

# **Terms of Reference (TOR)**

**For**

**In-depth study of the project**

Establishment of National Institute of Laboratory Medicine  
and Referral Centre (2<sup>nd</sup> Revised)



**Monitoring and Evaluation Sector-5**  
**Implementation Monitoring and Evaluation Division**  
**Ministry of Planning**

## Terms of Reference (TOR)

<b>01.</b>	<b>Name of the Project</b>	:	Establishment of National Institute of Laboratory Medicine and Referral Centre (2 <sup>nd</sup> Revised)	
<b>02.</b>	<b>Sponsoring Ministry/Division</b>	:	Ministry of Health and Family Welfare(MOHFW) /Health Service Division (HSD)	
<b>03.</b>	<b>Executing Agency</b>	:	Department of Health Services	
<b>04.</b>	<b>Location of the Project</b>	:	Division	District
			Dhaka	Sher-E-Bangla Nagar, Dhaka

<b>05.</b>	<b>Estimated Cost (In Lakh taka)</b>	:	<b>Original</b>	<b>Revised (2<sup>nd</sup>)</b>
	(a) Total	:	13813.60	19432.24
	(b) GOB	:	13813.60	19432.24
	(c) Project Aid	:	-	-

<b>06.</b>	<b>Implementation Period</b>	:	<b>Original</b>	<b>Revised (2<sup>nd</sup>)</b>
	(a) Date of Commencement	:	July 2010	July 2010
	(b) Date of Completion	:	June 2013	June 2018

**07. Objectives of the Project:**

- Establish a National Institute on laboratory Medicine;
- To provide facility for community and hospital based training for all level of laboratory personnel.
- To make a network all over the country to ensure quality of laboratory services;
- Provide pathological service and utilize the institute as referral laboratory;
- Introduce accreditation in the field of laboratory medicine
- Conduct Post-graduate and Undergraduate courses on different subjects of Laboratory Medicine;
- Conduct research activities
- Generate income through service provision.

**08. Major components of the project:**

- Land Acquisition- 0.366 Acre.;
- Construction of main building (12 storied) with 2 basements - 97000 Sft.

- Construction of boundary wall, Internal Road, Master drain, External sewerage line etc.
- Procurement of medical equipments, furniture, vehicle, book & journals, chemicals & reagents etc.
- Procurement of animal for research
- Requirement of manpower

**09. Progress of the Project (Cumulative progress up to October 2017):**

Financial: 8691.63 Lakh Taka

Physical: 44%

**10. TOR of the current Assignment:**

- (a) Description of the Project (Project Name, Sponsoring Ministry, Implementing Agency, Project Implementation Period, Project Cost, Year wise Allocation as per DPP, Objective of the Project, Approval/Revision of the project, Source of Finance, Background of the Project.
- (b) Collection and analysis of overall and detailed component wise progress of the project (physical and financial) using table, graph, chart etc.
- (c) Analysis and review the progress of the Project in respect to project objective as well as probable future impact.
- (d) Examination whether PPA-2006 and PPR-2008, and guidelines of development partners for Procurement was followed in the procurement process (In this case it is mandatory to evaluate tender process and evaluation; whether the packages mentioned in DPP are split or not. If package are split, then identify the causes, and examine whether it is done with approval from proper authority).
- (e) Analyzing and making observation whether quantity of goods, works and services are procured as per BoQ, quality is ensured as per specification (in this case, samples are to be collected from field level and tested from reputed laboratory. Moreover, data are to be collected with field inspection through Individual Interview, Key Informant Interview (KII), and Focus Group Discussion (FGD).
- (f) Finding out the rationality of year wise work plan and financial target mentioned in DPP. Assess whether the project is implementing/implemented in respect to/along with year wise work plan from the beginning of the project. If there are any lapses in progress in comparison to project planning. Then identify the causes and suggest remedial measures.
- (g) Analyzing and making observation on different complexities like land acquisition, utility shifting, delay in fund release, delay in procurement, limitations in management,



causes of increase of project cost and implementation period, social and environmental impact of the project.

- (h) Discussion and making recommendation on the project's probable Exit Plan
- (i) After completion of the Project to sustain created infrastructure/ opportunities have to make recommendations.
- (j) SWOT analysis of the Project; in this case, strength, weakness, opportunity and threats have to be identified and discussed. Moreover, recommendations are to be proposed to overcome the weakness and threats identified.
- (k) Make justification of the taking the project in respect to Socio-Economic condition.
- (l) Making major findings on overall project's implementation status.
- (m) Making recommendations in the light of findings; and
- (n) Other tasks assigned by the procuring entity (IMED).

**11. Qualification of Firm and Consultants:**

Sl. No.	Consulting Firm and Consultants	Educational Qualification	Experience
A)	Consulting Firm	N/A	<ul style="list-style-type: none"> <li>• At least 3 (three) year working experience in relevant field.</li> </ul>
B)	i) Team Leader cum Monitoring Expert	Minimum Masters/MBA in M&E	<ul style="list-style-type: none"> <li>• At least 10 (ten) years working experience in research/study/M&amp;E or such other relevant field;</li> <li>• Experience in conducting at least 1(one) monitoring &amp;/or evaluation;</li> <li>• Must have knowledge on the PPA 2006 and PPR 2008;</li> <li>• Must have report writing and presentation skill;</li> <li>• Working experience in project implementation or project monitoring is preferable;</li> <li>• MBA in M&amp;E will be given preferences;</li> <li>• Should have knowledge on ADP project implementation Modalities;</li> </ul>
	ii) Pathologist	Master or equivalent degree in Pathology	<ul style="list-style-type: none"> <li>• At least 5 years Working Experience in relevant field;</li> <li>• Working experience in project implementation for the HNP Sector;</li> <li>• Should have adequate knowledge on Laboratory Medicine;</li> <li>• Must have knowledge on the PPA 2006 and PPR 2008;</li> <li>• Working experience in monitoring and evaluation studies is preferable.</li> </ul>

Sl. No.	Consulting Firm and Consultants	Educational Qualification	Experience
	iii) Civil Engineer	B.Sc in Civil Engineering	<ul style="list-style-type: none"> <li>At least 5 (five) year working experience in relevant field;</li> <li>Experience in building construction, testing the quality of building materials etc.</li> <li>Experience in PPA-2006 &amp; PPR-2008;</li> <li>Working experience in construction supervision, monitoring and evaluation for at least 3 years;</li> <li>Computer skills and report writing ability</li> </ul>
	iv) Socio-Economic Specialist	<ul style="list-style-type: none"> <li>Master degree in Sociology/Economics /Social Science/ Development Studies;</li> </ul>	<ul style="list-style-type: none"> <li>At least 5 (five) year experience in conducting socio-economic research/study;</li> </ul>

**12. List of reports, Schedule of Deliveries, Period of Performance:**

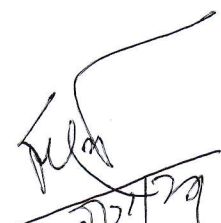
SL. No.	Title of Report	Time of Submission	Comments
1.	Inception Report	within fifteen(15) days after signing of contract agreement	
2.	1 <sup>st</sup> draft report	within eighty(80) days after signing of contract agreement	
3.	2 <sup>nd</sup> draft report	within hundred (100) days after signing of contract agreement	
5.	Final Report (in Bengali and English)	within hundred and ten (110) days after signing of contract agreement	

**13. Data, Personnel, Facilities and Local Services to be provided by the Client:**

The client will provide the following project related documents; if available;

- Project document and project related various report (i.e. DPP/RDPP/IMED-05);
- Provide assistance to communicate with stakeholders.

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 কাজী দেলোয়ার হোসেন  
 পরিচালক  
 বাস্তবায়ন পরিবীক্ষণ ও মূল্যায়ন বিভাগ  
 পরিকল্পনা মন্ত্রণালয়  
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার