

Terms of Reference (TOR)

For

Impact study of the project

**Modernization of BSTI through procurement of Sophisticated
Equipment and Infrastructure Development of Laboratories for
accreditation (1st Revised)**



**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	:	Modernization of BSTI through procurement of Sophisticated Equipment and Infrastructure Development of Laboratories for accreditation (1st Revised)		
02.	Sponsoring Ministry/Division	:	Ministry of Industries		
03.	Executing Agency	:	Bangladesh Standard & Testing Institution (BSTI)		
04.	Location of the Project	:	Division	District	Dhaka and Chittagong BSTI office
			Dhaka, Chittagong	Dhaka Chittagong	
05.	Estimated Cost (In Lakh taka)	:	Original	Revised (1st)	
	(a) Total	:	2295.00	2295.00	
	(b) GOB	:	2295.00(JDCF)	2295.00(JDCF)	
	(c) Project Aid	:	-	-	
06.	Implementation Period	:	Original	Revised (1st)	
	(a) Date of Commencement	:	July 2009	July 2009	
	(b) Date of Completion	:	December 2011	June 2014	

07. Objectives of the Project:

The objectives of the project are:

- To construct and refurbish 4 storied laboratories by 2012 for accreditation;
- To procure sophisticated equipments for different laboratories
- To upgrade laboratories in Headquarter & Chittagong regional office for creating accredited facilities of calibration, testing and certificate
- To ensure accredited quality of the exportable products from Bangladesh
- To ensure accredited quality product to the customer,
- Strengthen Bangladesh Standards & Testing Institution (BSTI) to control quality for exports and for certification and accreditation.

08. Major components of the project:

Building construction, office equipment, lab equipment collection and installation 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. • Experience in PPA-2006 & PPR-2008; • Report writing ability and presentation skills
	ii) Chemical engineer	<ul style="list-style-type: none"> • Minimum B.Sc in Chemical 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; • Should have experience in supervising/monitoring/evaluating such projects • 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 Mechanical/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; • Should have experience in supervising/monitoring the construction of plants, laboratories and other buildings. • Experience in PPA-2006 & PPR-2008; • Computer skills and report writing

No.	Type of professionals	Educational qualification required	Experience required
			ability
	IV)Monitoring & Evaluation specialist	Minimum Masters /equivalent degree in project management, M&E, Economics, Business studies or other related subjects	<ul style="list-style-type: none"> • At least 5 years Experience as monitoring & evaluation specialist with a preference of conducting at least 01(one) in-depth monitoring or impact evaluation study. • Experience in using various statistical software package (SPSS & regression analysis etc.) • 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.