distribution phase ; and

Phase 3 : Defects liability phase: One year defects liability phase, last six months will be considered as the absolute defects liability phase.

1. Pre-distribution phase:

During the pre-distribution phase the services required from the Service Provider shall cover the market assessment, sensitization and awareness campaign & preparation of beneficiaries' database and training.

2. Distribution Phase:

The Household Silos will be transported by the manufacturer(s) to the selected Upazila food godown and the Service Provider shall effect distribution of HH Silos from Upazila food godown to the pre-selected beneficiaries and collect the beneficiaries' contribution and report to the PMU monthly.

The Service Provider shall act as the sole distributor and shall provide comprehensive distribution and contract management services during this period following the award of the Goods Contract(s) in order to ensure that the Household silos provided are in accordance with the designs, specifications and terms and conditions of the relevant contracts and standards (**Annex-3: Implementation Mechanism**). Core services shall include but not necessarily be limited to the following:

- Preparing a distribution plan for DG Food approval
- Arrange testing of materials on as well as off-site when needed, and if necessary, arrange for in-factory testing during manufacturing and inspection of goods and materials
- Responding to any requests for information / requests for instructions from the Supplier
- Carrying out testing and inspections of Household silos by an independent body/lab following the testing and quality control methodology (**Annex-1**)
- Coordination of the Supply Contractors to prevent / avoid delays in manufacturing
- Monitoring and controlling all aspects of the of supply activities including the Contractor's and Sub-Contractor's daily/weekly/monthly progress, quality management program, safety management program, materials procurement/testing/approvals, etc.
- Verifying and certifying all suppliers payments including preparation of all valuations and variations as may be required
- Ensuring that the Project is being executed as per the agreed time schedules and budgets
- Attending factory inspections and witnessing and issuing acceptance tests
- Submission of required periodic progress reports to DG Food
- All contract documentation, administration and record keeping
- Variations and claims management
- Ensure the provision of warranties, guarantees and insurance management
- Acceptance of the overall supply and issue acceptance and completion certificates for the supply on behalf of DG Food
- Providing a Project Completion Report.

Phase 3: Defects Liability Period

The Service Provider shall attend and provide any required defects liability phase services commencing on the date of issue of the last completion certificate for a period of one year. The services shall include the following:

- Supervising and ensuring that any defects under the warranty period are being completed
- Attending any after-completion tests and taking appropriate action when needed

- Conducting periodic inspections of the distributed silos to ensure satisfactory conditions of the supply
- Following up with the supply contractors to ensure rectification of any defect or malfunctioning items
- Ensuring proper rendering of services under manufacturers warranties and guarantees and taking appropriate action
- Maintaining all required correspondence during the defects liability period
- Reviewing and advising DG Food in relation to any final account/liability
- Submitting 6-monthly reports to DG Food including all aspects of the Defects Liability Period and a Defects Liability correction report

Reporting

Following reporting schedule is to be followed (relative to the start of the assignment):

- Market assessment report : after 2 months
- Beneficiary Database report : after 6 months
- Training completion report : after 24 months
- Received & Distribution : 3 years (Monthly report)
- Defect liability : 1 year (Half yearly report)

The Service Provider will report to the Project Director, PMU, MFSP, DG-Food.

Procurement Method

The Service Provider will be hired following the Quality Based Selection (QBS) method of the World Bank guidelines for the selection an employment of Consultant under IDA Credits and Grants by the World Bank Borrowers updated January 2011.

Indicative Staffing

The Service Provider must be able to present evidence of having sufficient qualified and experienced manpower to be mobilized under this TOR. Tentative inputs and designation of the staff can be as shown in Tables 1 and 2.

Table 1: Staff Positions and Inputs

Sl. No.	Position	Nos.	Estimated Input (man-months)
A. Key Professional staff (Dhaka)			
1.	Project Coordinator	1	48
2.	Monitoring & Evaluation Specialist	1	48
3.	Disaster Management Specialist	1	06

Sl. No.	Position	Nos.	Estimated Input (man-months)
4.	Quality Control Specialist	1	04
5.	Trainer	1	04
	Subtotal	5	110
B. Office Support Staff (Dhaka)			
6.	Database Manager	1	48
7.	Data /Word Processor	2	96
8.	Accounts Officer	1	48
9.	Support Staff	1	48
	Sub-total	5	240
C. Field Support Staff (3 Regional)			
1.	Field Coordinator	3	144
2.	Field Accountant	3	144
3.	Field Organizer	15	720
4.	Support Staff	3	144
	Sub-total	24	1,152
	Total	34	1,502

Table 2 : The Professional and staff members shall desirably meet the following criteria :

Sl. No.	Expertise	Description of assignment	Minimum Qualification
1.	Project Coordinator	<p>Preparing the work plan and ensuring all works done in time as mentioned in the work plan.</p> <p>Performing all administrative activities.</p> <p>Playing a lead role in monitoring House Hold Silo Distribution and related activities in selected areas.</p> <p>Ensure timely preparation of all reports.</p> <p>Other related duties as required.</p>	<p>Master degree in social science or natural science or agriculture and farm management or agriculture marketing. However, Ph.D will be preferable</p> <p>At least 12years of relevant experience as team leader of which at least 8 years as Project Manager or Program Coordinator, or the like</p>
2.	Monitoring & Evaluation Specialist	<p>Prepare detailed log frame for presentation.</p> <p>Maintain and update the Project's result indicators.</p> <p>Monitoring day to day project implementation of work plans and recommending on any required modifications.</p> <p>Prepare monthly progress report and also that of quarterly and annually.</p>	<p>Master in Economics / Statistics / agriculture economics/rural development.</p> <p>A minimum of 10 years experience in related field.</p>

Sl. No.	Expertise	Description of assignment	Minimum Qualification
		Assist M&IE consulting firm of MFSP to prepare M&IE reports.	
3.	Disaster Management Specialist	Assist in preparing the overall project wide work plan & time line with regard to training activities. Train Field Organizer engaged in HH Silo distribution work as well as DAE officers & Upazila Food official as ToT. Contribute in preparing train modules for disaster risk reduction.	A university degree in agricultural / Disaster / Environmental Science. A minimum of 3 years experience in related field.
4.	Quality Control Specialist	Assist in preparing the overall QC plan and timeline. Coordinate the activities of independent testing body/lab Contribute in preparing training modules for grain preservation and post-storage management. Train Field Organizer engaged in HH Silo distribution work as well as DAE officers & Upazila Food official as ToT.	B.SC. in Mechanical Engineering or M.SC in Agricultural Science. A minimum of 10 years experience with 2 years plastic processing and quality control .
5.	Trainer	Assist in training schedule and timeline. Contribute in preparing training modules for food safety relating to seed storage and storage pest prevention. Train Field Organizer engaged in HH Silo distribution work as well as DAE officers & Upazila Food official as ToT..	B.Sc. in Agricultural Science or Food Science/Chemistry A minimum of 3 years experience in related field.
6.	Database Manager	Preparing MIS report. Managing computerized data bank of all beneficiaries of selected areas. Maintain & safeguard of HH Silo Database.	Graduate in Computer Science / Statistics / Mathematics / Physical Science. Shall be capable in development of menu driven software for database management related field
7.	Data Entry Operator	Computing of data, word processing in regard to beneficiaries data and reporting.	Minimum Graduate At least 5 years experience in related activities.
8.	Accounts Officer	Preparing Financial Report Bank Reconciliation & general accounting. Generating various reports related to payment Maintaining transaction register.	4 years graduate in Accounting / Management /ACCA
9.	Field-Coordinator	Assist in distributing HH Silo among beneficiaries. Maintain liaison all stake holders of his area (beneficiaries, PMU if required, local officials, elite etc.)	Masters in any discipline with 5 years working experience in social sector activities.

Sl. No.	Expertise	Description of assignment	Minimum Qualification
		Participate and supervise the field activities in the designated area& maintaining record of beneficiaries.	
10.	Field Accountant	Assist in Financial Report Preparation Maintaining register of beneficiaries contribution. Also assist in generate various reports related to payment. Any other work related to payment.	4 years graduate in Accounting / ACCA
11.	Field Organizer	Assist in selection of beneficiaries and performing all type of field level activities related to HH Silo distribution. Conducting community level meetings. Assist in Distribution of Household Silo. Provide training to beneficiaries on utilization of Household silo.	Graduate from any discipline At least 3 years experience in similar activities.
12.	Support Staff	Assist in office management and support activities.	Minimum S.S.C.

Annex-2

Geographical Locations for Distribution of Household Silo

List of Districts and Upazilas

Sl. No.	District	Upazila
A. South and South-West region		
01.	Bagerhat	Mongla, Morelganj, Rampal&Sarankhola
02.	Khulna	Dacope, Dumuria, Rupsha&Koyra
03.	Satkhira	Assasuni, Shyamnagar&Kaliganj
04.	Barisal	Bakerganj&Gournadi
05.	Pirozpur	Bhandaria&Mathbaria
06.	Jhalokati	JhalokatiSadar, Kathalia&Nalchity
07.	Barguna	Barguna Sadar, Amtali, Betagi& Pathorghata
08.	Patuakhali	PatuakhaliSadar, Bauphal, Dumki, Galachipa&Kalapara
09.	Bhola	Bhola Sadar, Burhanuddin & Char Fesson
B. North-West Region		
01.	Sirajganj	SirajganjSadar, Belkuchi&Kazipur
02.	Bagura	Dhunat&Sariakandi
03.	Gaibandha	Phulchari&Sughatta
04.	Kurigram	Chilmari&Raomari
C. North East and Eastern Region		
01.	Brahmanbaria	Nasir Nagar, Bancharampur, Nabinagar, Sarail& Ashuganj
02.	Commilla	Homna&Daudkandi
03.	Habiganj	Baniachong, Lakhai&Ajmiriganj
04.	Sunamganj	Derai, Tahirpur, Dharampasha&Sullah
05.	Kishorganj	Kuliarchar, Astagram, Bajitpur, Itna, Karimganj, Nikli&Mithamain
06.	Netrokona	Khalajuri, Mohanganj&Kalmakanda

Annex - 3

Notes on implementation mechanism

1. These notes are meant to be a summary guide for the service provider and project monitoring unit (PMU) to ensure effective understanding of the project objectives.
2. The project intends to distribute about approximately 500,000 household silos combined with training in suitable storage techniques to support over 28,000 MT of storage of seed or grains in disaster prone areas in Bangladesh at household level. The project would make this household silo available to eligible beneficiaries at a subsidized price, which will be established following a market assessment. That is, the service provider has to assess compensatively the beneficiaries' contribution that would be deposited to the project account through Electronic Fund Transfer (EFT).
3. The project will be implemented on behalf of Government of Bangladesh, Ministry of Food by selected Service Provider through signing of a contract. The overall responsibility of the training and household silo distribution will lie with service provider. The Ministry of Food and PMU will be regularly updated on progress of project activities. Detailed information regarding the implementation plan will be contained in the Agreement.