



Improving Skills and Economic Opportunities for Women and Youth in Cox's Bazar (ISEC)

ILO Sub-office Cox's Bazar

Terms of Reference (TOR)

Assignment:	Hiring an Individual Consultant (Trainer) for Access to Market and Supply Chain Management Training for Agriculture Traders and Retailers in Cox's Bazar
Contract Type:	External Collaborator (National)
Location:	Cox's Bazar, covering 02 Upazilas (Ramu and Ukhiya)
Duration:	13 workdays within two (02) calendar months from starting of the contract
Languages	English & Bangla

1 Project and Assignment Background

The International Labour Organization (ILO) is implementing the Leaving No One Behind: Improving Skills and Economic Opportunities for Women & Youths in Cox's Bazar (ISEC) project, funded by Global Affairs Canada (GAC) and the Embassy of the Kingdom of the Netherlands (EKN), in collaboration with Bangladesh's Ministry of Youth and Sports' Department of Youth Development (DYD). The project aims to foster economic development and self-employment in Cox's Bazar district, Bangladesh.

The project aims to strengthen market access and economic opportunities for traders and retailers in Cox's Bazar. The project seeks to improve business linkages, enhance value chains, and facilitate sustainable economic growth by supporting vendors and retailers.

One key aspect of the work involves strengthening agricultural extension activities among households in Cox's Bazar district, where agriculture plays a vital role in livelihoods year-round. The project aims to boost agricultural productivity, diversify farming practices, and establish market linkages at national and regional levels. This includes exploring opportunities to supply agricultural products to refugee camps, enhancing economic prospects for local producers and traders. Such initiatives aim to foster sustainable social and economic cohesion between Rohingya refugees and local communities.

2 Objectives and Expected Outputs of The Assignment

The primary objective of this training is to enhance the knowledge and skills of vendors, traders and retailers in Cox's Bazar, enabling them to establish stronger backward linkages with FAO aggregation centres, expand their market access and strengthen their supply chain operations. By improving their understanding of supply chain and logistics management, participants will be better equipped to streamline operations, reduce inefficiencies, and enhance overall business performance.

This training will specifically focus on:

- **Strengthening Backward Linkages:** Helping traders and retailers develop direct connections with FAO aggregation centres (ACs) to ensure a stable supply chain.
- **Improving Market Access:** Equipping participants with strategies to enter new markets and expand their buyer networks.
- **Optimizing Supply Chain Processes:** Providing knowledge on logistics, procurement, and distribution management to improve efficiency.
- **Enhancing Business Negotiation & Financial Management Skills:** Empowering traders with effective negotiation techniques to secure better trading opportunities.
- **Development of Actionable Plan by Training Participants:** Facilitate workplan development of actionable works by the participants to be taken within 6 months of training completion, that reflects on their newly developed skills to positively engage with stakeholders within networks.

Scope and Target of the Training

- The Access to Market training will be conducted for 105 agriculture traders and retailers, with a minimum of 40% women participants.
- The Supply Chain Training will be conducted for 20+ suppliers & staff members of at least five accredited vegetable wholesalers.
- Participants will be engaged across two upazilas: Ramu and Ukhiya.
- The Access to Market training will be delivered in three batches and Supply Chain training will be delivered in one batch to ensure comprehensive coverage and interaction.
- The training program aligns with ILO's Work Plan objectives, contributing to:
- Supporting 105 traders and retailers in improving market access and establishing backward linkages.
- Expanding and strengthening the supply chain for at least five accredited vegetable wholesalers.

Training Components

The training will be structured into two key modules:

1. Access to Market Training (2 Days)

- Understanding market entry barriers and overcoming challenges.
- Market expansion strategies and identifying potential buyers.
- Business negotiation techniques for securing better deals.
- Financial literacy and cash flow management to sustain business growth.

2. Supply Chain Management Training (2 Days)

- Fundamentals of supply chain management and logistics optimization.
- Strengthening supplier and vendor relationships for sustainable business.
- Inventory and procurement best practices to minimize losses.
- Quality control measures to meet market and buyer standards.

By addressing these areas, the training aims to enhance the capacity of traders and retailers, promote sustainable business practices, and improve economic opportunities in Cox's Bazar.

3 Key Responsibilities of The Trainer

Preparation of Training Content & Materials:

- Conduct a Training Needs Assessment (TNA) of the participants before the training.
- Develop training modules for both Access to Market and Supply Chain Management

Conducting Training Sessions:

- Deliver two 2-day training sessions on Market Access for three (03) batches, covering a total of 105 participants.
- Deliver two 2-day training sessions on Supply Chain for one batch (01) batch, covering a total of 20+ participants.
- Use interactive and participatory training methodologies.

Assessment & Reporting:

- Evaluate participants' understanding through pre-and post-training assessments
- Submit training completion reports on each batch that should include next 6 months action plan for all trainees on how they will utilise the training knowledge to improve market linkage with linkages with aggregation centres and strengthen their market access and operations.

4 Methodology

- ✓ The training will follow an **interactive, participant-cantered approach**, preferably utilizing:
 - **Case studies & role-playing** to enhance real-world application.
 - **Group discussions** to encourage peer learning.
 - **Practical exercises** focused on supply chain and market access strategies.
- ✓ **Experience sharing** from successful market vendors.

Name of Task	# of Days
Preparation and conduct of a need assessment workshop for Access to Market trainees (TNA)	0.5
Preparation and conduct a need assessment workshop for Supply Chain trainees (TNA)	0.5
Prepare relevant tasks (module) or activities for the Market Access training	1
Prepare relevant tasks (module) or activities for the Supply Chain Training	1
Conduct Market Access training for traders and retailers (02 days training of 03 batches 105 traders and retailers engaged with 40% women)	06
Conduct Supply Chain training for Suppliers and staff members of at least five accredited vegetable wholesalers (02 days training of 01 batch for 30 persons)	02
Report on training performance evaluation and completion reports	02
Total Number of Days	13

5 Deliverables and Payment Schedule

Sl#	Deliverables	Estimated Months	Payment Schedule
1.	Inception Report, module and Training Plan Submission	05 May 2025	20%
2.	a. Completion of 3 batches (Ramu-1 & Ukhya-2) Access to Market Training with 105 participants (40% women participants) b. Completion of 1 batch Supply Chain Training with 20+ participants.	May 2025	80%
3	Submission of Training Evaluation & Final Report, that includes- a. Participants names, profession, address and contact details from each batch. b. Detailed action plan from each training batch on their activities and initiatives to be taken within 6 months of completion of the training. c. Recommendations for future learning potential and collaboration scope with key institutes and stakeholders	05 June 2025	

6 Completion Criteria

- Relevance of Reports:** All reports submitted must directly relate to the outputs, activities, and tasks mentioned in the Terms of Reference (TOR).
- Progress Updates:** The project team may request information or progress updates, which must be provided as needed.
- Adherence to Guidelines:** The trainer must follow the International Labour Organization (ILO) guidelines to ensure the quality of all reports and documents.

These criteria ensure that the work remains focused, transparent, and meets the required standards.

7 Responsibilities of ILO

ILO will provide logistics support to the trainer in the following areas:

- The ILO will provide a **list of selected participants** for Access to Market Training agri entrepreneurs and Supply Chain training.
- Provide local logistics and transportation support for conducting the training.
- The ILO will assist trainers in conducting need assessments of the retailers.
- The ILO will observe the training sessions to ensure they meet the required standards.
- The ILO is responsible for oversight in ensuring the quality of the training provided.
- The ILO will provide any other necessary tasks or support as required and mutually agreed upon.

8 Logistics and Reporting Arrangements

The duration of the assignment will be for **13 working days within 02 calendar months** starting tentatively from **1 May 2025 and ending on 30 June 2025**.

The ILO shall NOT provide logistics (like laptop, printer, paper, internet, local travel, etc.) to carry out the day-to-day jobs of the trainers.

The contracted trainers will **report to the National Project Manager- Economic, Livelihoods and Enterprise Development, ILO Sub-Office Cox's Bazar**, and work under the overall supervision of the Head of ILO Sub-office in Cox's Bazar. The ILO team will provide oversight and quality assurance and carry out a performance evaluation at the end of the assignment.

9 Qualifications and Experiences of The Trainer

9.1 Academic Qualification

- A **Master's degree** in business, Economics, Agriculture, Supply Chain Manager or a relevant discipline.
- Proof of **Diploma/Certification** in areas of agricultural marketing and/or supply chain management will be an added advantage

9.2 Experience and Competencies for Trainer

- Prior experience in conducting **Market Access and/or Supply Chain training** for agriculture producers, traders or company employees in agriculture associated businesses
- At least **2 years of experience** in training agriculture business owners, traders, or retailers

10 Special Terms and Conditions

10.1 Confidentiality Statement and Intellectual Property of Data

All data and information received from the ILO and the stakeholders for the purpose of this assignment are to be treated confidentially and are only to be used in connection with the execution of this TOR. All intellectual property rights arising from the execution of this TOR is assigned to ILO according to the grant agreement. The contents of written materials obtained and used in this contract may not be disclosed to any third parties without the express advance written authorisation of the ILO.

10.2 Unsatisfactory or Incomplete Work

The ILO's Standard Rules and Procedure for External Collaborators (ExColl) shall be applicable for the assignment. In event that the service delivered is unsatisfactory or fails to conform to the conditions set out above, the ILO reserves the right, as appropriate to interrupt it, to request that to be corrected or modified, or to refuse to accept the service.

11 Insurance

The ILO accepts no liability in the event of death, injury, or illness of the External Collaborator. The External Collaborator attests that he/she is adequately covered by insurance for these risks. In no circumstances shall the External Collaborator be covered by any ILO insurance, and it is his/her responsibility to take out, at his/her own expense, any personal insurance policies he/she may consider necessary.

12 Proposal Submission and Selection Process:

ILO invites submission from qualified individuals as trainer with relevant experience in delivering similar services as outlined in this Terms of Reference.

Interested individuals must submit the following documents/information:

- **Personal CV**, indicating all experience from similar assignments, as well as the contact details (email and telephone number) of the candidate and at least three (3) professional references.
- **Minimum one page concept note**, on the assigned task, specifying the methodology to conduct the processes, proposed timeline for the implementation of the work and candidate's qualifications and relevant experiences, and preferably attach sample(s) of accredited publications (if any).
- **Financial proposal**, specifying the professional fees for this assignment. The proposal is to be submitted through the attached standard template (ANNEX – 01).
- **Copy of a recent contract** to be submitted as evidence of daily fees offered to the candidate for similar assignment by other agency (preferably by any UN agency, Multilateral Development Bank, or bilateral donors).

The selected candidates will be awarded an external collaborators (ExColl) contract in accordance with UN procurement policies and ILO compliances. VAT calculations should follow GOB rule, and as UN practices applicable in Bangladesh. Individuals are requested to clearly state their VAT obligations as per their status and provide breakdown of net expenditure plus VAT obligations for ExColl agreements in their submitted financial proposal, ensuring no ambiguity. Upon selection of the ExColl, ILO operations unit will provide clear instructions for contract agreement arrangement, that should be mutually agreed.

13 Evaluation Criteria for Technical Proposal Evaluation:

The following criteria will be used to evaluate submission of interest by interested bidders. The proposal evaluation team will finalize the weightage for each criterion to ensure a fair assessment:

- Proven Academic Qualification as Agriculture Supply Chain and Marketing Trainer
- Min 2 years' experience in conducting similar trainings for agriculture producers/traders
- Relevant Experience in Agriculture VCs and in the Cox's Bazar
- Comprehensiveness and clarity of the Workplan Proposed for the Assignment

14 Financial Weighted Score:

The maximum number of points assigned to the financial proposal is allocated to the lowest price proposal. All other financial proposals receive points in inverse proportion. The suggested formula is as follows:

$$p = y (\mu/z)$$

p = points for the financial proposal being evaluated

y = maximum number of points for the financial proposal

μ = price of the lowest financial proposal

z = price of the financial proposal being evaluated

Interested individuals must submit the documents as mentioned earlier to the ILO via email ID **DAC_COXSBAZAR_PROC@ilo.org** by **4.30 p.m. (BST) on 06 April 2025**. Proposers who do not submit these documents will not be considered for further evaluation.

For any further query, kindly send email to **DAC_COXSBAZAR_PROC@ilo.org**

ANNEX-01

BREAKDOWN OF COSTS SUPPORTING THE ALL-INCLUSIVE FINANCIAL PROPOSAL

A. Breakdown of Cost by Components:

Cost Components	Unit Cost in BDT	Quantity	Total Rate for the Contract Duration (BDT)
Personnel Costs			
Professional Fees		# working days	
Travel, lodging, & logistics etc.) (pls define this part)			
TOTAL (lumpsum)			