

Terms of Reference (TOR)

For

Impact study of the project

BMR of KPM (Karnaphuli paper mill)



Monitoring and Evaluation Sector-5

Implementation Monitoring and Evaluation Division

Ministry of Planning

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Terms of Reference (TOR)

01.	Name of the Project	:	BMR of KPM (Karnaphuli Paper Mill)		
02.	Sponsoring Ministry/Division	:	Ministry of Industries		
03.	Executing Agency	:	Karnaphuli paper mill ltd. KPM,/ Bangladeh Chemical Industries Ltd.		
04.	Location of the Project	:	Division	District	Upazila
			Chittagong	Rangamati	Kaptai, (Chandraghona-4531)
05.	Estimated Cost (In Lakh taka)	:	Original	Revised (1st)	
	(a) Total	:	18156.90	-	
	(b) GOB	:	18156.90	-	
	(c) Project Aid	:	-	-	
06.	Implementation Period	:	Original	Time extension	
	(a) Date of Commencement	:	July 2007	July 2010	
	(b) Date of Completion	:	June 2009	June 2014	

07. Objectives of the Project:

The objectives of the project are:

- To restore the original rated production capacity of KPM ltd. At 30000MT/year and sustain the production year on year basis;
- To improve the quality of paper by increasing the present brightness level of 78 GE to 86.50GE.

08. Major components of the project:

Processing equipment, machinery, spares, materials, erection & installation, civil engg. Works, commissioning, startup & PGTR etc.

09. TOR of the current Assignment:

Consulting Firm will perform the following activities for Impact Evaluation of the project:

- (a) Details of the project (background, purpose, approval /revision, funding issues, etc.) analysis and review;
- (b) Collection and analysis of overall and detailed component wise progress of the project (physical and financial) using table, graph, chart etc;
- (c) Analysis and review the progress of the Project in respect to project objective;
- (d) Examination whether PPA-2006 and PPR-2008, and guidelines of development partners for Procurement was followed in the procurement process (In this case it is mandatory to evaluate tender process and evaluation);
- (e) Analyzing and making observation whether quantity of goods, works and services are procured as per BoQ, quality is ensured as per specification (in this case, samples are to be collected from field level and tested from reputed laboratory. Moreover, data are to be collected with field inspection through Individual Interview, Key Informant Interview (KII), and Focus Group Discussion (FGD));
- (f) Analyzing and making observation on different complexities like delay in fund release, delay in procurement, limitations in management, causes of increase of project cost and implementation period, social and environmental impact of the project;

- (g) SWOT analysis of the Project; in this case, strength, weakness, opportunity and threats have to be identified and discussed;
- (h) Whether the project objectives have been done properly according to DPP, if not, then it is a thorough analysis and review;
- (i) After completion of the Project to sustain created infrastructure/ opportunities have to make recommendations;
- (j) Making major findings on overall project's implementation status;
- (k) Making recommendations in the light of findings and making recommendation in making such projects in future;
- (l) All reports submitted by consultancy firm should be in Bangla (Nikosh font). But as per contract certain final report submitted in English;
- (m) Impact study should be done following by a certain methodology;
- (n) Impact study circular of IMED should be followed;
- (o) Other tasks assigned by the procuring entity (IMED).

10. Qualification of Firm and Consultants:

No.	Type of professionals	Educational qualification required	Experience required
1.	Farm	-	<ul style="list-style-type: none"> • At least 3 (three) year working experience in relevant field.
2.	i) Team Leader	<ul style="list-style-type: none"> • B.Sc. in mechanical Engineering; • Masters/ Ph.D or any other higher degree in relevant field will be given preference. 	<ul style="list-style-type: none"> • At least 10 (ten) year working experience in relevant field; • Working experience in at least 01 (one) monitoring and evaluation studies; more experience will be given preference. • Working experience in relevant projects [(mainly commercial purpose) under GOB/SOE-State owned enterprise, non govt. private commercial mill/plants etc] • Experience in PPA-2006 & PPR-2008; • Report writing ability and presentation skills
	ii) Electrical engineer	<ul style="list-style-type: none"> • Minimum B.Sc in Electrical Engineering • Masters/ Ph.D or any other higher degree in relevant field will be given preference. 	<ul style="list-style-type: none"> • At least 5 (five) year working experience in relevant field; • Working experience in relevant projects [(mainly commercial purpose) under GOB/SOE-State owned enterprise, non govt. private commercial mill/plants etc] • Experience in PPA-2006 & PPR-2008; • Computer skills and report writing ability
	iii) Civil Engineer	<ul style="list-style-type: none"> • Minimum B.Sc in Civil Engineering • Masters/ Ph.D or any other higher degree in relevant field will be given preference. 	<ul style="list-style-type: none"> • At least 5 (five) year working experience in relevant field; • Working experience in relevant projects [(mainly commercial purpose) under GOB/SOE-State owned enterprise, non govt. private commercial mill/plants etc]

No.	Type of professionals	Educational qualification required	Experience required
			<ul style="list-style-type: none"> • Experience in PPA-2006 & PPR-2008; • Computer skills and report writing ability
	iv) Financial Analyst	Minimum Masters /equivalent degree in Finance, Accounting, economics, Business studies, Project Management, M&E or other related subjects	<ul style="list-style-type: none"> • At least 5 years Experience as financial analyst. • Experience in conducting financial and economic analysis of production oriented project for commercial purpose • Must have experience in monitoring and evaluation of projects. • Report writing ability and presentation skills

11. Deliverables of the consulting firm:

SL. No.	Title of Report	Time of Submission	Comments
1.	Inception Report	within fifteen(15) days after signing of contract agreement	
2.	1 st draft report	within eighty(80) days after signing of contract agreement	
3.	2 nd draft report	within hundred (100) days after signing of contract agreement	
5.	Final Report (in Bengali and English)	within hundred and ten (110) days after signing of contract agreement	

12. The client will provide the following project related documents; if available;

- i) Project document and project related various report (i.e. DPP/RDPP/Project completion report);
- ii) Provide assistance to communicate with stakeholders.