

# **Terms of Reference (TOR)**

**For**

**Impact Evaluation of the project**

**Second Urban Governance and Infrastructure Improvement (Sector)  
Project (UGIIP-ii)**



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

## Terms of Reference (TOR)

01.	<b>Name of the Project</b>	:	Second Urban Governance and Infrastructure Improvement (Sector) Project (UGIIP-ii)	
02.	<b>Sponsoring Ministry/Division</b>	:	Local Government Division	
03.	<b>Executing Agency</b>	:	Local Government Engineering Department & Selected Pourashavas	
04.	<b>Location of the Project</b>	:	Division	District
		:	Dhaka	Bhanga, Mymensingh, Faridpur, Sreepur, Jamalpur, Ghorasal, Munshiganj, Mirzapur, Madarapur, Gopalganj, & Dhanbari.
		:	Chittagong	Cox's bazar, Noakhali, Chandpur, B.barua, Comilla, Chawmohoni, Parshuram, khagrachari, Bhandarban, Basurhat, & Hazigonj.
		:	Khulna	Sathkhira, Jhenaidah, Narail, Bagerhat, Benapole, Chuadanga & Kustia.
		:	Rajshahi	Natore, Sirajgonj, Nachol, kakanhat & Pabna.
		:	Barisal	Bhola, Barguna, Jhalakathi, Kolapara, Patuakhali & Lalmohon.
		:	Sylhet	Sunamgonj, Sreemongal, Golapgonj & Madabpur
		:	Rangpur	Rangpur, Takurgaon, Dinajpur, Kurigram, Gaibandha, Nilphamari & Patgram.

5.1	<b>Estimated Cost (In Lakh taka)</b>	:	<b>Original</b>	<b>Revised (2<sup>nd</sup>)</b>
	(a) Total (PA)	:	114,854.75	124,800.00
	(b) GOB	:	27,240.11	28,596.35
	(c) Project Aid	:	87,614.64	96,203.65

5.2	<b>Implementation Period</b>	:	<b>Original</b>	<b>Revised (2<sup>nd</sup>)</b>
	(a) Date of Commencement	:	January 2009	January 2009
	(b) Date of Completion	:	December 2014	June 2015

### 06. Objectives of the Project:

- Enhance capacity of Pourashava to implement, operate, manage and maintain basic urban services;
- Increase accountability of pourashavas towards their citizens; and
- Improve physical infrastructure and urban services.

### 07. Major components of the project:

- ❖ 1,083.6 km of roads, 39 m bridge, 313m box culvert
- ❖ 4.531 km road divider, 4 river fronts/boat landing ghats
- ❖ 130.812 km of drains

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- ❖ 9 Production Tube well; 177 Hand Tube Well; 30.44 km distribution/ transmission lines
- ❖ 56 Public/community Toilets
- ❖ 73 Transfer Stations; 146 Dust bins; 5SWdisposal grounds; 2 Compost plants
- ❖ 4 municipal / super markets; 23 kitchen markets, 11 slaughterhouses
- ❖ 4 community centers/auditorium
- ❖ 3 bus terminals, 1 truck terminal, 10 parking areas
- ❖ 5,353 Street-lights; 461 electric posts, 6beatification schemes (landscaping), 2 municipal parks
- ❖ Improvement of living conditions in 195 slums. This includes footpath - 58.40 km. drain - 25.80km, community toilet - 4,644 nrs, Hand Tube Well - 937, WS pipeline - 0.69 km, dust bin - 189, streetlight/area light - 367

**08. 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 achievement of the project's objectives as well as result and impact of the project.
- (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) Analysis and review of matter including manpower for managing and maintaining of the goods, works and services under the project and review of consultation services according TOR.
- (f) 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).
- (g) 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.
- (h) 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.
- (i) Analyzing and making observation on impact of project like increase of annual income level, poverty alleviation, good governance, urban governance etc.
- (j) Discussion and making recommendation on the project's Exit Plan.
- (k) 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.
- (l). Make justification of the taking the project in respect to Socio-Economic condition.
- (m) Discussion, Analysis and recommendation on relevance, efficiency, effectiveness and impact of the project.
- (n) After completion of the Project to sustain created infrastructure/ opportunities have to make recommendations.
- (o) Making recommendations in the light of findings; and
- (p) Other tasks assigned by the procuring entity (IMED).

9.

**Qualification of Firm and Consultants:**

No.	Type of professionals	Educational qualification required	Experience required
1.	Firm	-	<ul style="list-style-type: none"> <li>At least 3 (three) year working experience in relevant field;</li> </ul>
2.	Team Leader-Evaluation Specialist	<ul style="list-style-type: none"> <li>B.Sc in Civil Engineering/Masters in Development Studies/Economics/Sociology</li> <li>Masters or any other higher degree in relevant field will be given preference.</li> </ul>	<ul style="list-style-type: none"> <li>At least 10 (ten) year working experience in relevant field;</li> <li>Working Experience at least 1 (one) number of monitoring &amp; evaluation study. Additional experience will be given preference;</li> <li>Experience in Capacity development &amp; Urban governance;</li> <li>Experience in PPA-2006 &amp; PPR-2008;</li> <li>Computer skills and report writing ability.</li> </ul>
3.	Mid-Level Engineer	<ul style="list-style-type: none"> <li>B.Sc in Civil Engineering /B.Sc in Urban Planning Degree.</li> <li>Masters or any other higher degree in relevant field will be given preference</li> </ul>	<ul style="list-style-type: none"> <li>At least 5 (five) year working experience in relevant field;</li> <li>Working Experience monitoring &amp; evaluation studies will be given preference;</li> <li>Experience in PPA-2006 &amp; PPR-2008;</li> <li>Computer skills and report writing ability</li> </ul>
4.	Socio-Economic Specialist	<ul style="list-style-type: none"> <li>Master degree in Development studies/Economics/Sociology/Statistics;</li> </ul>	<ul style="list-style-type: none"> <li>At least 5 (five) year Experience to conduct socio economic research/study;</li> <li>Experience in Capacity development &amp; Urban governance;</li> </ul>
5.	Data management Specialist	<ul style="list-style-type: none"> <li>Master degree in statistics</li> </ul>	<ul style="list-style-type: none"> <li>At least 5 (five) year Experience in survey/Research and data management activities;</li> <li>Experience in using various statistical software package (SPSS &amp; Regression analysis etc.)</li> </ul>

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

Sl.	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 Sixty (60) days after signing of contract agreement	
3	2 <sup>nd</sup> Final Report	within eighty (80) days after signing of contract agreement	
4	Final Report	within hundred (100) days after signing of contract agreement	

**11. 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);
- Project Completion Report:

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