

Terms of Reference (ToR)

For Procurement of Agricultural Inputs for Rabi Season Vegetable and Sunflower Farming of HSBC's "Developing Sunflower value chain for sustainable farm household income at the Southwest coastal region of Bangladesh (SuRJaMoNI)" Project

Background

CARE is one of the world's leading international humanitarian and development organizations, committed to helping people in poor communities improve their lives and alleviate poverty. Founded in 1945, CARE is working with over 100 countries to fight global poverty and marginalization. CARE has been active in Bangladesh since 1949 and is one of the largest programs in CARE confederation. Women and girls are at the core of all CARE programs because they represent half of the marginalized group, and it is not possible to overcome poverty until all people have equal rights and opportunities. CARE Bangladesh works to implement programs with long-term impacts that result in sustainable changes for the extreme poor and marginalized communities. CARE Bangladesh's Humanitarian and Resilience Program is committed to provide people affected by disasters and conflicts with life-saving assistance, with a special focus on women and girls, who are disproportionately affected by disasters. Our action also includes preparedness and early action, emergency response and recovery, resilience and adaptation to climate change and equitable development.

Satkhira, a climate-vulnerable region, relies heavily on agriculture, fishing, and livestock for livelihoods. Climate induced disasters have harmed the natural ecosystem and made life harder. Salinity intrusion converts 500 hectares of land to saline annually, leaving many cultivable lands unused. On the other hand, the government aims to produce 1 million tons of cooking oil by 2025 without compromising rice production, focusing on sunflower cultivation in Satkhira. However, challenges like seed quality and price fluctuations hinder sunflower production. Considering all these conditions CARE Bangladesh has initiated a project titled "Developing Sunflower value chain for sustainable farm household income at the Southwest coastal region of Bangladesh" funded by HSBC Bank to building resilience of small holder farmers through adaptive agricultural practices, market-based approaches and smart agri-mechanization. The prime objective of the project will be strengthening agricultural adaptation of smallholder farmers against climate change induced salinity stresses through intensified cropping and agri-mechanization in a market-based approach in a two-year program, at Satkhira district of Bangladesh.

The project will directly benefit around 1975 households where 1225 households will be under the cultivation of Sunflower along with the market development activities in Satkhira. The project will follow a community-based approach and promote adaptive technology-driven practices to implement its major components successfully. By doing so, it aims to achieve both food security and market development for high-value crops, especially Sunflower, in the designated project areas. Once the farmers are selected, they will receive comprehensive technical training, enabling them to effectively utilize adaptive varieties and technologies in their agricultural practices. This will also equip them to employ agricultural machinery efficiently in their fields.

Objective of this ToR:

To procure quality climate-adaptive agricultural inputs including seeds, tools, and fertilizers, ensuring sustainable farming practices and enhancing crop yield for the targeted beneficiaries of Kalaroa and Tala Upazila in Satkhira district.

Scope of work/Expected Outcome/Delivery:

- Identify reliable suppliers for climate resilient, especially saline-tolerant seeds
- Procure and deliver specified quantities of agricultural inputs.
- Ensure the inputs meet quality standards and promote sustainable farming.

Expected Delivery Location/s

Kalarooa Team Office, CARE Bangladesh, Kalarooa, Satkhira, Bangladesh.

Key Deliverables:

- Timely delivery of seed samples, seeds, tools, and fertilizers.
- Maintaining visibility, proper packaging, branding and standard.
- Quality assurance reports for each batch of inputs.
- Respective user guidelines for tools and equipment; cultivation procedures; manual; necessary documents for cultivation and practices farmers on sustainable farming practices.

Requirements of Vendor:

- Registered agricultural supplier/vendor with DAE.
- Demonstrated experience in supplying Climate-adaptive agricultural inputs.
- Compliance with farming standards.
- Financial stability and capacity for bulk procurement.
- Must have updated VAT and Tax documentation and record.

Nature of the Support/Service:

This procurement initiative seeks qualified vendor/s to supply and deliver agricultural inputs, emphasizing quality and adherence to farming principles. The selected vendor will play a crucial role in supporting farmers by providing essential tools and knowledge for sustainable and productive agriculture.

Required items for individual Household (HH) of vegetable farming

Line Item 1. Seed Package for individual Household (HH)

Total No. of packages: 100 Package

Specification/Requirement for each package (HH)					
SL	Seed	Seed Variety	Required amount per HH in gm*	Required Pack Size in gm**	Remarks***
1	Bitter gourd	Hybrid (suitable for Rabi season)	5	5 gm*1 pack	
2	Yard long bean		20	10 gm*2 pack	5/10 gm pack is also acceptable
3	Bottle Gourd		5	5 gm*1 pack	
4	Snake Gourd		10	10 gm *1 pack	5/10 gm pack is also acceptable
5	Ridge gourd		3	3 gm *1 pack	
6	Cucumber		1	1 gm *1 pack	
7	Papaya		1.5	0.5 gm *3 pack	3 packs of 0.5 gm
8	Stem Amaranth		40	10 gm*4 pack	5/10/20 gm pack is also acceptable

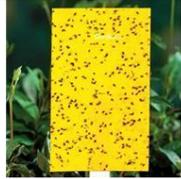
Note:

Please provide relevant information, e.g. germination rate and expiry date for over 1 year, etc. The minimum germination rate must be 60%.

** The package size must be followed Strictly.

*** All these seeds should be packed separately and supplied as a Package with **SuRJaMoNI project branding**, (in cloths or tissue bag) approved by CARE BD. The branding template (design) will be shared from CARE BD and the selected vendor will print the branding in the bag as per template.

Line Item 2-4 . Requirement of Agriculture input support for 100 individual Household (HH)

Item Line	Items (with specification)	Unit measure	Total requirements	Indicative images
2.	Pheromone trap (2 lure per packet)	Packet	200 packets	
3.	Yellow Sticky Insect Traps (Approx. 9.5-inch X 4 inches, both side stick)	Piece	600 pieces	
4.	Organic fertilizer (25 KG bag)- Vermicompost (Moisture content below 15%, provide in 300GSM GEO grow bag) Branding: Designed by CARE	25 kg/bag	200 Bag	

Required items for field vegetable farming

A. Line Item 5 (Package) - Seed procurement for individual farmers

Total No. of packages: 100 Package

Specification/Requirement for each farmer					
SL	Seed**	Seed Variety	Required amount per farmer in gm***	Required Package Size in gm***	Total requirements
1	Bitter gourd	Hybrid (suitable for Rabi season)	50	50 gm*1 pack	100 Packages
2	Cucumber		10	10 gm*1 pack	
3	Red Amaranth		250	50 gm*5 pack	
4	Cauliflower		7.5	2.5 gm*3 pack	
5	Sweet gourd		60	20 gm*3 pack	
6	Squash		60	20 gm*3 pack	

*Please provide relevant information, e.g., germination rate and expiration date for over 1 year, etc. The minimum germination rate must be 60%.

** The package size must be followed Strictly.

*** All these seeds should be packed separately and supplied as a Package with SuRJaMoNI project branding, (in cloths or tissue bag) approved by CARE BD. The branding template (design) will be shared from CARE BD and the selected vendor will print the branding in the bag as per template.

B. Requirement of Agriculture input support

Item Line	Items (with specification)	Unit measure	Total requirements	Indicative images
6	Pheromone trap (2 lure per packet)	Packet	1,000 packets	
7	Yellow Sticky Insect Traps (Approx. 9.5-inch X 4 inches, both side stick)	Piece	1,000 pieces	
8	Organic fertilizer (25 KG bag)- Vermicompost (Moisture content below 15%, provide in 300GSM GEO grow bag) Branding: designed by CARE	25 kg/bag	500 Bag	

Required items for Sunflower Farming

Line Item 9: Seed for individual Household (HH)

Total Number: 200 Package

Specification/Requirement for individual Household					
SL	Seed	Seed Variety	Required amount per HH in gm*	Required Pack Size in gm	Remarks**
1	Sunflower	Hybrid Hysun	650	650 gm*1 pack	50, 100 and 200 gm pack are also acceptable

*Please provide relevant information, e.g. germination rate and expiry date for over 1 year, etc. The minimum germination rate must be 60%.

** All these seeds should be packed separately and supplied as a Package with **SuRJaMoNI project branding**, (in cloths or tissue bag) approved by CARE BD. The branding template (design) will be shared from CARE BD and the selected vendor will print the branding in the bag as per template.

Line Item 10-17. Requirement of fertilizers as agriculture input support

Sl	Items (with specification)	Unit measure	Total requirements	Indicative images
10.	Urea (25 KG bag) (Nitrogen content 46%) Branding: Designed by CARE	25 kg/bag	200 Bags	

Sl	Items (with specification)	Unit measure	Total requirements	Indicative images
11.	TSP (25 KG bag) (Moisture content below 5%, Phosphorus content 20%, Calcium content 14%, Sulphur content 1.3%) Branding: Designed by CARE	25 kg/bag	200 Bags	
12.	MoP (20 KG bag) (Potassium content 50%) Branding: Designed by CARE	20 kg/bag	200 Bags	
13.	Gypsum (20 KG bag) (Sulphur content 18%, Calcium content 20%) Branding: Designed by CARE	20 kg/bag	200 Bags	
14.	Magnesium Sulphate (11 KG bag) (Sulphur content 12.5%, Magnesium content 9.5%) Branding: Designed by CARE	11 kg/bag	200 Bags	
15.	Boric Acid (Boron content 17%)	1.5 kg/packet	200 packets	
16.	Zinc Sulphate	1.5 kg/packet	200 packets	-
17.	Organic fertilizer (25 KG bag)- Vermicompost (Moisture content below 15%, provide in 300GSM GEO grow bag) Branding: Designed by CARE	25 kg/bag	400 Bags	

Safety Security & Losses clauses:

Vendors will solely be responsible for-

- Vendors will be responsible for looking after all over logistics during the contract period.
- Any losses, such as theft or other losses in vendor warehouse/storage/transportation need to be recover/fill up properly.

Duration:

This Quotation/proposal must be valid for at least 90 Days.

Specific Tasks, Outputs and Time Frame

Task	Timeline	Delivery location
1. Sample delivery of the required inputs*	03 October 2024	Kalaroo, Satkhira**
2. Sample delivery of the required number of seeds*	03 October 2024	Kalaroo, Satkhira
3. Germination test of supplied seeds and result preparation	17 October 2024	NA
4. Delivery of the required number of seeds	30 October 2024	Kalaroo, Satkhira
5. Delivery of Pheromone trap	30 October 2024	Kalaroo, Satkhira
6. Delivery of Yellow Sticky Insect Traps	30 October 2024	Kalaroo, Satkhira
7. Delivery of Vermicompost	30 October 2024	Kalaroo, Satkhira
8. Delivery of fertilizers (Urea, TSP, MoP, Gypsum, Magnesium Sulphate, Boric acid, and Zinc Sulphate)	07 November 2024	Kalaroo, Satkhira

*No separate cost is entitled for sample seed and input delivery.

**Office address (Kalaroo Field Office, Pacific Plaza (2nd Floor), Keshabpur Rd, Kalaroo, Satkhira, Bangladesh-9410)

Local contact: Md. Shahabuddin, Project Manager-Production and Value Chain; +880 1719256317

Required Sample Size for each item

Sl.	Item	Quantity of sample
1.	Bitter gourd	05 gm (30-32 seeds)
2.	Yard long bean	05 gm (32-35 seeds)
3.	Bottle Gourd	10 gm (40-42 seeds)
4.	Snake Gourd	10 gm (40-42 seeds)
5.	Ridge gourd	10 gm (50-52) seeds)
6.	Cucumber	1 gm (40-45 seeds)
7.	Papaya	0.5 gm (40-45 seeds)
8.	Stem Amaranth	0.25 gm (100+ seeds)
9.	Cauliflower	0.25 gm (100+seeds)
10.	Sweet Gourd	10gm (40-42 seeds)
11.	Squash	10 gm (40-42seeds)
12.	Red Amaranth	0.25 gm (100+ seeds)
13.	Sunflower (Hybrid Hysun-33)	05 gm (70-85 seeds)

Required Sample Size for input items:

Sl.	Item	Quantity of sample
1.	Pheromone trap	2 packets
2.	Yellow Sticky Insect Traps	6 Pieces
3.	Urea (1 kg)	1 packet
4.	TSP (1 kg)	1 packet
5.	MoP (1 kg)	1 packet
6.	Gypsum (1 kg)	1 packet
7.	Magnesium Sulplate (0.5 kg)	1 packet
8.	Boric Acid (0.5 kg packet)	1 packet
9.	Zinc Sulphate (0.5 kg packet)	1 packet
10.	Organic fertilizer (minimum 5 kg bag)- Vermicompost	1 Bag

Evaluation Criteria:

SL	Criteria	Assigned Score
A.	Overall Proposal Suitability <ul style="list-style-type: none"> Relevance with the Specification (10 marks achievable) Proposed Pack size matched with the requirement (10 marks achievable) Germination test result - Above 85%- 10 marks, 75-85%- 5 Marks, 70-75% -3 marks, below 70% - Disqualified, (10 marks achievable) 	30
B.	Previous Work and Awards <ul style="list-style-type: none"> Max. 10 points for > or equal 5 years' experience and 2 points for each year relevant service experiences (10 marks achievable) Proven Experience of working with - INGO/NGO/UN/Development organizations, Multinational Companies /International Organization, Banks & Financial Institutions & others, (10 points for > or equal 5 clients and each client 3 points) (10 marks achievable) 	20
C.	Delivery Schedule and longevity of quotation <ul style="list-style-type: none"> Delivery Schedule from award – within 7 days 10 marks, within 8-15 days 5 marks, within 15-25 days - 3 marks, above 25 days – 0 marks (10 marks achievable) Longevity of quotation – above 45 days 10 marks, 45-30 days 5 marks, less than 30 days 0 marks. (10 marks achievable) 	20
D.	Others <ul style="list-style-type: none"> Adherence to Branding requirements (10 marks achievable) 	10
	Total	80

Financial Proposal:

Financial Proposal will evaluate by **20 marks**

- Value for money and Cost proposal (20)

Payment Schedule

- Installment 1: After delivering the product – 80%
- Installment 2: After passing sample-based germination and quality check – 20% (Estimated time 45 days after delivery)

Safety/Penalty Clauses

This ToR will be an integral part of the contact between CARE Bangladesh and the consultant/agency/vendor. If the consultant/agency/vendor fails to provide services of any or all of the contract within the period (s) specified in the Contract / Purchase Order, the Purchaser shall, without prejudice to its other remedies under the Contract, deduct from the Contract Price / Purchase Order amount, as penalty, a sum equivalent to the percentage stated below:

Sl No.	Total Delay with respect to agreed delivery schedule	% to be deducted on the contracted value
01	First 5 days	2%
02	From 6 to 11 days	3%
03	From 12 to 20 days	4%
04	Above 20 days	The termination clause may be applicable as per terms of PO

**Deduction of the penalty amount will not be applicable in case if any extended completion time/ period is officially agreed and accepted by CARE Bangladesh after the completion date mentioned in PO.