

Terms of Reference (TOR)

For

Impact Evaluation study of the project

“Tottho Apa: Empowering Women through ICT towards
Digital Bangladesh (2nd Revised)”.



EoI SR No: 20

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

Terms of Reference (TOR)

for Impact Evaluation of the Project

01.	Name of the Project	:	Tottho Apa: Empowering Women through ICT towards Digital Bangladesh (2 nd Revised) Completed project.		
02.	Sponsoring Ministry/Division	:	Ministry of Women and Children Affairs.		
03.	Executing Agency	:	Jatiyo Mohila Sangstha.		
04.	Location of the Project	:	The Project headquarters will be in Dhaka and 13 centers will be in 13 Upazilas have been selected according to the decision of JMS Executive Committee Meeting, on the basis of communication, administrative importance, internet connectivity and the socioeconomic condition of local people.		
05.	Estimated Cost (In Lakh taka)		Original	Revised	Remarks
	(a) Total	:	1321.70		
	(b) GOB	:	1321.70		
	(c) Project Aid (IDA)	:	Nil		
06.	Implementation Period	:	Period		Remarks
			Original		--
			1 st Revised		
			2 nd Revised		

7. Project Background: The Government of Bangladesh recognizes that Information and Communication Technology (ICT) can make an important development impact. Because ICT has the capabilities to overcome barriers of social, economic and geographical isolation, Also has increase access to information and education to enable poor people to participate in more of the decisions that affect their lives. ICT is seen as an indispensable tool in the fight against poverty as well as has potential to provide the nation with an unprecedented opportunity, ICT helps achieving vital development goals, such as poverty reduction, basic healthcare, and education far more effectively than it was thought humanly possible.

Jatiyo Mohila Sangstha under the supervision of the Ministry of Women and Children affairs, has rolled out the project called "Tottho Apa: Empowering Women through ICT towards Digital Bangladesh". 'Tottho Apa' Project is a timely initiative for the poor, less-advantaged and deprived women living in rural "Bangladesh. This project is leaving a remarkable contribution in solving the day-to-day problems of these grassroots women though taking ICT services at their doorsteps. It is, at the same time, enhancing their awareness of the effectiveness and potential of Information Technology.

Empowering the rural women of the Country Bangladesh world not be achieved until the augmentation of their knowledge about ICT as well as changing attitudes and enlarging the use of services available in their surroundings. To take into account the assessment as well as to make comparison among the competitive information sources available in the rural parts of the country, this study has collected information on a number of questions accommodating the sector in which the "Tottho Apa" project provides information to the beneficiaries. Based on the collected data, a specific and an aggregate analysis have been conducted to see how the rural women know about the available information sources in their areas and what is their attitude regarding those information sources as well as how frequently the women go to those sources in their needs of information.

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08. Objectives of the Project:

- (i) Provide and easy access to information to under-privileged women by using the means of Information Technology.
- (ii) Empowerment of women through creation employment opportunity with Information Technology and its management.
- (iii) Establishment of 13 information Centers for women in 13 Upazila.
- (iv) Sensitize and aware 200,000 women through 13 information centers.
- (v) Establishment of a web portal focusing on women and children, entrepreneurs, latest news, government rules and regulations, violence against women, etc.
- (vi) Establishment of a Central Women Call center exclusively for women and children related problems and suggestions.

09. TOR of the current Assignment:

1. 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;
2. 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;
3. 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;
4. 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;
5. To examine and review the status of goods/works/services procured and its proper maintenance with necessary/appropriate manpower under the project;
6. 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;
7. To analysis the relevancy and effectiveness of the main activities done under the project, and highlights on the success stories, if there is any;
8. To review the overall interpretation/explanation of the information obtained through various observations;
9. To analyze the strengths, weaknesses, opportunities and threats (SWOT) of the project, and providing appropriate recommendations to overcome the weaknesses and challenges;
10. To explain and provide opinions on the probable exit plan of the project;
11. To clarify the duplication and differences between activities of this project and other projects;
12. 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;
13. To compare with similar other projects in the same area;
14. To provide recommendations based on observations;
15. To accomplish other relevant/related tasks by the purchasing organization (IMED).

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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	At least B.Sc degree in Computer Science. 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) Software Engineer	At least B.Sc. degree in Software Engineering.	(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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13.	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
			15 day (after signing of contract agreement)
	ii.	1 st Draft Report (TC & SC).	50 Copies
			60 day (after signing of contract agreement)
	iii.	2 nd Draft Final Report (For Workshop)	100 Copies
			80 day (after signing of contract agreement)
	iv.	Final Report. (in Bengla & English)	60 Copies
			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.		

14.	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.	Project document (DPP/RDPP).	
b.	Project Completion Report.	
c.	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.**

