

Terms of Reference
Base-line Survey Consultant

Activity

Conduct baseline survey to assess the SME partners' current status of production and skills.

Background

Leather goods and Footwear Manufacturers and Exporters Association of Bangladesh (LFMEAB) is the official trade association registered with the Ministry of Commerce, Government of Bangladesh. With over 100 members, LFMEAB represents the majority of companies in Bangladesh that are engaged in export of leather footwear and goods.

LFMEAB is implementing LFMEAB INSPIRED 1B project titled *“Support for the Development of the Value Added Leather Products (footwear and leather goods) Clusters and Value Chain”* which is a grant under the SME Competitiveness Grant Scheme funded by the European Union and the Government of Bangladesh. We are looking qualified firm/individual to be appointed as a consultant to conduct a baseline survey of the partners' (LTSE & BPPS) members.

Objective

Overall objective of the project is to support the development of the value added leather products (footwear and leather goods) cluster and value chain increasing competitiveness of leather products SME clusters in Bangladesh.

Support for the development of value chain of leather products in SME clusters will contribute to the overall competitiveness of the Bangladeshi leather sector. The achievement of the defined overall objective will lead to increased competitiveness of value added leather products sector, increasing sales in both domestic and international markets, creating employment opportunities for the unemployed youth-adult group, enhancing skill development of existing people and will open business with EU and other countries.

The specific objective of this project is to increase the skills and capacity of the SME clusters to manufacture higher quality products with superior value addition.

The project aims to establish two Common Facility Centers (CFCs) at two different MSME clusters in Dhaka City; that will be fully equipped with modern machining facility for producing world class footwear and leather products along with training facilities. At present the two MSME clusters have neither the modern machineries nor a training facility to develop skills for existing and new workforce. These two CFCs are planned at the heart of the project and with two project partners Leather Technologist Small and Medium (LTSE) Cooperative Society and Bangladesh Paduka Prostutkarak Samity (BPPS).

Purpose of the Assignment

The specific purpose of this assignment is to assess the previous status of production and skills of the partners' members to track performance and changes of the partners' member in production and skills during and after the project activities ends.

Considering the above, LFMEAB INSPIRED 1B would like to hire a firm/individual, who in this assignment should

- Conduct a baseline survey which will incorporate a base-line questionnaire and performance data sheet with a report.

General Scope of Work

The assignment will concentrate mostly on conducting all relevant activities related to training on access to formal finance. In order to achieve the objectives, the consultant's scope of work will be:

1. Present status of the members of LTSE and BPPS located across the clusters survey done on random sample basis
2. Collect some key information e.g. production, labor, revenue etc. of the members
3. Privileges they are getting from the clusters
4. Expectation from the project
5. Develop a complete data base of the members

6. Develop a process of data collection time to time in future as per the requirement

Specific Tasks

- Preparing a questionnaire for baseline survey
- Conduct base-line survey with a team (hired or prepared by the project)
- Prepare a report on the baseline survey
- Suggest/develop a template of performance data sheet to track the changes due to project activities.

At the end of the survey project should be able to:

1. Clearly understand the status (skill manpower, skill status, productivity, production, marketing) of partners' before the project starts
2. Understand the process of collecting data after project activities starts.

To facilitate the assignment, consultant/firm will be provided the following documents by LFMEAB INSPIRED 1B: 1. Project Profile

Deliverable & Activity

1. Submit a survey report in both hard and soft copy
2. Submit any other supplementary information gathered during the survey in soft copy
3. Submit a performance data sheet template.

Methodology

- No of interviewee** : 100 (from 2 clusters)
- Survey Area** : BPPS cluster (Bakshibazar) and LTSE cluster (Hazaribag)
- Working language** : Working language of the training is Bengali and English
- Duration** : 60 working days.

Qualification and Skills Required

- Masters in any discipline (MBA preferred).
- 4-5 years in depth working knowledge in Leather sector research and development
- Experience in data assessment and M&E
- Very good and friendly personality, ability to maintain liaison with the team and mostly with the trainees
- Excellent communications skills

Consultancy fees and payment

The consultant/consulting agency or firm will be paid **Tk. 4,50,000/-** including VAT & Taxes in the following manner:

- First Installment : 20% upon signing of agreement/contract.
- Final Installment : The rest amount after satisfactory completion of the assignment.

Contact Person

Qualified individual/firm is requested to submit Express of Interest with CV to the below contact within 7 days from date of invitation published.

Contact Person	Mr. Md. Mashiur Rahman, Director, LFMEAB INSPIRED 1B
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