

Terms of References (ToR)

for

Consultant to Conduct *Survey and KIIs* as part of the Study titled *“Survival of Small Businesses: How Useful the Stimulus Packages Have Been”*

I. ABOUT THE STUDY

CPD will engage a short-term consultant/firm to conduct a primary survey and KIIs as part of its ongoing study on *“Survival of Small Businesses: How Useful the Stimulus Packages Have Been”*. In view of the economic fallout from the COVID-19 pandemic, the government of Bangladesh has initiated a number of recovery policies including the provision of a number of stimulus packages for the affected sectors. The proposed study will examine the usefulness of the stimulus packages. Broadly, it will explore whether the stimulus packages have contributed towards the survival and recovery of the small businesses.

In order to understand this, the proposed study will collect primary information through field survey and Key Informants’ Interviews (KII) of a few selected sectors from various regions of Bangladesh. For the primary survey, a random sample of a total of 900 firms will be selected from the partnered organisations for the three sectors, such as light engineering, dairy and poultry, and small businesses. The primary survey will take place in 16 districts of the 8 divisions. As for the KIIs, a total of 128 interviews will be conducted in 16 districts. Out of this, 80 KIIs will be conducted among bank officials and 48 among the members of various business associations.

II. SCOPE OF WORK AND DELIVERABLES

The consultant will collect primary information through field survey and Key Informants’ Interviews (KII) of a few selected sectors from various regions of Bangladesh. For a random sample of a total of 900 firms will be selected from the partnered organisations for the three sectors, such as light engineering, dairy and poultry, and small businesses. The consultant/firm will deliver all activities related to the primary survey and KIIs, including data cleaning and processing and preparing a synopsis report of the survey and KIIs.

Specific deliverables will be as follows:

- Identify and select geographical areas, groups/individuals for undertaking the primary survey and KIIs in collaboration with the CPD study team;
- Engage qualified enumerators for conducting the primary survey and KIIs;

- Conduct training of the enumerators based on the questionnaires prepared by CPD;
- Supervise and monitor enumerators in order to ensure quality and standard of data to be collected by the enumerators;
- Undertake repeat survey by the enumerators if necessary, in order to ensure accuracy and authenticity of data to be collected by the enumerators;
- Design the structure of data entry by using appropriate software as suggested by the CPD study team;
- Compile and do the entry of the survey data as per the design frame and software suggested by the CPD study team;
- Undertake coding and cleaning of the survey data;
- Take necessary measures to ensure the accuracy of data entries and apply appropriate scrutiny tools for corrections of data as required;
- Prepare a synopsis report based on the primary survey and KIIs conducted as per the outline provided by CPD.

III. TIMELINE

The timeline for completing the aforementioned deliverables will be from 1st April 2021 to 20th April 2021.

IV. ELIGIBILITY

The consultant will have:

- At least 5 years of professional experience in academic, development and action research, analysis;
- At least 3 years' experience in conducting similar types of surveys applying similar methods;
- The applicant needs to have clear understanding on the issues of the research and communication ability with the participants of the survey;
- The applicant needs to have adequate number of qualified human resources;
- The applicant needs to have adequate number of *Tablets or Smart Phones* in order to collect accurate information;
- The Consultant requires to declare that he/ she/ the firm does not have any conflicting interest / affiliation with CPD or CPD employees in any means;
- The applicant should have competence in drafting reports in English.

V. APPLICATION REQUIREMENT

The individual/firm must submit the following documents alongside a Technical Proposal along with the survey implementation strategy and a GANTT CHART and Financial Proposal (including VAT and TAX) separately:

- Maximum 2-page profile highlighting primary survey and KII related assignment along with client name, contract person and contact details;
- CV of the Lead Consultant (who will lead the assignment) – Maximum 2 page highlighting related assignment completed, role in the completed assignment;
- Other Team members (who will be involved in the assignment) one paragraph short CV highlighting related assignment completed and role;
- Firm's/Individual's TIN and VAT registration etc. (required only for firm);
- Technical Proposal (maximum three to four pages) according to the ToR, task to be accomplished as well as draft survey design and plan;
- **Financial Proposal:** The financial proposal should provide as per following format for services rendered.

Line item	Unit	Per unit cost	Total cost
Consultant (s)			
Supervisor			
Enumerators			
Training of the enumerators			
Transportation for intercity			
Per diem (accommodation, food, incidentals etc.)			
Digital logistics (use of tab, internet etc.)			
Others, eg. Hand sanitizer, masks and other health kit for COVID-19			
Overhead (only in case of a firm; max 10%)			
TOTAL			

VI. FINANCE-RELATED SPECIAL NOTES

- All payments for the vendor will be made through Account Payee Cheques in favour of the vendor.
- CPD will deduct TDS from the billed amount as per Section 52AA, Income Tax Ordinance 1984.

- The vendor will need to provide CPD Mushak-6.3 with the bill at 15% rate, as per Statutory Regulatory Order (SRO) 149/20.
- CPD will deduct 15% VAT from the billed amount.
- The vendor will need to produce original invoices/bills for each delivery made under ToR within this contract period.

VII. HEALTH MEASURES

There are health risks in conducting such surveys during the ongoing COVID-19 pandemic. Hence, strictly following health guidelines is mandatory to avoid the risk of spread of the virus.

In view of the situation, the following information should be shared along with the proposal from potential applicants:

- The organisation's health policy;
- Specify if the applying organisation has a group health insurance or not. If yes, please share the relevant documents;
- Each individual affiliated with the applicant firm/individual in conducting these primary surveys and KIIs, should have a minimum coverage of BDT 2 lac group or personal life insurance;
- In case of individual applicant for the task, health insurance will be needed along with the application;
- If the individual applicant engages other human resources for the primary survey or the KIIs, health insurance of those human resources will also be needed;
- Outline the health protocol that will be observed during travelling of the consultant(s) and also for participants travelling to survey venues.
- Elaboration of how these health guidelines will be implemented;
- CPD will not be liable for any health hazard and/or accident of the consultants and/or participants of the primary surveys.

Hard copies of the proposal can be sent to CPD office.

Address:

Centre for Policy Dialogue (CPD)



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Dhanmondi, Dhaka-1209, Bangladesh

For further information, please contact:

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Application closing date: **27 March 2021**