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**Terms of Reference (ToR)
for
Consulting Firm**

Establishment of multipurpose rehabilitation centre for destitute age-old people and socially disabled adolescent girls

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

Nasrin
20/22/09
নাসরীন সুলতানা (১৬২১৮)
উপ-পরিচালক (সিনিয়র সহকারী সচিব)
বাস্তবায়ন পরিবাহন ও মূল্যায়ন বিভাগ
পরিকল্পনা মন্ত্রণালয়

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Terms of Reference (TOR)

for

Impact Evaluation of the Project

'Establishment of multipurpose rehabilitation centre for destitute age-old people and socially disabled adolescent girls.'

1.	Name of the Project	Establishment of multipurpose rehabilitation centre for destitute age-old people and socially disabled adolescent girls		
2.	Administrative Ministry/Division	Ministry of Social Welfare		
3.	Executing Agency	Department of Social Services (DSS) and Desh Bangla Kallayan Parishad (DBKP)		
4.	Location of the Project	Division	District	Upazila
		Dhaka	Narayanganj	Rupganj (Chonpara)

5. Project Cost (in Lakh taka):	Original	Latest Revised
a) Total	1994.10 (100%)	-
b) Taka (GOB)	1586.10 (79.54%)	-
c) Agency	408.00 (20.46%)	-
d) Project Aid	-	-
e) RPA	-	-

6. Implementation Period	Date of Commencement	Date of Completion
Original	01-07-2011	31-12-2014
Actual	01-07-2011	31-12-2014

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7. Project Background:

The proposed project 'Establishment of multipurpose rehabilitation centre for destitute age-old people and socially disabled adolescent girls' was implemented at Chonpara village of Kayetpara under Rupganj Upazilla (Sub-district) in Narayanganj district which is on the bank of Balu river close to Dhaka Chittagong-highway. It is 25 km away from Narayanganj city. There are no other rehabilitation and capacity building centers at the project site.

The project site at Chonpara is surrounded by clusters of slums and stands on the downtown . Moreover, the biggest prostitution of Narayanganj and Dhaka city have been evicted a few years back without taking any rehabilitation steps for the evicted prostitutes. After the eviction, those evicted prostitutes spread all over the area. As a result, this area has been grown as a depot of floating adolescent sex workers. Responding to the crying needs and rights of the destitute and vulnerable age old people and socially disabled adolescent girls DBKP (Desh Bangla Kallayan Parishad) planned to implement the proposed project there. A total of 3000 vulnerable adolescent youth girls and age old people were projected to be rehabilitated each year with higher livelihood training. To rehabilitate these destitute people the project started in July, 2011 for a period of four years and completed in December, 2014.

08. Major components of the project:

- 11 storied residential building constructed.
- Socially disabled adolescent girls rehabilitated.
- Destitute age old males and females rehabilitated.
- New job opportunities created for educated unemployed men and women.

09. Objectives of the Project:

- To rehabilitate 300 aged women and 200 aged men in the proposed safe home each year.
- To build capacity on techno –savvy and demand driven skills and to rehabilitate 2500 socially disabled girls each year. .
- To introduce multiple production system in the rehabilitation center campus, rearing of cow, bee keeping, mini-poultry, roof gardening, handicrafts and different birds to keep the inmates busy and cheerful.
- To make the poor socially disabled adolescent girls dignified and valued in families, in workplace and in the society.

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-To alleviate discriminations and violence and develop social harmony by promoting social values, social harmony, gender equity and employment opportunities. .

10. TOR of the current Assignment:

1. To observe and review the background, objective, approval/revision status, cost, implementation period, year-wise fund allocation according to ADP, expenditures according to allocation and all other relevant information of the project;
2. To collect, review, analyze overall and component wise implementation progress (physical and financial) of the project and present in graphical /tabular form;
3. 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 and works under the project;
4. To examine and review the status of goods/works procured and its proper maintenance with necessary/appropriate manpower under the project;
5. To monitor whether implementation of the project or any of the components has been delayed in terms of financing, procuring goods, managerial inefficiency, which caused increase of project cost or delay in implementation period and identify /analyze the reason (s) responsible for the delay, if any;
6. To analyze the relevancy and effectiveness of the main activities done under the project, and highlight on the success stories, if any;
7. To analyze the strengths, weaknesses, opportunities and threats (SWOT) of the project, and provide appropriate recommendations to overcome the weaknesses and challenges;
8. To explain and provide opinions on the exit plan of the project;
9. To verify whether the works were done as per approved design and specifications.
10. To assess the specific impact by verifying present status of the project whether the rehabilitation works were implemented properly.
11. To provide recommendations based on observations;
12. To accomplish other relevant/related tasks by the procuring entity (IMED), if and when necessary during the contract period.

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11. Responsibilities of the Consultant Firm:	
a.	Consultant firm will cover 100% of the project area under the project for this evaluation.
b.	Consultant firm will have to address all the stated objectives of current assignment.
c.	Consultant firm will conduct interview with beneficiaries at the field level .
d.	Consultant firm will conduct in-depth discussions and consultative meetings with PD, field officials and other stakeholders such as community leaders, local elite, adolescent girls and aged people.
e.	Consultant firm will also have to conduct FGD meetings.
f.	Consultant firm will conduct Case Study, if needed.
g.	Arrange a local level workshop in the project area to hold discussion with stakeholders and beneficiaries during data collection.
h.	Prepare evaluation report based on the data collected from the project area and get approval from the authority concerned.
i.	Arrange a national level workshop for dissemination of the study findings and finalize the report incorporating workshop inputs.
j.	Printed sixty (60) 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 firm.
k.	All reports must be written using Nikosh and Times New Roman font
l.	Any other related works assigned by the approval authority.

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12. Professionals required for the evaluation work:

No.	Type of professionals	Educational qualification	Experience required
1.	Consultant Firm	-	At least 03 years' experience in relevant field.
2.	Team Leader - Evaluation specialist	At least Master degree in any branch of social science. PhD degree in relevant field will be given preference.	<ul style="list-style-type: none">• At least 10 years' experience in conducting research in relevant field.• He or she must have working experience in at least 01 monitoring and evaluation study. More experience would be given preference.• Substantial knowledge in PPA-2006 and PPR-2008
3.	Civil engineer	At least B.Sc degree in civil engineering	<ul style="list-style-type: none">• At least 5 years' experience in conducting civil works.• At least 3 years' experience in project monitoring and evaluation works.
4.	Socio-economic Specialist	At least Master degree in Economics or sociology	At least 5 years' experience in project monitoring and evaluation works.
5.	Statistician	At least Master degree in Statistics/ Applied Statistics	At least 5 years' experience in survey/research and data management activities in related field.

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

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(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.

14. 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 15 days of the sign of contract.
ii.	The consultant has to submit an action plan and Gantt chart along with RFP.
iii.	Consultant Firm will have to train up field staff to be recruited for data collection.
iv.	Consultant Firm will have to meet the project authorities and shall make field visits, if and when necessary.
v.	Consultant Firm will review the strengths and weaknesses of project activities.
vi.	Consultant Firm will do data collection, data processing and data analysis works etc by itself.
vii.	Consultant Firm will have to prepare report based on the data collected from the project area and get approval from the authority concerned.
viii.	Consultant Firm will also have to present the 1st draft report in the national level workshop for dissemination of the study findings and finalize the report incorporating workshop inputs within 60 days of the sign of contract..
ix.	Consultant Firm will have to provide 2nd draft report with necessary number of copies for meeting, arrange local level workshop within 80 days of the sign of contract.
x.	Consultant firm will have to Submit sixty (60) printed copies (40 copies will be written in Bangla and 20 copies will be written in English) of the Final report to the Director General, Monitoring &Evaluation Sector-8, IMED within 100 days of the sign of contract. Printing cost will be borne by the Consultant Firm.