

# Section 2: Terms of Reference

## Individual Consultants: International Slaughterhouse/Meat Processing Expert

1. Project title: Livestock Development-based Dairy Revolution and Meat Production Project
2. Project context (Overview/ Project Summary/Project Purpose)

### 2.1 Overview of the sector

- a. **The livestock value-chains in Bangladesh are largely informal.** Mixed livestock production systems are predominant. There are considerable numbers of cattle, a small population of buffaloes, and most farmers keep small animals (sheep and goats) and poultry. The livestock supply chains in Bangladesh largely depends on the smallholders, who are mostly practicing subsistence farming and do not have capacity to supply quality and quantity to meet the demand for the livestock industry. The red meat value chain is the least developed, with only two formal meat processing enterprises operating in the country, whereas the poultry chain is the most commercially developed. The milk supply chain provides a mixed picture, as milk not consumed by the farm households is supplied to informal traditional markets (>80%), while the rest enters a much smaller, but growing formal commercial processing and distribution circuit (5%).
- b. **Despite informality, small-holder producers are engaged in commerce and contribute into private sector led value chains.** Many small holder producers in the livestock value chains depend on surplus production being sold to neighbours, markets or off-takers for improved livelihoods and income. Whether formally registered as a business or not, the small holders are de facto private sector actors. They engage in sales of surplus product and thus connect to a large and complex supply chain that include: feed manufacturers, health service providers, artificial insemination providers, logistics and transport providers, processors, retail and wholesale sales agents and exporters.
- c. **Beef accounts for about 65% of total meat produced.** Animals are generally stall-fed or graze around the homestead, in small family-based production units. Goat meat, also mostly based on small family-based production units, contributes about 5% to national meat output but the goat population has been growing rapidly (nearly 30 % over the last 10 years).
- d. **Poultry production continues to thrive.** The poultry industry is moving towards self-sufficiency in meeting local demand for meat and eggs. A significant part of the broiler market (~ 40 %) is dominated by a more resilient locally bred Sonali chicken, which sells for a much higher price (>40 % more) and is suited to backyard / semi-intensive production. The major part of poultry production however is in the hands of large (international) poultry integrations with back and forward linkages. The broiler industry largely depends on imported maize and protein grains for formulating high performance feeds.
- e. **Women are heavily involved in the livestock sector.** Women comprise 68 % of agricultural labor force. They tend to be involved in home-based activities such as feeding and milking of cows as well as raising small ruminants and backyard poultry. Women's involvement in marketing is limited due to traditional norms that restrict their mobility outside the homestead.

### 2.2 Project Description

The LDDP project seeks to promote climate resilient productivity growth, enhance market access, and improve risk management among smallholder farmers and agro-entrepreneurs,

by providing support for climate smart production systems, farmer empowerment and commercialization.

The project will foster a market-led transformation of livestock production, while ensuring that the supply response to growing demand is sustainable, inclusive, safe, and environmentally conscious. To this end, the project will improve the ecosystem for value chain development by financing key infrastructures including markets, and access to market, insurance and financial products and services, capacity building and knowledge.

Climate resilient livestock production systems will be developed through the promotion of appropriate climate smart agriculture (CSA) practices addressing feeding strategies, animal health and welfare, animal husbandry and breeding, as well as manure and waste management (including production of energy), improved storage and processing. The project will build on existing experience to foster the generation of renewable energy from solar and livestock manure sources.

The project is designed and will be implemented taking into consideration the different gender roles. The project will actively pursue the participation of women across all project components.

### 2.3 Project objectives:

The project development objective is to improve productivity, market access, and resilience of small-holder farmers and agro-entrepreneurs operating in selected livestock systems and value chains in target areas.

### 2.4 Key expected results

- Farmers adopting improved agricultural technologies (following CSA principles) [core indicator] (50% female).
- Increased productivity of targeted species by direct beneficiaries (aggregated over cattle, buffalo, goat, sheep and poultry).
- Increase in market access reflected in increased sales (milk and/or processed milk products, live animals and meat, and eggs) among the livestock producers and value chain actors in project areas (40% for female).
- Farmers and agro-entrepreneurs have adopted food safety standards and/or traceability system, and/or livestock insurance (including climate induced risks)
- The position of women working in the livestock value chain has improved

### 2.5 Project Components:

- Productivity Improvement
- Market Linkages and Value Chain Development
- Improving Risk Management and Resilience of Livestock Production Systems
- Project Management

3. **Designation/Title of the position:** International Slaughterhouse/Meat Processing Expert

4. **Main Duty Station and Location:** Dhaka, Bangladesh

### 5. Activities/outputs

Main Duties/Tasks	Expected duration	Location
Under the overall supervision of the Project Director and the Project Manager of the assigned development Partner (applicable in case a development partner is involved in the project implementation) the Expert will work in collaboration with the Project Management Unit (PMU) under the DLS and relevant	12 person-months	Dhaka as duty station, with

Main Duties/Tasks	Expected duration	Location
<p>entities, project team and the selected processing companies, small and medium enterprises and farmers' organizations and farmers. The duties include, but are not necessarily limited to:</p> <ol style="list-style-type: none"> <li>1. To develop a work plan and lead implementation of project activities in coordination with DLS and other relevant entities in development of slaughterhouses and the meat processing value chain</li> <li>2. To review needs assessment reports, discuss findings/suggestions and agree on strategies and approaches for the development of slaughterhouses and meat processing</li> <li>3. To lead the project implementation teams in sectoral assessment and baseline data collection on current situations in slaughterhouse and meat processing in the country;</li> <li>4. To provide technical advice to the project team in implementing project activities as per the approved log frame and work plan to achieve the project outcomes;</li> <li>5. To identify possible slaughterhouse development methods in the country, with focus on hygienic slaughtering in wet markets, and the construction of local and regional slaughtering infrastructure, as well as slaughterhouses and meat processing in the metro areas;</li> <li>6. To directly supervise the development of slaughterhouses, processing, and marketing structures for meat;</li> <li>7. To review and improve designs for slaughter infrastructure (wet markets and district facilities) proposed by design and supervision firm, to ensure that they enable compliance with national food safety standards, and incorporate global level innovation for food safety and output</li> <li>8. To support DLS and other relevant stakeholders in improving the competitiveness of locally produced meat on the domestic market in Bangladesh</li> <li>9. To support DLS on institutional and operational frameworks how slaughterhouses and meat processing facilities have to be realized : e.g. fully private, as a Public Private Partnership (PPP) or by the State</li> <li>10. To conduct consultations concerning supportive policy environment and elaborating effective operations management systems for local slaughterhouses for enhancing their efficiency</li> <li>11. In coordination with relevant government departments, to develop a capacity building plan, prepare training resource materials and deliver trainings (meat production and processing, operating existing machines, business management, marketing and etc)</li> <li>12. To advise the DLS and MOFL on the policy documents (national level and operations level) to support the development of the slaughterhouse enterprises;</li> <li>13. To consult management of the slaughterhouses on the modern methods of organizing production operations for increasing enterprise effectiveness and product quality;</li> <li>14. To provide recommendations to the slaughterhouse management regarding installation, operations and maintenance of advanced equipment.</li> </ol>		<p>occasional local travels within the country</p>

Main Duties/Tasks	Expected duration	Location
15. To provide technical support (technical specifications of machineries/equipment, building design, utilities and waste water treatment) to the procurement process; 16. To support in establishing market linkages or signoff contracts/MOUs between the Slaughtering and Meat Processing companies, and potential buyers and traders; 17. To implement any other activities related to the meat value chain development 18. Reporting: To prepare monthly reports on progress realised, implementation approaches, challenges/issues and ways forward.		

**6.0 Selection Method**

A consultant will be selected following the Selection of Individual Consultants method as set forth in the World Bank Procurement Regulations for IPF Borrowers, July 2016 revised November 2017.

**7.0 Duration of Assignment**

The duration of the contract will be 12 months. However, the duration of the assignment may be increased or reduced according to the availability of the consultant, project needs and budget.

**8.0 Position Requirements**

**8.1 Education:**

Advanced university degree in Animal Husbandry/Veterinary Science/Food Processing, with specialization in Livestock Slaughtering and Meat Processing, or other education / industry experience that provides the necessary analytical and technical skills.

**8.2 Technical and Functional Experience:**

- A minimum of 15 years practical experience in the field of meat processing and slaughterhouse development, including experience in the developing countries involving technical cooperation. 20 years of similar experience will be an added advantage.
- Knowledge of the needs, conditions and problems in developing countries and hands on experience of the slaughterhouse operations and practical experience with the modern slaughterhouse and meat processing equipment.
- Experience with market research, Results-Based Management, in particular with Log-frames /results chains analysis for policy advice/strategy development, or development projects, highly desirable.
- Experience from working with livestock slaughtering and meat value chain analysis, particularly in developing countries is highly desirable.
- Sufficient skill on computer operations.
- Ability to work under pressure and good interpersonal skills to integrate in teamwork.

**8.3 Languages:** Fluency in written and spoken English is required.

**9.0 Logistics and facilities to be provided by the Client:**

- Office space with furniture;
- Office equipment like computer, printer etc;
- Facilities for production and binding of reports etc.

# Form 3A: Application Submission

[Location: dd/mm/yy]

To:

Project Director  
Livestock and Dairy Development Project (LDDP)  
Department of Livestock Services  
Krishi Khamar Sarak, Farmgate, Dhaka

Dear Sir:

I am hereby submitting my Application to provide the consulting Services for [Insert title of assignment] in strict accordance with your Request for Application dated [Insert date, month and year].

I declare that I was not associated, nor have been associated in the past, directly or indirectly, with a Consultant or any other entity that has prepared the design, specifications and others documents in accordance with Clause 5.

I further declare that I have not been declared ineligible by the Government of Bangladesh on charges of engaging in corrupt, fraudulent, collusive or coercive practices in accordance with Clause 4.

I undertake, if I am selected, to commence the consulting Services for the assignment not later than the date indicated in Clause 12.1.

I understand that you are not bound to accept any Application that you may receive.

I remain,

Yours sincerely,

Signature:

Print name:

Address:

Tel:

Email:

**Attachment:**

- 1.
- 2.
- 3.
- 4.
- etc.

## Form 3B: Curriculum Vitae (CV) of the Applicant

1	PROPOSED POSITION FOR THIS PROJECT	<i>[From the Terms of Reference, state the position for which the Consultant will be engaged.]</i>												
2	NAME OF PERSON	<i>[state full name]</i>												
3	DATE OF BIRTH	<i>[ dd/mm/yy]</i>												
4	NATIONALITY													
5	MEMBERSHIP IN PROFESSIONAL SOCIETIES	<i>[state rank and name of society and year of attaining that rank].</i>												
6	EDUCATION	<i>[list all the colleges/universities which the Applicant attended, stating degrees obtained, and dates, and list any other specialised education of the Applicant ].</i>												
7	OTHER TRAINING	<i>[indicate significant training since degrees under EDUCATION were obtained, which is pertinent to the proposed tasks of the Consultant].</i>												
8	LANGUAGES & DEGREE OF PROFICIENCY	<table style="width: 100%; border: none;"> <tr> <td style="text-align: center;"><u>Language</u></td> <td style="text-align: center;"><u>Speaking</u></td> <td style="text-align: center;"><u>Reading</u></td> <td style="text-align: center;"><u>Writing</u></td> </tr> <tr> <td style="text-align: center;">e.g. English</td> <td style="text-align: center;">Fluent</td> <td style="text-align: center;">Excellent</td> <td style="text-align: center;">Excellent</td> </tr> </table>	<u>Language</u>	<u>Speaking</u>	<u>Reading</u>	<u>Writing</u>	e.g. English	Fluent	Excellent	Excellent				
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e.g. English	Fluent	Excellent	Excellent											
9	COUNTRIES OF WORK EXPERIENCE													
10	<p>EMPLOYMENT RECORD</p> <p><i>[starting with present position list in reverse order <b>every employment held and state the start and end dates of each employment]</b></i></p>	<p><i>[The Applicant should clearly distinguish whether as an "employee" of the firm or as a "Consultant" or "Advisor" of the firm].</i></p> <p><i>[The Applicant should clearly indicate the Position held and <b>give a brief description of the duties</b> in which the Applicant was involved].</i></p> <table style="width: 100%; border: none;"> <tr> <td style="width: 40%;">EMPLOYER 1</td> <td style="width: 30%;">FROM: <i>[e.g. January 1999]</i></td> <td style="width: 30%;">TO: <i>[e.g. December 2001]</i></td> </tr> <tr> <td>EMPLOYER 2</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 3</td> <td>FROM:</td> <td>TO:</td> </tr> <tr> <td>EMPLOYER 4 (etc)</td> <td>FROM:</td> <td>TO:</td> </tr> </table>	EMPLOYER 1	FROM: <i>[e.g. January 1999]</i>	TO: <i>[e.g. December 2001]</i>	EMPLOYER 2	FROM:	TO:	EMPLOYER 3	FROM:	TO:	EMPLOYER 4 (etc)	FROM:	TO:
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EMPLOYER 2	FROM:	TO:												
EMPLOYER 3	FROM:	TO:												
EMPLOYER 4 (etc)	FROM:	TO:												
11	WORK UNDERTAKEN THAT BEST ILLUSTRATES THE CAPABILITY TO	<i>[give an outline of experience and training most pertinent to tasks on this assignment, with degree of responsibility]</i>												



12 COMPUTER SKILL

CERTIFICATION

[Do not amend this Certification].

I, the undersigned, certify that (i) I was not a former employee of the Client immediately before the submission of this proposal, and (ii) to the best of my knowledge and belief, this CV correctly describes myself, my qualifications, and my experience. I understand that any wilful misstatement described herein may lead to my disqualification or dismissal, if engaged.

Signature

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Print name

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Date of Signing

dd / mm / yyyy

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## Form 3C: Indicative Remuneration & Expenses

The Consultant should provide an indication of the remuneration as per the format shown below. This will not be used for evaluation of the Consultant's Application but solely for the purposes of Application Negotiations to be held as stated in **Clause 9.1**.

**(1) Remuneration**

Rate (per month / day / hour in USD/BDT)	Staff Time (No. month / day / hour)	Total (USD/BDT)

**Note: A month consists of 30 calendar days.**

**(2) Reimbursable (as applicable)**

	Rate per unit	Total unit	Total Amount (USD/BDT)
(a) Per Diem Allowance			
(b) Air Travel Costs			
(c) Other Travel Costs (state mode of travel)			
(d) Communication charges			
(e) Reproduction of Reports			
(f) Other Expenses ( <i>to be listed</i> )			
		Sub-total	

CONTRACT CEILING (1) + (2)	
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