

Terms of Reference (TOR)

For

In-depth study of the project

**Haor Infrastructure And Livelihood Improvement Project (1st
revised)**



**Monitoring and Evaluation Sector-3
Implementation Monitoring and Evaluation Division
Ministry of Planning**

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Terms of Reference (TOR)

01.	Name of the Project	:	Haor Infrastructure And Livelihood Improvement Project (1st revised)		
02.	Sponsoring Ministry/Division	:	Local Government Division		
03.	Executing Agency	:	Local Government Engineering Department		
04.	Location of the Project	:	Division	District	Upozila
			Dhaka	Kishoreganj	Itna, Mithamoin, Astogram, Nikli
				Netrokona	Khaliajuri, Komlakanda, Modon, Mohonganj
			Sylhet	Sunamganj	Sadar, Dakhin Sunamganj, Bishomborpur, Tahirpur, Jamalganj, Derai, Shalla, Doarabazar, Dharmopasha, Chatok, Jagannathpur
				Habiganj	Azmiriganj, Lakhai, Baniachong
			Chittagong	Brahmonbaria	Sadar, Nasirnagar, Nabinagar, Sorail, Ashuganj, Bancharampur

05.	Approved Cost (In Lakh taka)	:	Original	Revised (1st)
	(a) Total	:	94538.73	107632.00
	(b) GOB	:	2561.99	26992.76
	(c) Project Aid	:	68976.74	80639.24

06.	Implementation Period	:	Original	Revised (1st)
	(a) Date of Commencement	:	January 2012	January 2012
	(b) Date of Completion	:	June 2019	June 2019

07. Objectives of the Project:

- Enhancing Market Accessibility, Livelihood Opportunities and Social service Facilities;
- Increasing Rural Economic Activities, Reducing Risks in Crop Production and increasing resilience to natural calamities;
- More Access to Fisheries, Preserving Biodiversities and Following Lessons from Community Based Resource Management Projects;

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- Increasing Agricultural Production, Bringing Diversities in production and creating opportunities for marketing of crops and animal products; and
- Increasing Living Standards, Reducing Vulnerabilities and Poverties in Haor Areas through Effective, Efficient and Proper use of Resources.

08. Major components of the project:

- Acquisition of Land and Other Assets-21 Acres
- Upozila Road with Submersible Road Construction-100 km Union Road with Submersible Road Construction-150 km
- Community Road with Submersible Road Construction-150 km
- Construction of Bridges/Culverts in Upozila Roads-700 metre
- Construction of Bridges/Culverts in Union Roads-1050 metre
- Construction of Bridges/Culverts in Community Roads-1600 metre
- Construction of Bridges/Culverts in Shunamganj-700 metre
- Construction of Landing Ghat-50 Nos
- Rural Market Improvement- 78 Nos
- Market Collection Centre- 90 Nos
- Village Protective Work in 78 villages
- Beel Development (New)-200 Nos
- Beel Development (Old)-105 Nos
- Canal Excavation- 100 km
- Plantation-213500 Nos
- Village Protective Infrastructure-224 Nos
- Inter-Village Services.

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

Financial: 57982.12 Lakh Taka (53.87%)

Physical: 58.25%

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, Background of the Project, Rationale for Project Area Selection, Approval/Revision of the project, Source of Finance etc Analysis and Presentation;
- (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).

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- (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 is 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) Analyzing effectiveness and suitability of the work done and whether the physical progress of the project is in line with the expected outcome and objectives of the project;
- (i) Evaluation of the benefits of the projects to the beneficiaries and impact on their socio-economic conditions and also on any success stories (if any);
- (j) Discussion and making recommendation on the project's probable Exit Plan;
- (k) After completion of the Project to sustain created infrastructure/ opportunities have to make recommendations;
- (l) SWOT analysis of the Project; in this case, strength, weakness, opportunity and threats have to be identified and discussed. Moreover, recommendations to be made to overcome those weakness and threats.
- (m) Make justification of the taking the project in respect to Socio-Economic condition;
- (n) Making major findings on overall project's implementation status;
- (o) Making recommendations in the light of findings;
- (p) Preparing an in-depth monitoring report based on the collected informatins from project area and take approval from procuring entity (IMED);
- (q) To arrange a national workshop on the findings of the in-depth monitoring and finalizing the monitoring report after incorporating important comments and suggestions from that workshop; and
- (r) Other tasks assigned by the procuring entity (IMED).

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11. Qualification of Firm and Consultants:

No.	Type of professionals	Educational qualification required	Experience required
1.	Farm	-	<ul style="list-style-type: none"> At least 3 (three) year working experience in relevant field.
2.	Team Leader-Evaluation Specialist	<ul style="list-style-type: none"> BSc in Civil Engineering; Masters/Ph.D or any other higher degree in relevant field will be given preference. 	<ul style="list-style-type: none"> At least 10 (ten) year working experience in relevant field; working experience in at least 1 (one) number of monitoring and evaluation studies. Additional experience will be given preference; working experience in relevant field specially in haor areas; Through knowledge on PPA-2006 & PPR-2008; Computer skills and report writing ability.
3.	Mid-Level Engineer	<ul style="list-style-type: none"> BSc in Civil Engineering; Masters/Ph.D or any other higher degree in relevant field will be given preference. 	<ul style="list-style-type: none"> At least 5 (five) year working experience in relevant field; working experience in monitoring and evaluation studies will be given preference; working experience in relevant field specially in haor areas; Through knowledge on PPA-2006 & PPR-2008; Computer skills and report writing ability.
4.	Socio-Economic Specialist	<ul style="list-style-type: none"> Master degree in Sociology/Economics/SocialScience/ Development studies 	<ul style="list-style-type: none"> At least 5 (five) year working experience in socio-economic research/study in related field; working experience in livelihood development works.
5.	Data management specialist	<ul style="list-style-type: none"> Master degree in Statistics 	<ul style="list-style-type: none"> At least 5 (five) years working experience in conducting survey researches and data management activities in related field; Experience in using varies statistical software package (SPSS & regression analysis etc.)

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

Sl.	Title of Report	Time of Submission
1	Inception Report	within Fifteen (15) days after signing of contract agreement
2	1 st Draft Report	within Sixty (60) days after signing of contract agreement
3	2 nd Draft Report	within Eighty (80) days after signing of contract agreement
4	Final Report	within hundred (100) 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 (DPP/RDPP);
- Assist to communicate different stakeholders.

Signature
09/11/2017
মোঃ আরিফুল ইসলাম
সহকারী পরিচালক
যান্ত্রিক পরিদপ্তর ও মূল্যায়ন বিভাগ
পরিদপ্তর মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার