

Terms of Reference (TOR)

For

In-depth study of the project

“Support to Development of Kaliakoir (and others Hi-Tech Park) Project (3rd Revised)”.



EoI SR No: 15

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

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Terms of Reference (ToR) of In-depth Monitoring for Consultancy Firm

01.	Name of the Project	:	“Support to Development of Kaliakoir (and others Hi-Tech Park) Project (3 rd Revised) Ongoing Project”		
02.	Sponsoring Ministry/Division	:	Information & Communication Technology Division.		
03.	Executing Agency	:	Bangladesh Hi-Tech Park Authority (BHTPA)		
04.	Location of the Project	:	5 Divisions, 7 Districts, 7 Upazila		
05.	Estimated Cost (In Lakh taka)		Original	Revised	Remarks
	(a) Total	:	22236.33	39414.81	(+) 17178.48
	(b) GOB	:	1175.11	2947.11	(77.25%)
	(c) Project Aid (IDA)	:	21061.22	36467.70	
06	Implementation Period	:	Original	Revised	Remarks
	(a) Date of Commencement	:	January, 2013	January, 2013	--
	(b) Date of Completion	:	June, 2016	December, 2019	

07. Background:

The Bangladesh economy has been growing at a steady rate of around 5-6%. However, given the prevalent scenario in terms of poverty, Bangladesh needs to significantly increase growth rates to 7-8% to have a significant and sustained impact on the poverty rates. In order to achieve the target growth rates, Bangladesh needs to develop a competitive private sector that could help in strengthening the trade relations of the country with the global market.

Export Processing Zones (EPZs) have been set up in the country to promote exports and these have been relatively successful especially in sectors such as textiles. However, the OVERALL IMPACT OF EPZS HAVE BEEN LIMITED. The spillover effects into the local economy are also felt to be limited. Further the EPZs have been developed solely by the public sector, whose resource limitations constrain further growth. In order to foster private sector development, the Government of Bangladesh requested the assistance of the Department for International Development, UK (DFID) and the World Bank (WB or the Bank) to set up the Private Sector Development Program (PSDSP).

The Bangladesh Economic Zones initiative is a part of the PSDSP. As part of the initiative, a draft ECONOMIC ZONES ORDINANCE WAS FORMULATED IN 2007-08 which is now awaiting ratification by the Government. Further, DFID has appointed a consortium of Price water house Coopers Pvt. Ltd. (PWC), Infrastructure Investment Facilitation Centre (IIFC), Mahindra Consulting Engineers (MACE) and Development Consultants (Dev Con)-jointly referred to as the PWC Consortium or the Consultants –to carry out the feasibility for 4 identified sites to be developed as Economic Zones.

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08. Major components of the project:

- Repair and maintenance
- Projectors with screens-2
- Scanners-5.
- Photocopiers-2
- Office furniture for project and custom building.
- Equipment (Hardware/Software for specialized Lab, Language Lab in DU, JU, BUET & Different Universities.
- Equipment (Hardware/Software and furniture for different training institute.
- Training Lab equipment, furniture, Hardware/Software BITM.

09. Objectives of the Project:

I. Overall

The objective of the project is to create employment opportunities through the establishment of knowledge-based Industry such as IT-ITES & hi-tech industries, in order to realize the Government's vision of Digital Bangladesh by 2021.

II. Specific The specific objectives of the project are to:

- (i) To create off-site & on-site infrastructure to ensure world-class business environment for IT/ITES and other knowledge-based hi-tech Industries in the parks;
- (ii) To develop landmark physical facilities which will attract leading IT/ITES companies in the parks;
- (iii) To engage internationally renowned private Developer (s), on a PPP basis, for development of infrastructural facilities. Operate and maintain;
- (iv) To provide support private sector to create private Software Technology Park for investors by establishing onsite infrastructure;
- (v) To develop and organize appropriate training modules for public and private sector HR development;
- (vi) To provide capacity building support for hi-tech Park related institutions, private sector IT/IT Enabled Services Companies, IT/OTES Association members, skills Development Training, Freelancers training enabling improved and enhanced business environment with increased opportunities for growth.

10. Objectives of the assignment:

Objective of this assignment is to recruit an consulting firm in-depth evaluation of the project in all aspects in collaboration with project personnel and all potential stakeholders. The outcome of the study will show the effectiveness of the project and the recommendation made by the consultant would be a guideline to implement present situation or similar project in future. The specific objectives of the assignment are the following:

- 10.1 To observe and review of background, objective, approved work plan, 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;
 - 10.2 Review and analysis of the project activities to assess whether the objectives of the project can be achieved;
 - 10.3 Make recommendations to overcome the shortcomings of the project and for sustainability of the facilities to be created as result of the project; &
 - 10.4 To accomplish other relevant/related tasks by the purchasing organization (IMED).
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11. Responsibilities of the consulting firm:

Responsibilities of the consultant will be as follows:

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 project
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 examine and review of the studies conducted under the project;
xv	To assess transformative effects on the socio-economic conditions of the project.
xvi	To arrange a local level workshop and a national level workshop for dissemination of study findings and finalize the report incorporating the workshops inputs;
xvii	To prepare report based on the collected data from the project areas and get approval of the Procuring Entity (PE);
xviii	To write the report both in Bengali (in Nikosh font) and English (in the Times New Roman);
xix	To provide recommendations based on observations;
xx	To accomplish other relevant/related tasks by the purchasing organization (IMED).

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12. 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 CS/CSE from a recognized University. PhD degree in relevant field 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) Civil Engineering	Master degree in Civil Engineering from a recognized University. PhD degree in relevant field will be given preference.	(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. (ii) 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.

13. 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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14.	List of Reports, Schedule of deliveries, and Period of Performance:		
a.	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.		
	No	List of Reports	Numbers of Copies
	i.	Inception Report (TC & SC).	50 Copies
	ii.	1 st Draft Report (TC & SC).	50 Copies
	iii.	2 nd Draft Final Report (For Workshop)	100 Copies
	iv.	Final Report. (in Bengla & English)	60 Copies
			Delivery Time
			15 day (after signing of contract agreement)
			60 day (after signing of contract agreement)
			80 day (after signing of contract agreement)
			100 day (after signing of contract agreement)
b.	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.		
c.	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).		
d.	Draft report should be prepared and placed to the technical and steering committee for approval.		
e.	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.		
f.	Printed sixty (60) copies of the final report (40 Copies in Bangla and 20 copies in English) 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.		

15.	The client will be provided the following project related documents; if available;	
	Only project related following documents will be provided to the client, if available;	
a.	Development Project Proposal (DPP) or Revised Development Project Proposal (RDPP)	

16. 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.

17. 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.**