'The Fourth Primary Education Development Program (PEDP4)(1st Revised)'

Terms of Reference (ToR)

Verification of

DLI target 9.7: Data on utilization of SLIP grants in 100 upazilas and UPEP grants in 25 upazilas, consistent with the updated Guideline, is made public on accessible websites or spaces by upazila education offices

December 2022

IVA Unit
Implementation Monitoring and Evaluation Division (IMED)
Ministry of Planning
Monitoring and Evaluation Sector-6
Sher-e-Bangla Nagar, Dhaka-2007

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Acronyms

Acronyms	Definition
DLIs	Disbursement Linked Indicators
DPE	Directorate of Primary Education
DPEd	Diploma in Primary Education
DPP	Development Project Proposal
ICT	Information and Communication Technology
IMED	Implementation Monitoring and Evaluation Division
ISP	Institutional Strengthening Plan
IVA	Independent Verification Agency for DLIs
IT	Information Technology
MIS	Management Information Systems
MoPME	Ministry of Primary and Mass Education
ODCBG	Organizational Development and Capacity Building Guidebook
PEDP4	Fourth Primary Education Development Program
RDPP	Revised Development Project Proforma
SLIP	School Level Improvement Plan
TOR	Terms of Reference
UPEP	Upazila Primary Education Plan

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DLI 9 (Institutional strengthening) is related to component three stated as 'Management, Governance and Financing' of PEDP4. The objective of sub-component 3.2: Institutional strengthening is to strengthen the DPE and field education offices to manage and administer the primary education system effectively and efficiently through decentralization. To address and evaluate the accomplishment of the above objective, the Disbursement Linked Indicator (DLI) target of 9.7 (Data on utilization of SLIP grants in 100 upazilas and UPEP grants in 25 upazilas, consistent with the updated Guideline, is made public on accessible websites or spaces by upazila education offices) is fixed up as one of the indicators.

1. DLI: Definition and Protocol

DLI 9: Institutional strengthening

DLI Target 9.7:

Data on utilization of SLIP grants in 100 upazilas and UPEP grants in 25 upazilas, consistent with the updated Guideline, is made public on accessible websites or spaces by upazila education offices

Definition:

The SLIP grants are managed by schools and UPEP grants are grants managed by local education offices.

Achievement description:

This target is considered achieved when reports/data on SLIP for at least 100 upazila education offices and UPEP grants for at least 25 UEOs are prepared and made publicly available either on an accessible website or accessible physical space.

Source of verification:

The evidence to be submitted: a) a report provided by DPE on the local education offices which have published the SLIP and UPEP grant utilization data, including links/pictures of published data; b) a letter from DPE confirming the list of local education offices with open data on SLIP and UPEP grants.

2. According to Verification Action Plan: DLI target 9.7

Year	DLI targets	Verification Protocol & Approach	Responsible (IVA Unit/Experts /Survey firm)	Time Schedule (Tentative) (Depends on DLI's declaration)		
				FY	Review Period	Report Submit
Year-4	9.7: Data on utilization of SLIP grants in 100 upazilas and UPEP grants in 25 upazilas, consistent with the updated Guideline, is made public on accessible websites or spaces by upazila education offices	As Per ToR conducting Sample Survey with desk review.	a) IVA unit b) Deployed consulting firm for survey.	2021-22	**Dec- Jan, 2022**	**February, 2023**

3. ToR of the Current Assignment:

a) To collect, review, analyze and present with graphical/tabular form of data in regard to declared DLI target 9.7 (Data on utilization of SLIP grants in 100 upazilas and UPEP grants in 25 upazilas, consistent with the updated Guideline, is made public on accessible websites or spaces by upazila education offices) achievements;

b) To review and evaluate whether this DLI target is achieved according to the verification protocol (definitions, description of achievement & Sources) and relevant tools and techniques as defined for this DLI target;

c) To prepare the Verification Report (RVR: Result Verification Report) according to the prescribed or standard verification format emphasizing all the essential elements and submit it as evidence for DLI achievement;

d) The consulting firm will visit concern upazilas and check the updated guidelines and application. Sample size will be statistically significant covering all the related upazilas;

e) To verify and evaluate the implementation of activities and vice versa plan achievement including change etc;

f) To review and confirm whether the data on utilization of SLIP and UPEP grants is made public on accessible websites or spaces by upazila education offices according to updated guidelines under PEDP4;

g) To analyze the targets and actual achievement of DLI target 9.7 (achieved, not achieved, partially achieved, the extent to which achieved);

h) To review all the submitted documents/evidence and analyze them to compare with the field data;

i) To examine whether DLI targets have been delayed to meet because of untimely financing, managerial inefficiency and also identify/analyze the reason(s) and responsible factors for such delay;

j) To analyze the strengths and weaknesses and identify potential threats and challenges (SWOT analysis) toward the achievement of the DLI target 9.7;

k) To analyze whether this public disclosure of SLIP and UPEP has any Significant contribution to improving the quality of the learning experience for children through school and Upazila-based management and accountability;

l) Overall review based on findings of the Verification Study;

m) To make specific recommendations based on the findings of the verification study;

n) To accomplish other relevant tasks assigned by the Authority within the contract period;

4. Professionals required for the verification works.

No	Types of Professionals	Educational Qualification	Experience required
1.	**Consulting Firm**	--	• At least 3 (Three) years overall working experience in a relevant field. • At least 3 (Three) studies in the similar field/nature.
2.	**Professionals of Consulting Firm:**		
	(a) Team Leader	Master's Degree in Education/ Development Studies/Social Sciences/ Population Sciences from any recognized University. A higher degree in a relevant field will be given preference.	• At least 10 years of overall working experience in the research field. • Experience in at least 5 (Five) monitoring and evaluation studies as a Consultant. More experiences will be given weightage. • At least 2 (two) studies working experience as Team Leader.
	(b) Specialist (Monitoring & Evaluation)	Master's Degree in Project Management/Monitoring & Evaluation (M&E)/relevant fields from any recognized University. Or, Master's Degree in any field with a Postgraduate diploma in	• At least 5 years overall working experience in related fields. • At least 2 (two) monitoring and evaluation studies as a Consultant.

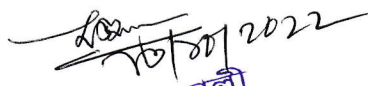|		
	Project Management/ M&E from any recognized University.	
(c) Sociologist	Master's Degree in Sociology/Social Work/Social Welfare from any recognized University.	• At least 5 years overall working experience in related fields. • At least 2 (two) monitoring and evaluation studies as a Consultant.
(d) Statistician	Master's degree in Statistics from any recognized university.	At least 5 years' experience in conducting survey/research, data management activities and analysis, etc.

5. Deliverables from consultant & Schedule of Deliveries

Verification approaches	List of reports & No.	Schedule of Deliveries
Sample Survey with Desk Review.	Inception report	Within 10 Days from the date of contract Signing
	1st Draft report	Within 35 Days from the date of contract Signing
	2nd Draft report	Within 45 Days from the date of contract Signing
	Final report	Within 60 Days from the date of contract Signing

- 60 nos. copies report for 3 nos. Technical Committee's meeting (20 Copies per meeting);
- 60 nos. copies report for 3 nos. Steering Committee's meeting (20 Copies per meeting);
- 130 nos. copies report for Workshop;
- 50 nos. copies final report;
- All reports will be submitted to the Director General, Monitoring and Evaluation Sector-6 (Education and Social), IMED.

6. Data, Personnel, Facilities to be provided by the Client

- Project/DLI-related following documents will be provided by the client; (Project document (DPP/RDPP)/Evidence of DLIs achievements/ prescribe format etc.)

- Provide necessary assistance for communication with different stakeholders.