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**Terms of Reference (TOR)**  
**for**  
**Impact Evaluation of the Project**  
“Biodiversity Conservation and Ecotourism Development in Bangladesh  
(2<sup>nd</sup> Revised)”

Section-8 / SR-2

Monitoring and Evaluation Sector-8  
Implementation Monitoring and Evaluation Division  
Ministry of Planning

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স্বাধীনতা  
সংগ্রাম

1206

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

1.	<b>Name of the Project</b>	Biodiversity Conservation and Ecotourism Development in Bangladesh (2 <sup>nd</sup> Revised)
2.	<b>Administrative Ministry/Division</b>	Ministry of Environment and Forests.
3.	<b>Executing Agency</b>	Forest Department.
4.	<b>Location of the Project</b>	All over of Bangladesh

5. Project Cost (in Lakh taka):	Original	Latest Revised
a) Total	4804.75	5761.40
b) Taka (GOB)	4804.75	5761.40
c) Foreign Currency	-	-
d) Project Aid	-	-
e) RPA	-	-

6. Implementation Period	Date of Commencement	Date of Completion
Original	2011-2012	2013-2014
Latest Revised	2011-2012	2013-2016
Actual	2011-2012	2013-2016

**7. Major components of the project:**

- a. Plantation.
- b. Acquisition of assets/purchase Vehicle
- c. Water Vessels
- d. Construction Works
- e. Repair and Maintenance

**8. Objectives of the Project:**

- a) Conservation of Plants and animal biodiversity in the country.
- b) To promote ecotourism and recreational facilities in the national parks, wildlife sanctuaries, eco-parks, botanical garden, safari parks, special conservation areas, reserved forest and potential ecotourism sites.
- c) To provide ex-situ and in-situ conservation support for critically endangered and threatened wild flora and fauna in Bangladesh.
- d) To stop illegal poaching, hunting and trade of wild animals.
- e) Wildlife habitat restoration and development.
- f) To provide logistic, manpower and capacity building support to newly created wildlife circles and divisions.
- g) To resolve wildlife- human conflicts.

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**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;
- 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.

<b>10.</b>	<b>Responsibilities of the Consultant Firm:</b>
a.	Consulting firm have to address all the set objectives of current assignment.
b.	Consulting firm have to conduct interview with beneficiaries.
c.	Consulting firm have to conduct in-depth discussions and consultative meetings with PD, field officials.
d.	Consulting firm have to also conduct FGD meetings with community leaders, local elite, teachers and concerned stakeholders
e.	Consulting firm have to conduct Case Study, if needed.
f.	Arrange a local level workshop in any of the project areas to hold discussion with stakeholders and beneficiaries during data collection.

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g.	Prepare evaluation report based on the collected data from the project areas and get approval from the authority concerned.
h.	Arrange a national level workshop for dissemination of the study findings and finalize the report incorporating workshop inputs.
i.	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.
j.	All reports must be written in using "Times New Roman" (for English) and "Nikosh" (for Bangla) font.
k.	<b>Any other related works assigned by the approval authority</b>

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

No.	Type of professionals	Educational qualification	Experience required
	Consultant Firm		At least 3 years experience in relevant field.
i.	Team Leader - Evaluation specialist	At least Master degree in Economics/any other branches of Social Sciences.  PhD degree in relevant field will be given preference.	1. At least 10 years' experience in relevant field.  2. Working experience in conducting at least 1 monitoring and evaluation study. More experience in relevant field will be given preference.
ii.	Wildlife Expert	At least Master degree in Zoology/ Forestry or any other relevant subject	1. At least 3 years' working experience in relevant field.
iii.	Architect	At least B.Sc. degree in Architecture.	1. At least 5 years' working experience in relevant field.
iv.	Data management Specialist	At least master degree in Statistics	At least 5 years' experience in conducting survey researches and data management activities/analysis in related field.

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

a.	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.
b.	The consultant has to submit an action plan and Gantt chart along with RFP.
c.	Consulting Firm will have to trained up field staff to be recruited for data collection.
d.	Consulting Firm will have to meet the project authorities and shall make field visits, if and when necessary.
e.	Consulting Firm will review the strengths and weaknesses of project activities.
f.	Consulting Firm will do data collection, data processing and data analysis works etc by itself.
g.	Consulting Firm will have to prepare report based on the data collected from the project area and get approval from the authority concerned.
h.	Consulting 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.
i.	Consulting Firm will have to provide <b>2<sup>nd</sup> draft</b> report with necessary no. of copies for meeting, arrange local level workshop within <b>80 days</b> of the sign of contract.
j.	Consulting 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 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.
k.	Any other related works assigned by the approval authority.