

# Terms of Reference (TOR)

For

Impact Evaluation study of the project

**“Daycare Programme for the Children of Lower  
and Middle Income Working Women”.**



EoI SR No: 21

**Monitoring and Evaluation Sector-7  
Implementation Monitoring and Evaluation Division  
Ministry of Planning**

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**Terms of Reference (TOR)  
for  
Impact Evaluation of the Project**

01.	<b>Name of the Project</b>	:	<b>Daycare Programme for the Children of Lower and Middle Income Working Women Completed project.</b>		
02.	<b>Sponsoring Ministry/Division</b>	:	Ministry of Women and Children Affairs.		
03.	<b>Executing Agency</b>	:	Department of Women Affairs.		
04.	<b>Location of the Project</b>	:	<b>Division</b>	<b>District</b>	
			Dhaka	Badda, Adabar, Demra, Gabtoli, Mirpur 10, Jigatola, Rajarbagh, Uttara, Planning Commission Campus, Agargaon, Dhaka Metropolitan City.	
05.	<b>Estimated Cost (In Lakh taka)</b>		<b>Original</b>	<b>Revised</b>	<b>Remarks</b>
	(a) Total	:	1560.50	-	
	(b) GOB	:	1560.50	-	
	(c) Project Aid (IDA)	:	Nil	-	
06.	<b>Implementation Period</b>	:	<b>Period</b>		<b>Remarks</b>
	<b>Original</b>		July 2009 to June 2014		--
	<b>1<sup>st</sup> Revised</b>		July 2009 to June 2016		

**7. Background:**

Our Government is committed to ensure women's participation in socio-economic development activities of Bangladesh. At present participation of women in income earning activities are increasing day by day. But far lack of child daycare facilities for their children, women's participation in income earning activities is being hampered mainly Dhaka city. Considering the matter government launched a project in 1991 for establishment of daycare centers for the children of low paid working mother's. Under the project a total of 12 daycare centers for low income group women have been set up in tow phases and now operating through out the country. Out of them in Dhaka city and the other 5 in Divisional Cities. These centers have been rendering Day Care services as an ideal institution. Our statistics indicate that the number of working women/mother in offices, mills, factories and development work are increasing at a high rate mainly Dhaka city. In this situation it was felt by the govt. to set up Daycare center for the children (6 months to 6 years) of middle & Lower. Middle income working women also. In this regard Department of Women affairs under the Ministry of women and Children Affairs launched a project untitled Day ears Services for the Children of working Women on July in 1997 to establish 6 daycare centers in Dhaka city for the Children of middle & lower middle income working /employed women. Under the project 6 daycare captures have been established in Dhaka city and operating smoothly. These two types of daycare centers that is 12 for lower income and 6 for middle income working women are now operating under government revenue budget.

**8. Objectives of the project:**

(a) **Broad Objective** : To provide safe daycare Services to the Children (6 months to 6 years) of lower and middle income working women.

(b) Specific Objectives:

- 1) To facilitate the working mothers to perform duties attentively at their working places by providing daycare services to their young children of 6 months to 6 years of age.
- 2) To provide balanced food, primary health care, pre-school education and indoor games and recreational facilities to the children to ensure their sound physical, social and mental growth.

9. TOR of the current Assignment:

i	To observe and review of background, objective, approval/revision, cost, implementation period, year-wise fund allocation according to DPP/RDPP, expenditures according to allocation and all other relevant information of the project;
ii	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;
iii	To review and describe the progress in achieving project objective, and explaining and providing opinions on whether the adopted activities to make the project fruitful are relevant in achieving the objective;
iv	To examine & review the tender documents (invitation of tender, evaluation of tender, approval procedures, contract awards etc) to verify whether the existing procurement rules (PPA-2006/PPR-2008) were followed/are being followed in procuring goods, works and services under the project;
v	To examine and review the status of goods/works/services procured and its proper maintenance with necessary/appropriate manpower under the project;
vi	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;
vii	To analysis the relevancy and effectiveness of the main activities done under the project, and highlights on the success stories, if there is any;
viii	To review the overall interpretation/explanation of the information obtained through various observations;
ix	To analyze the strengths, weaknesses, opportunities and threats (SWOT) of the project, and providing appropriate recommendations to overcome the weaknesses and challenges;
x	To explain and provide opinions on the probable exit plan of the project;
xi	To clarify the duplication and differences between activities of this project and other projects;
xii	To verify whether the quality and quantity of the works were done as per design and specifications provided in the approved DPP/RDPP of the project;
xiii	To compare with similar other projects in the same area;
xiv	To provide recommendations based on observations;
xv	To accomplish other relevant/related tasks by the purchasing organization (IMED).

## 10. Responsibilities of the consulting firm:

Responsibilities of the consultant will be as follows:

i	Consulting firm will cover 100% of the districts under the project for this evaluation.
ii	Consulting firm will address all the stated objectives of current assignment.
iii	To observe and review of background, objective, approval/revision, cost, implementation period, year-wise fund allocation according to DPP/RDPP, expenditures according to allocation and all other relevant information of the project;
iv	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;
v	To review and describe the progress in achieving project objective, and explaining and providing opinions on whether the adopted activities to make the project fruitful are relevant in achieving the objective;
vi	To examine & review the tender documents (invitation of tender, evaluation of tender, approval procedures, contract awards etc) to verify whether the existing procurement rules (PPA-2006/PPR-2008) were followed/are being followed in procuring goods, works and services under the project;
vii	To examine and review the status of goods/works/services procured and its proper maintenance with necessary/appropriate manpower under the project;
viii	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;
ix	To analysis the relevancy and effectiveness of the main activities done under the project, and highlights on the success stories, if there is any;
x	To review the overall interpretation/explanation of the information obtained through various observations;
xi	To explain and provide opinions on the probable exit plan of the project;
xii	To clarify the duplication and differences between activities of this project and other projects;
xiii	To verify whether the quality and quantity of the works were done as per design and specifications provided in the approved DPP/RDPP of the project;
xiv	To compare with similar other projects in the same area;
xv	To examine and review of the studies conducted under the project;
xvi	To assess transformative effects on the socio-economic conditions of the project.
xvii	To arrange a local level workshop and a national level workshop for dissemination of study findings and finalize the report incorporating the workshops inputs;
xviii	To prepare report based on the collected data from the project areas and get approval of the Procuring Entity (PE);
xix	To write the report both in Bengali (in Nikosh font) and English (in the Times New Roman);
xx	To provide recommendations based on observations;
xxi	To accomplish other relevant/related tasks by the purchasing organization (IMED).

**11. Professionals required for the evaluation works:**

No.	Type of professionals	Educational qualification	Experience required
*	Consulting Firm	-	(i) At least 3(three) years experiences in relevant field of the consulting firm.
i.	Team Leader (Evaluation Specialist)	Master degree in Education from a recognized University. PhD degree especially in Child Development/ Early Childhood Education will be given preference.	(i) At least 10 (ten) years experiences in relevant field. (ii) Experience in at least 1 (one) monitoring or evaluation study in conduct but more experience will be given preference. (iii) Experience in procurement related (PPA-2006/PPR-8) will be given preference. (iv) Computer skills and report writing ability.
ii.	(Mid-Level) Psychologist	M.S.in Educational Psychology from a recognized University.	(i) At least 5 (five) years experiences in relevant field. (ii) Experience in at least 1(one) monitoring or evaluation study in conduct but more experience will be given preference. (iii) Computer skills and report writing ability.
iii.	Socio-economic Specialist	At least Masters' degree in Economics/Social Sciences	(i) At least 5 (five) years work experience in conducting Socio-economic research/study.
iv.	Statistician	At least Masters' degree in Statistics/ Applied Statistics	(i)At least 5 (five) years experience in conducting researches relevant works or data management activities related.

**12. Methodology:**

Since the purposes of this assignment are to assess the implementation status of major components the project and its 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 in-depth 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.

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<b>13.</b>	<b>List of Reports, Schedule of deliveries, and Period of Performance:</b>		
<b>a.</b>	Following are the primary identified outputs, which could be redesigned and extended in consultation with the procuring entity on the basis of the needs of evaluation achieve its overall objectives.		
	<b>No</b>	<b>List of Reports</b>	<b>Numbers of Copies</b>
	<b>i.</b>	Inception Report (TC & SC).	<b>50 Copies</b>
			<b>15 day</b> (after signing of contract agreement)
	<b>ii.</b>	1 <sup>st</sup> Draft Report (TC & SC).	<b>50 Copies</b>
			<b>60 day</b> (after signing of contract agreement)
	<b>iii.</b>	2 <sup>nd</sup> Draft Final Report (For Workshop)	<b>100 Copies</b>
			<b>80 day</b> (after signing of contract agreement)
	<b>iv.</b>	Final Report. (in Bengla & English)	<b>60 Copies</b>
			<b>100 day</b> (after signing of contract agreement)
<b>b.</b>	<b>Inception report</b> including study design and data collection instruments (DCIs) should be submitted within Fifteen (15) days after signing of contract agreement for approval. <b>The report will be written in Bangla language.</b> 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.		
<b>c.</b>	The consultant will prepare the draft study design and questionnaires of study and obtain approval of the Technical and Steering committee before collection of data from the field level (required number of relevant documents including set of questionnaire will have to be provided for each meeting).		
<b>d.</b>	<b>Draft report</b> should be prepared and placed to the technical and steering committee for approval.		
<b>e.</b>	Before submission of the final report, a national level workshop/seminar will be organized to disseminate the study findings. For this seminar 100 (Hundred) copies of draft report should be submitted for distribution among the participants of the 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.		
<b>f.</b>	Printed sixty (60) copies of the final report ( <b>40 Copies in Bangla and 20 copies in English</b> ) will be submitted to the Director General, Monitoring & Evaluation Sector-7, IMED and the printing cost will be borne by the Consulting firm, and should be reported in financial proposal.		

<b>14.</b>	<b>The client will be provided the following project related documents; if available;</b>	
	Only project related following documents will be provided to the client, if available;	
<b>a.</b>	Project document (DPP/RDPP).	
<b>b.</b>	Project Completion Report (PCR).	
<b>c.</b>	Completion Evaluation Report of IMED, etc.	

15. The client will facilitate the consulting firm's activities like data collection, arrangement of meeting or seminar and other arrangement to the proposed assignment but the cost will be borne by the consulting firm.

**16. Responsibilities of IMED**

1. IMED shall monitor the study activities regularly.
2. **IMED may terminate the contract in case of any default by the firm.**