

**'The Fourth Primary Education Development Program (PEDP4)(1<sup>st</sup> Revised)'**

## **Terms of Reference (ToR)**

**Verification of**

**DLI Target 3.3: CPD implementation plan approved, and training has been started as per approved plan**

**October 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
CPD	Continuous Professional Development
DLIs	Disbursement Linked Indicators
DPE	Directorate of Primary Education
DPEd	Diploma in Primary Education
DPP	Development Project Proforma
IMED	Implementation Monitoring and Evaluation Division
IVA	Independent Verification Agency for DLIs
IT	Information Technology
MoPME	Ministry of Primary and Mass Education
PEDP4	Fourth Primary Education Development Program
RDPP	Revised Development Project Proforma
TOR	Terms of Reference



## Terms of Reference (ToR)

### Verification of

#### **DLI Target 3.3: CPD implementation plan approved, and training has been started as per approved plan**

Teacher Education and Continuous professional development (CPD) are the sub-components of component one stated as 'Quality' of PEDP4. The objective of sub-component 1.5: CPD is to ensure that all teachers and teacher educators acquire professional standards through continuous engagement in professional development activities. To address and evaluate the accomplishment of the above sub-components, Disbursement Linked Indicator (DLI) target 3.3 (CPD implementation plan approved, and training has been started as per approved plan) is fixed up as one of the indicators.

### **1. DLI: Definition and Protocol**

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#### **DLI 3: Teacher education and CPD**

##### **DLI Target 3.3:**

CPD implementation plan approved, and training has been started as per approved plan

##### **Definition of DLI 3.3:**

The CPD implementation plan is based on the approved CPD framework which details the training strategies, resources, and timeline for completing the targeted training programs.

##### **Achievement description:**

This target is considered met when: (a) DPE/NAPE report confirms that 15% of program targeted teachers and teacher educators have received CPD training as per the approved CPD implementation plan; and (b) the training has been conducted either in-person, online or through blended delivery while meeting the quality standards as per the plan.

##### **Source of verification:**

The evidence to be produced: DPE/NAPE progress report on CPD implementation plan.



## 2. According to Verification Action Plan: DLI target 3.3

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	3.3: CPD implementation plan approved, and training has been started as per approved plan	As Per ToR conducting Sample Survey with desk review.	a) IVA unit b) Deployed Teaching Professional /relevant experts.	2021-22	Oct-Dec, 2022	February, 2023

## 3. ToR of the Current Assignment:

- To collect, review, analyze and present with graphical/tabular form of data regarding declared DLI target 3.3 (CPD implementation plan approved, and training has been started as per approved plan) achievements.
- To analyze the protocol of the DLI target 3.3 including the definition and achievement description and have a clear understanding of the requirements for achieving the target;
- 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;
- To prepare the Result Verification Report (RVR) according to the prescribed or standard verification format emphasizing all the essential elements and submit it as evidence for DLI achievement;
- To review and confirm whether the DPE/NAPE report confirms that 15% of the program-targeted teachers and teacher educators have received CPD training as per the approved CPD implementation plan; and whether the training met the quality standards;
- To analyze whether the approved CPD framework details the training strategies, resources, and timeline for completing the targeted training programs.
- To review and assess the CPD budget utilization, efficiency, and effectiveness;
- To visit concerned districts/upazilas/schools and report and check whether the training was imparted as reported. Sample size will be rationally determined based on the time and scope.

- i) To analyze the targets and actual achievement of DLI target 3.3 (achieved, not achieved, partially achieved, the extent to which achieved);
- j) To review all the submitted documents/evidence and analyze them to compare with the field data;
- k) 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;
- l) To analyze the strengths and weaknesses and identify potential threats and challenges (SWOT analysis) towards the achievement of the DLI target 3.3;
- 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	--	<ul style="list-style-type: none"> <li>At least 3 (Three) years overall working experience in a relevant field.</li> <li>At least 3 (Three) studies in a similar field/ nature.</li> </ul>
2.	<b>Professionals of Consulting Firm:</b>		
	(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.	<ul style="list-style-type: none"> <li>At least 10 years of overall working experience in the research field.</li> <li>Experience in at least 5 (Five) monitoring and evaluation studies as a Consultant. More experiences will be given weightage.</li> <li>At least 2 (two) studies working experience as Team Leader.</li> </ul>
	(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 Project Management/ M&E from	<ul style="list-style-type: none"> <li>At least 5 years overall working experience in related fields.</li> <li>At least 2 (two) monitoring and evaluation studies as a Consultant.</li> </ul>

		any recognized University.	
	(c) Sociologist	Master's Degree in Sociology/Social Work/Social Welfare from any recognized University.	<ul style="list-style-type: none"> <li>At least 5 years overall working experience in related fields.</li> <li>At least 2 (two) studies as a Continuous Professional Development(CPD)/monitoring and evaluation studies as a Consultant.</li> </ul>
	(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 15 Days from the date of contract Signing
	1st Draft report	Within 45 Days from the date of contract Signing
	2nd Draft report	Within 75 Days from the date of contract Signing
	Final report	Within 90 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.