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**Terms of Reference (ToR)**  
**for**  
**Consulting Firm for Impact Study**  
**Participatory Rural Development Project (PRDP)(Phase-II)**

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**Monitoring and Evaluation Sector-8**  
**Implementation Monitoring and Evaluation Division**  
**Ministry of Planning**  
**Sher-e-Bangla Nagar, Dhaka 1207**

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**Description of Selected Project for Impact Study and  
Terms of Reference (ToR) for Consultant Firm**

1.	Project Name	:	Participatory Rural Development Project (PRDP)(Phase-II)		
2.	Sponsoring Ministry/ Division	:	Rural Development and Co-operative Division		
3.	Implementing Agency	:	Bangladesh Rural Development Board (BRDB)		
4.	Project Location	:	Division	District	Upazila
			8	64	85

**5. Approved Cost and Duration of the Project (In Lac Tk.) :**

	Original DPP	1st Revised DPP	2nd Revised
Cost	1821.53	1821.53	6821.53
Duration	June, 2005 to May, 2010	June, 2005 to May, 2010	June, 2005 to June, 2014

**6. Project Financing:** Government of Bangladesh (GOB), JDCF and DPA.

**7. Project Objectives**

The Central objective of the project is to promote comprehensive rural development through Link Model which ensures both vertical & horizontal linkage among all stakeholders (villagers, Union Parishad, GO-NGO representatives) in order to provide development and extension services to the rural community people for improving their overall livelihood & thus transform the Link Model as a durable model for sustained rural development in Bangladesh. The specific objectives of the project are:

- i) To organize Gram Committee (GCs) based on the consensus of the village people to deal with their common concerns such as agriculture, sanitation, health, education etc.
- ii) To organize Union Coordination Committee (UCC) consisting of UP chairman, UP members, NBDs, local NGO field workers and representatives of GCs/CSOs
- iii) To hold Gram Committee Meeting (GCM) and Union Coordination Committee Meeting (UCCM) on monthly basis to identify solutions to the common problems of the villagers and ensure necessary GO-NGO services towards solving those problems.

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- iv) To transform the existing Union Parishad as a “one stop service delivery station” through effective (vertical & horizontal) linkages among all stakeholders with transparency & accountability in their respective services offered to the community people.
  - v) To mobilize local resources and ensure their optimum utilization to promote holistic rural development.
  - vi) To build micro infrastructures through local level initiatives aimed at improving the quality of villagers life
  - vii) To establish UIC (Union Information centre) to facilitate the grassroot people’s access to & gain benefits from ICT.
  - viii) To ensure human resource development through skill up & human development, training, education & motivation on different social issues/aspects
  - ix) To promote comprehensive rural development with particular focus on weaker sections of the society through peoples participation at union & village level and then
  - x) To examine and decide the feasibility to expand the Link Models as a National Program throughout the country.

#### **8. Major Components of the Project:**

- i) Building Infrastructure
- ii) Repairment of buildings
- ii) Consultancy

#### **9. TOR of the current Assignment:**

- a. To observe and review the background, objective, approval/revision status, cost, implementation period, year-wise fund allocation according to ADP, expenditure against the allocation allocation and all other relevant information of the project;
- b. 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;
- c. To review and describe the progress in achieving project objectives, and providing opinions on whether the planned activities are make the project fruitful;
- d. 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/ in procuring goods, works and services under the project;
- e. To examine and review the status of goods/works/services procured and its proper maintenance with relevant manpower;
- f. To monitor whether implementation of the project or any of the components was delayed in terms of financing, procuring goods, managerial inefficiency, which caused increase of project cost or delay in implementation period and identify /analyze the reasons responsible for the delay;
- g. To analyze the relevancy and effectiveness of the main activities done under the project, and highlight on the success stories, if any;

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- h. To analyze the strengths, weaknesses, opportunities and threats (SWOT) of the project, and provide appropriate recommendations to overcome the weaknesses and challenges;
- i. To explain and provide opinions on the exit plan of the project;
- j. To verify the duplication or similarities among activities of this project and with other projects;
- k. To verify whether the quality and quantity of the works were done as per approved design and specifications;
- l. To examine and review the studies conducted under the project, if any;
- m. To provide recommendations based on observations;
- n. To accomplish other relevant/related tasks by the procuring entity if and when necessary during the contract period.
- o. To review the sustainability aspect of the project.

10. **Scope of Services:**

The consultant shall prepare the study design and plan field works considering the following components of the project. Sampling of the impact study should be made on the basis of coverage of work mentioned below:

Sl. No	Coverage of work
i.	Assessing whether the objectives of the project is being attained  To promote comprehensive rural development through Link Model which ensures both vertical & horizontal linkage among all stakeholders (villagers, Union Parishad, GO-NGO representatives) in order to provide development and extension services to the rural community people for improving there overall livelihood & thus transform the Link Model as a durable model for sustained rural development in Bangladesh.
iii.	Interviewing the beneficiaries and other stakeholders.
iv.	Conducting in-depth discussions/FGD and consultative meetings with key officials, public representatives, local administration, NGOs personnel, farmers and other service providers etc.
v.	Data collection and analysis regarding procurement related activities.

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**11. Responsibilities of the Consultant Firm:**

a.	Consultant firm have to address all the set objectives of current assignment.
b.	Consultant firm have to conduct interview with beneficiaries.
c.	Consultant Firm will have to train up field staff to be recruited for data collection.
d.	Consultant Firm will have to meet the project authorities and shall make field visits, if and when necessary.
e.	Consultant firm have to conduct in-depth discussions and consultative meetings with PD, field officials, community leaders, local elite, teachers and concerned stakeholders
f.	Consultant firm have to also conduct FGD meetings.
g.	Consultant firm have to conduct Case Study, if needed.
h.	Consultant Firm will review the strengths and weaknesses of project activities.
i.	Consultant Firm will do data collection, data processing and data analysis works etc by itself.
j.	Arrange a local level workshop in any of the project areas to hold discussion with stakeholders and beneficiaries during data collection.
k.	Prepare evaluation report based on the collected data from the project areas and get approval from the authority concerned.
l.	Arrange a national level workshop for dissemination of the study findings and finalize the report incorporating workshop inputs.
m.	Printed sixty (60) copies ( <b>40 copies will be written in Bangla and 20 copies will be written in English</b> ) of the final report will be submitted to the Director General, Monitoring & Evaluation Sector-8, IMED. Printing cost will be borne by the firm.
n.	All reports must be written in using "Times New Roman" (for English) and "Nikosh" (for Bangla) font.
o.	<b>Any other related works assigned by the approval authority.</b>

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

No.	Type of professional	Educational qualification Experience required	Experienced required
1.	Consultant Firm	-	At least 3 years working experience in relevant field.
2.	Team Leader	Master degree in Development Studies or any other discipline of Social Science.  Ph.D degree will be given preference.	1. At least 10 years' working experience in relevant field. 2. Working experience in conducting at least 01 monitoring and evaluation study. More experience will be given preference.
3.	Civil Engineer	B.Sc. in Civil Engineering.	1. At least 5 years' working experience in relevant field.  2. At least 3 years experience in conducting monitoring and evaluation studies.
4.	Socio-economic Specialist	At least Master degree in Economics/Sociology.	1. At least 5 years' working experience in conducting monitoring and evaluation studies.
5.	Statistician	At least M.Sc.in Statistics	At least 5 years' experience in conducting survey researches and data management activities/ analysis in relevant field.

**13. Date of Submission of the deliverables:**

i.	The consultant has to submit with detail study design outlining the target groups, respondents, method of data collection, statistical tools to be applied in data analysis within <b>15 days</b> of the sign of contract.
ii.	The consultant has to submit an action plan and Gantt chart along with RFP.
iii.	Consultant Firm will also have to present the <b>1<sup>st</sup> draft</b> report in the national level workshop for dissemination of the study findings and finalize the report incorporating workshop inputs within <b>60 days</b> of the sign of contract..
iv.	Consultant Firm will have to provide 2nd <b>draft</b> report with necessary no. of copies for meeting, arrange local level workshop within <b>80 days</b> of the sign of contract..
v.	Consultant firm will have to Submit <b>Final</b> sixty (60) printed copies (40 copies will be written in Bangla and 20 copies will be written in English) of the final report will be submitted to the Director General, Monitoring & Evaluation Sector-8, IMED. Printing cost will be borne by the Consulting Firm within <b>100 days</b> of the sign of contract.