

TERMS OF REFERENCE (TOR) FOR DEVELOPMENT OF PROJECT OPERATIONAL MANUAL

General Information:

Job title	Consultancy –Development of a Project Operational Manual
Work description	Development of the Solution for Fresh Food (S2F) Project Operational Manual
Project	Solution for Fresh Food (S2F) Project
Type of contract	Special service contract
Expected starting date	Immediately
Duration	07 days

1. BACKGROUND:

The project's goal is to install solar-powered cold storage facilities for local farmers and producers, allowing them to store vegetables, fruits, fish, and poultry products. This initiative aims to minimize post-harvest losses, guarantee fresh food availability, boost their economic sustainability, and ensure food security. S2F project in Gaibandha encompasses a wide range of initiatives aimed at creating cold storage facilities for local agricultural, fish, and poultry producers and resellers to improve agriculture, food security, and economic opportunities through the use of solar-powered sustainable energy technologies. The project's core component involves installing two units of 5.94 kW solar-powered container-based cold storage facilities on government-owned land through tri-party agreements with local stakeholders. Each mini cold storage could accommodate about 5-6 metric tons of perishable produce. The project also involves forming fifteen producer groups, totaling 375 smallholder farmers, and engaging the Department of Extension Agriculture for awareness campaigns.

2. PURPOSE AND OBJECTIVE

SDRS seeks services of consultant to develop a Project Operational Manual in line with its proposal, MEAL framework, and other policies. This assignment is geared towards strengthening S2F project management system towards quality program service delivery. The Project Operational manual will also provide tools for management of S2F project.

3. GENERAL SCOPE OF THE WORK

The scope of work listed below will generally apply to this task. These will include:

- Undertake a review of the existing operational procedures and practices and develop linkages to the Project operational manual.
- Ensure a participatory process in coming up with the draft Project Operational manual
- Develop a draft Project Operational Manual.
- Liaise with S2F staff for input and feedback.
- Put in place the necessary procedures, practices and training to build capacity gaps and strengthen the operational systems.
- Prepare the final copies of the Project Operational manual in soft copy for S2F (word and pdf)

4. DELIVERABLES

- First Draft of the Projects Operational manual.
- Final copy of manuals (both word and pdf format)

5. SUPERVISION

The consultant will report to the Executive Director but work closely with the Project Manager, and the Project team who will be their contact persons within the organization.

6. DURATION OF THE WORK

The assignment is estimated to commence immediately and be completed within ten (10) working days

7. QUALIFICATIONS OF THE CONSULTANT

- Post graduate degree or equivalent in development studies with minimum of 7 years of relevant experience at the national or international level in development field.
- Possess the following skills and competencies:
- Ability to work with minimal supervision.
- High level written and oral communications skills in English.
- Must be result-oriented, a team player, exhibiting high levels of enthusiasm, tact, diplomacy, and integrity.
- Demonstrate excellent interpersonal and professional skills in interacting with government and development partners. The Consultant will be required to have regular consultations with S2F team whenever possible.

8. PROPOSAL SUBMISSION

Interested and qualified consultants are invited to submit the following:

- A comprehensive Curriculum Vita of the consultant detailing the list indicating the scope and magnitude of similar assignments, qualifications, registration and other relevant statutory documents.
- Financial bid indicating the amount in BDT to undertake the task.
- The application will be submitted to sdrsgai@gmail.com not later than 27.11.2024 at 5.00pm.

Disclaimer: The material arising from the contract shall be the property of SDRS and cannot be used without express written consent by SDRS.