

Terms of Reference (TOR)

For

Impact evaluation of the project

**“Promotion of Digital Krishi Information and Livelihood
Improvement through Agriculture Information and
Communication Centre (AICC) (1st Revised)”**



**Monitoring and Evaluation Sector: 04
Implementation Monitoring and Evaluation Division
Ministry of Planning**

Terms of Reference (TOR)

for

Promotion of Digital Krishi Information and Livelihood Improvement through Agriculture Information and Communication Centre (AICC) (1st Revised)

1.	Name of the Project	Promotion of Digital Krishi Information and Livelihood Improvement through Agriculture Information and Communication Centre (AICC) (1 st Revised)	
2.	Administrative Ministry/Division	Ministry of Agriculture	
3.	Executing Agency	Agriculture Information Service (AIS)	
4.	Location of the Project	District-34	Upazila -150

5. Project Cost (in Lakh taka):	Original	Latest Revised
a) Total	1880.12	1880.12
b) Taka (GOB)	1880.12	1880.12
c) Foreign Currency	-	-
d) Project Aid	-	-
e) RPA	-	-

6. Implementation Period	Date of Commencement	Date of Completion
Original	January 2012	June 2014
Latest Revised	January 2012	June 2015
Actual	January 2012	June 2015

7. Project Background:

The farmers of Bangladesh are at a disadvantage situation in terms of lower productivity in spite of having reasonable number of good technologies especially in rice and high value crop production generated from the research stations in the country. The present yields at farmers' level of rice and other high value crops are also much lower than that of research plot because of several attributes. "Information Gap" is one of the predominant factors among these.

The idea of 'e-Krishi' has derived from the idea that the farmers themselves will make their own home as an agriculture farm through modern agricultural practices in the form of one village one crop model, reducing poverty, improving their livelihood through sustainable income generating activities. Best practices of a particular area would be emphasized and it would be disseminated among that entire area. Market linkage would be established for proper pricing. Through this model, farmers will gradually be familiar with integrated approach (crop, fisheries, livestock etc.) as well of agriculture. As a result, the nutrition status of the farming community will also be improved which is one of the major intention of the government. All these will be made successful through the establishment

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of ICT based Agriculture Information and Communication Centre (AICC) by which access to modern agricultural information will be made available at the doorstep of the farmers. AICC will act as a catalyst for poverty reduction, yield increase, food security, modern agriculture, safe environment, market information etc.

08. Major components of the project:

- a) Establishment of 10 ICT lab in Dhaka, Mymensingh, Comilla, Sylhet, Chittagong, Rangamati, Rajshahi, Rangpur, khulna, and Barishal;
- b) 10 Agriculture Information Service (AIS) office establishment in Dhaka, Gopalganj, Sherpur, Bogra, Dinajpur, Kustia, Moulvibazar, Chandpur, Cox's Bazar and Bandarban;
- c) Establishment of Agriculture Information Communication Centre (AICC) in 150 upazilas of 34 districts;
- d) Procurement of 23 motorbikes, 10 small reporting vans, 01 mobile cinema van and 01 double cabin pick up van;
- e) 01 central Digital Agri Knowledge Bank and 10 Digital Agri Information Banks establishment;
- f) Training on Application of ICT in Agriculture (13 batches), Income generation through e-agriculture (04 batches), E-Krishi for sustainable development (04 batches), ICT for sustainable agricultural development (04 batches);

09. Objectives of the Project:

Overall:

- To increase farmers access to demand led, timely information on agriculture and agribusiness (production, protection, processing, storage, marketing, whether etc.) through AICC.
- To enhance extension, media and ICT to attain poverty alleviation, income generation and thus livelihood development.

Specific:

- To promote 'e-Krishi' at the selected areas of the country through 150 numbers Agriculture Information and Communication centre (AICC) run by AIS.
- To raise the voice of the farmers and transform their group/clubs (IPM/CIG Clubs, FFS, Food security group and others) into farmers institution.
- To increase the capability of the farmers to work efficiently for better production and alleviate their poverty.
- To strengthen, intensify and modernized dissemination of Agricultural Information through both Print, Electronic media and ICT.
- To enhance quality service delivery among the farmers by establishing 10 district level offices.

10. TOR of the Current Assignment:

- (a) To review & present project related information (Background, Objectives, Status of project Approval/Revision, mode of financing & other relevant issues etc.);
- (b) To collect, review, analyze and present with graphical/tabular form of data in regards to overall progress & component wise implementation progress (physical and financial) of the project;
- (c) To assess the attainment level of the project purpose;
- (d) To examine whether the provisions of PPA 2006 and PPR 2008 were followed properly in the procurement process (Invitation of tender, evaluation of tender, approval procedures, contract awards etc) of the packages (goods, works and services) & to analyze these procurement related functions based on predetermined indicators;
- (e) To examine and review the status of goods/works/services procured and its proper maintenance with necessary/appropriate manpower under the project;
- (f) To examine and review the specification/BOQ/TOR, quality & quantity as mentioned in the tender documents monitored/examined properly in procuring goods/works/services under the project & to review the targets and actual progress against the approved APP (Annual Procurement Plan);
- (g) To monitor whether implementation of the project or any of the components has been delayed in terms of financing, procuring goods, managerial inefficiency, which causes to increase of project cost or implementation period and identify/analyze the reason/s responsible for the delay;
- (h) To assess and analyze the information regarding project management capacity; experience; project management & procurement related training; meeting arrangement and efficiency to implementation of the decision and tenure as project director of project director;
- (i) To analyze the data and information of project approval, revision (if any), financing, fund release and payments etc.;
- (j) To suggest regarding the sustainability of the infrastructural facilities created/repared under the project;
- (k) To identify the strengths and weaknesses (SWOT Analysis) with respect to design and concept of the project and other related aspects of project activities;
- (l) Overall review on the basis of research findings;
- (m) To make specific recommendations based on the findings of the study and
- (n) To accomplish other relevant/related tasks assigned by the Authority within the contract period.

11. Responsibilities of the Consultant Firm:

- a. Consultant firm will cover 100% of the districts (34 districts and 2 Upazilas from each district) under the project for this evaluation.
- b. Consultant firm will evaluate the procurement(Goods/services/works) processes against the existing act/rules and the present condition of the procured devices/materials/tools (e.g. lab, camera), and establishments (e.g. office building) and systems.
- c. Consultant firm will evaluate the achievement of the project against the objectives of the project and changes occurred after the implementation. The consulting firm will also compare the status (digitalization) after and before the implementation of the project and of the project's controlled and non-controlled area.
- d. Consultant firm will address all the stated objectives of the current assignment.
- e. Consultant firm will conduct interview with the beneficiaries.
- f. Consultant firm will conduct in-depth discussions and consultative meetings with Project Director, field officials and any concerned persons required.
- g. Consultant firm will also conduct FGD meetings with farmers, community leaders, local elite, teachers, students and concerned stakeholders.
- h. Consultant firm will conduct Case Study, if needed.

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- i. Consultant will arrange local level workshops in any of the project areas to hold discussion with stakeholders and beneficiaries during data collection.
 - j. Consultant firm will prepare evaluation report based on the collected information from the project areas/concerns and get approval from the authority concerned.
 - k. Consultant firm will also have to present the **1st draft** report in the national level workshop for dissemination of the study findings and finalize the report incorporating workshop inputs within **60 days** of the sign of contract.
 - l. Consultant firm will have to provide **2nd draft** report with necessary no. of copies for meetings, arrange local level workshop within **80 days** of the sign of contract.
 - m. Consultant firm will arrange a national level workshop for dissemination of the study findings and finalize the report incorporating workshop inputs.
 - n. Consultant firm will print sixty (60) copies (**40 copies will be written in Bangla and 20 copies will be written in English**) of the final report will be submitted to the Director General, Monitoring & Evaluation Sector-4, IMED within **100 days** of the sign of contract. Printing cost will be borne by the firm.
 - o. All reports must be written in using "Unicode Based Font"
 - p. **Any other related works assigned by the approval authority.**

12. Professionals required for the evaluation works:

No.	Type of professionals	Educational qualification	Experience required
*	Consultant Firm	-	(a) At least 3 years' working experience in relevant field.
i.	Team Leader - Evaluation specialist	At least M.Sc. in Agriculture or related subjects. PhD degree in relevant field will be given preference.	(a) At least 10 years' working experience in conducting relevant/related studies. (b) Working experience at least 1(one) number of monitoring and evaluation studies. More experiences will be given preference.
ii.	Mid-level Engineer	At least B.Sc. degree in Information and Communication Technology/ ICT related subject. M.Sc. in relevant field will be given preference.	(a) At least 5 years' working experience in relevant field. (b) At least 3 years working experience in monitoring and evaluation studies.
iii.	Socio-economic Specialist	At least Masters' degree in Economics/Social Sciences	At least 5 years' experience in conducting environmental researches and data management activities related to impact evaluation.
iv.	Statistician	At least Masters' degree in Statistics/ Applied Statistics	At least 5 years' experience in conducting socio-economic researches/ impact evaluation on programmes and data management activities related to impact evaluation.

13. Methodology:

Since the purposes of this assignment are to assess the implementation status of the major components of the project and their impact on the concern stakeholders. It is expected that an appropriate evaluation design should be used which will cover the some relevant changes occurred due to intervention of major components of the project. The Methodology should be a sound one mentioning target group/respondents, method of data collection (Questionnaire survey/ interview FGD/open discussion), statistical tools such as descriptive analysis, regression analysis, ANOVA, PCA etc. and sufficient to meet the objectives of this assignment. It is also necessary mentioning precision level and level of significance used for determining the sample size. Sampling technique to be followed for collecting data should also be mentioned in the methodology. List of relevant indicators in conformity with this impact evaluation should be determined and reported in the inception report. The data collection method for the study should be of both qualitative and quantitative nature. Since the purpose of the assignment is to assess the impact of the project, it is desirable that an appropriate design should be used which must cover the changes occurred due to interventions of the major components of the project.

14. List of reports, Schedule of Deliveries, Period of performance

No.	List of reports & no.	Schedule of Deliveries
1.	Inception report (Technical 20 + Steering 20) Copies	Within 15 Days from the date of contract Signing
2.	1 st Draft report (Technical 20 + Steering 20) Copies	Within 60 Days from the date of contract Signing
3.	2 nd Draft report (in Workshop 130 Copies)	Within 80 Days from the date of contract Signing
4.	Final report (Bangla 40 + English 20) Copies	Within 100 Days from the date of contract Signing

- All reports will be submitted to the Director General, Monitoring and Evaluation Sector-4 (Agriculture and Water), IMED.

15.	The client will provide:
	Only project related following documents will be provided by the client, if available;
	a. Project document (DPP).
	b. Project Completion Report.
c. IMED's Project Completion Report, etc.	

Signature