

**Terms of reference (ToR)**  
**Of**  
**Livelihood specialist/consultant for SS-FGF project**

<b>JOB TITLE &amp; POSITION</b>	<b>Livelihood Specialist, LAMB SS-FGF project</b>
<b>LOCATION</b>	Based at Parbatipur, covering 5 districts under Rangpur and Rajshahi Division
<b>REPORTING TO</b>	Project Manager, SS-FGF project

**A. About the project: “Stop suffering caused by Female Genital Fistula (SS-FGF Project)”** covers North-Western Bangladesh. Through the SS-FGF Project, LAMB increases its efforts and systematically look for women with female genital fistula (FGF) and other urogenital health conditions in the form of one-month multichannel campaign in one sub-district, combined with training of local Traditional Birth Attendants (TBA). The TBA goes house to house and refers all the patients that are found. Free high-quality surgical treatment in LAMB hospital will be offered to all fistula patients in the area. Furthermore, awareness-raising in the communities is carried out, which will help women get motivated to come for treatment and work towards better health decisions for deliveries and gynaecological operations, thus preventing further fistula. In addition, rehabilitation programs will be continued, such as Community Fistula Advocates (CFA) and appropriate livelihood training.

The project will also empower women who cannot be cured of their fistula and live in poverty due to this health condition. While surgical treatment to repair fistula is critical to ensure affected women and girls can rebuild their lives, supporting the health and well-being of women with fistula. It also requires a focus on social reintegration and empowerment to fully become a part of their communities and take part in providing for themselves and their families.

**B. Overall Purpose:** The primary objectives of the Livelihood Specialist are To develop tools and strategies for assessment, selection, implementation and evaluation of appropriate Livelihood interventions and assess and prioritise the type of income generating activities (IGA) and type of trade. Livelihood specialist will guide the project to choose and evaluate market-based Livelihood. In addition, he or she will be responsible for orienting field staff or fistula survivors on Livelihood, where applicable.

**C. The key deliverables of the position:**

1. Livelihood assessment and monitoring tools
2. List appropriate livelihoods assessing the market information/income
3. List of services/supports which are available in government departments/NGOs and which are applicable for fistula survivors
4. Program implementation guidelines
5. Accompany SS-FGF team to apply the assessment and monitoring tools

**D. DETAILED TASKS AND RESPONSIBILITIES**

**C.1. IGA needs assessment & beneficiary selection:**

- Develop Livelihood need assessment tool, implementation and monitoring guideline
- Identify highly potential income-generating activities (IGAs) to integrate into the program
- Assess and identify the most appropriate candidates for the IGA program from the project beneficiaries

### **C.2. Program design and cooperate implementation:**

- Design the entire livelihood program to be implemented throughout the project period
- Develop IGA program implementation strategy
- Guide the project staff to implement the program according to the strategy developed

### **C.3. External source identification for IGA support and advocacy:**

- Identify the potential external sources (GOs/NGOs/INGOs) to manage IGA support for project beneficiaries
- Orient staff to build and strengthen the network with the potential external support sources
- Guide staff to ensure livelihood support for project beneficiaries from external sources whenever available

### **C.4. Monitoring & outcome assessment:**

- Monitor regular program implementation and outputs
- Monitor program quality standard
- Monitor IGA production quality and identify challenges
- Orient project staff to conduct livelihood program outcome assessment

### **C.5. Knowledge sharing and skill development:**

- Capture learning on a regular basis throughout the implementation period at least once for the learning of project staff
- Develop challenge overcoming strategies
- Assist in upgrading the skills of the project staff as required

### **C.6. Others:**

- Any other assignments by the project related to Livelihood

## **E. REQUIRED EXPERTISE AND QUALIFICATION**

### **E.1. Qualification**

- At least a Bachelor degree in agricultural sciences, economics or relevant subjects. Masters in Agricultural sciences, economics, sociology or anthropology is preferred
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### **E.2. Work experience**

- Minimum 3 years of experience in the livelihood programs design, implementation, monitoring and evaluation
- Experience of working with impoverished households in hard to reach areas will be an added advantage.
- The position requires basic knowledge and skills in developing and implementing economic development activities.
- Sound knowledge on methodologies of market based livelihood ranking and business attractiveness prioritisation
- Have experience and knowledge in complying with the organisational safe-guarding policy
- Fluent in both Bangla and English (oral and written)

**NB: LAMB ensures protection of children, youths and vulnerable adults from any forms of harm through its safeguarding policy.**

## **F. DURATION OF THE CONSULTANCY**

a) Three months calendar days from the making of agreement. In the last month, project staff will be trained on the tools and manuals

b) The consultant will work closely with the SS-FGF Project Team and WHI and will from time to time submit and share the progress of activities as agreed

**G. DUTY STATION**

a) The consultant will undertake a mix of on site and distance mode of working (in Parbatipur and home-base) based on the agreed work-plan and methodology.

b) The consultant is expected to use own computer and other equipment required for the task.

**H. SUBMITTING PROPOSAL**

H.1 Technical Proposal: the Applicant shall, in particular, ensure to attach the following:

1. Profile of the consultant (max 1 page) explaining why they are the most suitable for the work.
2. Relevant Experience (max 2 page).
3. Detailed methodology and conceptual framework with expected deliverables and timelines, days required for each deliverable
4. Recent CV (Max 3 page)

H.2. Financial proposal: the Applicant shall specify a total lump sum amount for consolidated work for the above mentioned deliverables (including a breakdown of costs for fee, travel and number of working days). Payments will be made in instalments based upon key outputs/deliveries (mentioned under the payment schedule above).

**I. Financial condition:**

1. All payment will be made through account payee cheque
2. Proportion of bill can be claim upon agreement of both party considering completion of deliverables. It can be negotiable during agreement
3. VAT/Tax will be deducted according to the government policies
4. All cost will be included in the financial proposal

Contact Person:

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Interested individual consultant, may submit their technical and financial proposal along with CV, TIN certificate and VAT registration copy to the following email address:  
[tenderbox@lambproject.org](mailto:tenderbox@lambproject.org) Application closing date: June 16, 2022.