

Terms of Reference (TOR)


For

In-depth study of the project

“Improvement of District Road (Rangpur Zone)
(1st revised)”



Monitoring and Evaluation Sector-2
Implementation Monitoring and Evaluation Division
Ministry of Planning


09.11.17
স্বাক্ষর: মোহাম্মদ হান্নান আলী
সহকারী পরিচালক
প্লানিং ও মনোস্থান বিভাগ

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Project Brief

01.	Name of the Project	:	“Improvement of District Road (Rangpur Zone) (1st revised)”
02.	Sponsoring Ministry/Division	:	Road Transport and Highways Division, Ministry of Road Transport and Bridges
03.	Executing Agency	:	Directorate of Secondary and Higher Education (DSHE).
04.	Location of the Project	:	

05.	Estimated Cost (In Lakh taka)	:	Original	Revised (1st)
	(a) Total	:	15501.78	16643.54
	(b) GOB	:	15501.78	16643.54
	(c) Project Aid	:	-	-

06.	Implementation Period	:	Original	Revised (2nd)
	(a) Date of Commencement	:	January, 2009	January, 2009
	(b) Date of Completion	:	December, 2012	December, 2013

07. Background:

Roads and highways Department is the pioneer department in constructing and maintaining the effective and Dynamic road network in Bangladesh through its three types of Connectivity like National Highways, Regional Highways and District Roads. It is to mention that District roads development activities were included in the Cluster Projects named- District Priority Development Project Phase-I and Phase-II. On 16/08/2007 a meeting was held where honorable Chief Adviser was in the chair and it is decided to complete the works of ongoing 9 cluster projects under Roads and Highways Department in June 2008. Later a meeting was held on 11/12/2007 where honorable Chief Adviser was in the chair and decision was taken that 431 sub-projects out of 667 under 9-cluster projects would be completed in June'2008 and steps would be taken to complete the works of remaining 236 sub-projects and 58 sub-projects which were dropped by the decision of ECNEC during the approval of District Road Development Project (2nd Phase). According to that, decision was taken in an inter-ministerial meeting held in planning Commission on 30/03/2008 to prepare 8 (Eight) separate Zonal Development Project Proposal (DPP) to complete the remaining works of District Road Development Project. Under the above (Rangpur Zone) has been prepared. Bridges and Culvert which are being implemented in other projects/programme have not been included in this project. In completed bridges and bridges having length above 50m are not included in the DPP. According to the decision of PEC meeting held on 19.08.2008 the incurred expenditure in against of all completed work of 21 sub-projects is reflected in the DPP (p. 2.2). The allocation of this project will be projected as per procurement plan in the MTBF


08. Objectives of the project:

The main objectives of the project are

- a) To improve or construct district road under Rangpur zone for establishing the smart and efficient RHD road network having good connectivity with other parts of the country.
- b) To provide cost effective, demand responsive and time saving route for the people of all level of the country.
- c) To improve the overall socio-economic condition of the people of the country.

09. Major Components

Code/Sub-code Description	unit	Quantity	Total Cost
Acquisition/Purchase of Land and Landed Properties of Assets			
01. Land Acquisition	Hector	5	47.24
Civil works			
02. Earthwork			
a. Construction of Embankment	Lac m ³	2.78	262.5
b. Widening/Raising of Embankment	Lac m ³	5.55	562.06
03. Construction of Flexible Pavement			
a. Construction of Flexible Pavement	Km	57.75	1901.1
b. Reconstruction	Km	1.0	29.06
c. Strengthening	Km	68.51	1040.33
d. Widening(without surfacing)	Km	74.18	1313.34
e. Surfacing (Carpeting and Seal Coat)	Km	330.5	5603.41
04. Construction of R.C.C Bridge	m	185.5	1030.51
05. Construction of R.C.C Culvert	m	268.31	686.1
07. Construction of Pipe Culvert	M		
08. Protective work			
a. Concrete Slope Protection	Sqm	22125.0	191.72
b. R.C.C Plate Palisading	M	7654.5	258.45
09. General and site facilities, tendering expenditure, printing etc	L.S	-	60.50
10. Maintenance During Construction	L.S	-	737.89


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বায়বায়ন পরিবারণ ও মূল্যায়ন বিভাগ
পরিকল্পনা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

10. TOR of the current Assignment:

- Details of the project (Review of all information relating to project name, entrepreneurial ministry, implementing agency, implementation period, estimated expenditure, year-wise expenditure estimation, project objective, approval / correction, funding, project background etc.);
- To gather information the overall and detailed implementation status of the project, to analyze, present / review through tables / charts;
- Analysis and review of progress achieved against project objectives;
- To examine whether the procurement process (invitation of tender, evaluation of tender, approval procedures, contract awards etc) under the project done as per PPA-2006/PPR-2008;
- Monitoring and review of the of products and services collected and collected under the project;
- Monitoring and review whether the quality, according to the specific BoQ, collection and the specification of the products, work and services related to the collection / collection process under the project. To examine that the quality is ensured according to the specification. The quality of the certification can be obtained from the field level by sampling and testing the in laboratory.
- Rationalization of DPP's year-wise allocation and finance needs and analyzing whether the project has been implemented according to the work plan from the beginning of the project; Suggestions for remedial measures and recommendations for future by identifying if the plan is interrupted;
- Analysis, observation and review of various aspects related to the implementation of the project such as land acquisition, utility transfer and delay in project implementation, ie delay in the purchase / procurement of goods, weakness in management, expansion of the project, expiration of expenditure;
- SWOT analysis of the project; In order to prepare the necessary recommendations for the overall accuracy, error, vulnerability or incompatibility review to overcome the weakness;
- Impact assessment of the project considering the socio-economic context;
- Comparative review of traffic volume on its various routes before and after implementation of the project;
- Use of sign-signal post in project roads and assessment of impact of traffic services and their impact on discipline
- Preparation of evaluation report based on the information gathered from the project area with necessary recommendations based on the various observations received and the

- Finalizing the evaluation report considering organizing a local level and national level workshop and informing the findings of the work and considering the feedback / recommendations received in the workshop; And
- Other related matters related to the project determined by the purchasing agency (IMED).

11. Professionals required for the evaluation works:

No	Type of professionals	Educational qualification required	Experience required
1.	Firm		Minimum 3 (three) years of experience in the study and management of project monitoring and evaluation;
2.	Team Leader-Evaluation Specialist (Having at least 1(one) similar work/M&E experience. More experiences will be preferred)	At least BSc in Civil Engineering Degree from any public/ reputed private University. Ph.D or any other higher degree in relevant field will be given preference.	At least 10 years Experience in monitoring and evaluation. Experience in working on Public Procurement Act (PPA) and Public Procurement Rules (PPR) Studies in relevant field will be given preference.
3.	Mid level Engineer	At least BSc in Civil Engineering Degree from any public/ reputed private University.	At least 5 (five) years of experience in civil engineering work;
4.	Roads Safety Specialist	At least BSc in Civil Engineering Degree from any public/ reputed private University.	At least 5 (five) years of experience in civil engineering work;
5.	Sociologist	At least Master Degree in sociology.	At least 3 years Experience in monitoring and evaluation. Studies in relevant field will be given preference. Ability to manage various Statistical Software packages;

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12. Methodology:

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 implementation status of the components 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.

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

1. Following are the primary identified outputs, which could be redesigned and extended on the basis of the needs of in-depth monitoring to achieve its objectives.

No.	Reports	Time Frame from the date of contact
1.	Inception Report	15 days
2.	Draft Report	60 days
3.	Draft Final Report	80 days
4.	Final Report	100 days

2. Fifteen (15) copies of inception report including study design and data collection instruments (DCIs) should be submitted within Fifteen (15) days after signing of contract agreement for approval. **The report will be written in Bangla language.** The report will include the work plan along with detailed task, specific manpower allocation and details of surveys and data collection needed, actions to be taken and progress on these activities. Staffing requirements, transport, office accommodation, logistic support and other relevant matters should also be mentioned.
3. The firm will prepare the draft study design and questionnaires for collecting data and obtain approval of the Technical and Steering Committee before collection of data from field level (15 number of study design and set of questionnaire will have to be provided for each meeting).
4. Draft report should be prepared and placed to the Technical and Steering Committee for approval (Required number of copies will have to provide for each meeting).
5. Before submission of the final report, a workshop/seminar will be organized by the Monitoring and Evaluation Sector-2 to disseminate the study findings. Required


participants of the workshop/seminar. Output of the Workshop/Seminar would be incorporated in the final report. Workshop cost will be borne by the consulting firm and should be reported in financial proposal.

6. Report will be written in both English & Bengali. Printed Fifty (50) copies (40 copies in Bengali and 10 copies in English) of the final report will be submitted to the Director General, Monitoring and Evaluation Sector-2, IMED. Printing cost will be borne by the firm.

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

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

- i) Project document (DPP/RDPP);
- ii) CPTU Guideline/ Indicators;


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