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Terms of Reference (ToR)
for
Consultant Firm for In-depth Monitoring
Construction of Co-operative based Multistoried 'Palli Janapad' Housing
with Modern Urban Amenities for Livelihood Improvement of the Rural
People

SR-4

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


মোহাম্মদ হামিদুল রহমান
মহাপরিচালক

**Description of Selected Project for In-depth Monitoring and
Terms of Reference (ToR) for Consultant Firm**

1.	Project Name	:	Construction of Co-operative based Multistoried 'Palli Janapad' Housing with Modern Urban Amenities for Livelihood Improvement of the Rural People	
2.	Sponsoring Ministry/ Division	:	Rural Development and Co-operative Division	
3.	Implementing Agency	:	Rural Development Academy (RDA), Bogra	
4.	Project Location	:	Division	District
			Dhaka	Gopalganj
			Rajshahi	
			Chittagong	
			Khulna	
			Barisal	
			Sylhet	
			Rangpur	

5. Approved Duration and Cost (In Lac Tk.) :

	Original DPP	1st Revised DPP	2nd Revised
Cost	42433.78	--	--
Duration	July 2014 to June 2017	--	--
No cost time extension	July 2014 to June 2018	--	--

6. Project Financing: Government of Bangladesh (GOB)

7. Project Objectives

The main objective of the project is to restoration of agricultural land for food security and livelihood improvement of the rural community with modern urban housing facility. The specific objectives are as follows:

- To improve the life style and livelihood of the rural community, construct multistoried building in rural areas with modern urban facilities;
- To construct seven numbers of four storied low-cost rural housing with all utility facility and arch (288 flat where 272 farm families can accommodate) the scattered rural people in a common shelter in rural level growth centre;
- To construct seven numbers of two storied cattle (468 head), Poultry (12636 birds) & dormitory (10 nos.) shed as input source of bio-gas plant and make the dwellers self-help entrepreneurship;

- To install community based bio-gas plant as a source of alternate fuel energy;
- To install solar electrification system as alternate electric source and ensure rain water harvesting facility and also recycling waste water system;
- Production of organic manure for better waste management as well as improvement of soil health and develop the multistoried rural shelter as zero waste society; and
- To provide training on various farm and non-farm interventions supported by RDA_ credit among the beneficiaries for additional employment/income generating for livelihood improvement.

8. Major components of the project:

- Land Acquisition;
- Construction of multistoried building in rural areas with modern urban facilities;
- Construction of seven numbers of four storied low-cost rural housing with all utility facility and arch (288 flat where 272 farm families can accommodate);
- Construction of seven numbers of two storied cattle (468 head), Poultry (12636 birds) & dormitory (10 nos.)
- Installation of community based bio-gas plant;
- Installation of solar electrification system;
- Training; etc.

9. TOR of the current Assignment:

- To review project related information (Background, Objectives, Status of project Approval/Revision, mode of financing and other relevant issues etc.);
- To collect, review, analyze overall progress and component wise implementation progress (physical and financial) of the project and present in graphical / tabular form;
- To find out whether the work plan has been formulated following the Work Breakdown Structure (WBS) ;
- To assess the attainment level of the project objectives;
- 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/services under the project ;
- To examine and review the specification/BOQ/TOR, quality and quantity mentioned in the tender documents are being monitored/examined properly in procuring goods/works/services under the project and to review the targets and actual progress against the approved APP (Annual Procurement Plan) ;
- 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/responsible for the delay;
- To review the qualification and performance of the Project Director regarding project management, procurement, leadership and decision taking ability;

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- To make suggestion regarding the sustainability of the facilities created in the project and to give opinion on exit plan of the project;
- To investigate the strengths and weaknesses of the project and identify potential threats and challenges (SWOT) towards effective implementation of ongoing activities of the project;
- To analyze the Logical frame of the project;
- To analyze different findings obtained from the In-depth monitoring study and formulate specific recommendations; and
- To accomplish other relevant/related tasks assigned by the Procuring Entity (IMED) if or when necessary during the contract period.

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 in-depth study should be made on the basis of coverage of work mentioned below:

Sl. No	Coverage of work
i.	Project activities as are implemented / achieved as targeted in the Project and its present functional status in the areas that would be sampled for study.
ii.	Assessing whether the objectives of the project is being attained a) Restoration of agricultural land for food security and livelihood improvement of the rural community with modern urban housing facility b) To improve the life style and livelihood of the rural community, construct multistoried building in rural areas with modern urban facilities;
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 (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.
n.	All reports must be written in using "Times New Roman" (for English) and "Nikosh" (for Bangla) font.
o.	Any other related works assigned by the approval authority.

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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.
1.	Team Leader	At least master degree in any 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 1 monitoring and evaluation study. More experience will be given preference.
2.	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.
3.	Animal Husbandry Specialist	At least Master degree in Animal Husbandry	1. At least 5 years' working experience in conducting monitoring and evaluation studies
4.	Statistician/Data management specialist	At least M.Sc. in Statistics	1. 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 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 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..
iv.	Consultant Firm will have to provide 2nd draft report with necessary no. of copies for meeting, arrange local level workshop within 80 days of the sign of contract..
v.	Consultant firm will have to Submit Final 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 100 days of the sign of contract.