

Terms of Reference (TOR)

For

Impact Evaluation of the Project

'Advocacy and Communication for Children and Women (4th Phase)'



Monitoring and Evaluation Sector-5

Implementation Monitoring and Evaluation Division

Ministry of Planning

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1. TOR of the current Assignment:

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

- Details of the project (background, purpose, approval /revision, funding issues, etc.) analysis and review;
- Collection and analysis of overall and detailed component wise progress of the project (physical and financial) using table, graph, chart etc;
- Analysis and review the progress of the Project in respect to project objective;
- 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);
- 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. Moreover, data are to be collected with field inspection through Individual Interview, Key Informant Interview (KII), and Focus Group Discussion (FGD);
- 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;
- SWOT analysis of the Project; in this case, strength, weakness, opportunity and threats have to be identified and discussed; provide appropriate recommendations to overcome weaknesses and challenges (if any);
- Whether the project objectives have been done properly according to DPP, if not, then analyze and review the issue;
- Examine and recommend on the sustainability of the project outputs and outcomes
- Making major findings on overall project's implementation status; review and analyses whether the project activities were adequate to meet the objective of the project especially the infrastructure and training facilities and welfare activities before and after the project;
- Review and analyze the effectiveness and usefulness of activities carried out through the project, and the success of the project (present facilities status of Bangladesh Betar (BB), Bangladesh Television (BTV), Dept. of Mass Communication (DMC), National Institute of Mass communication(NIMC), Dept. of Films and Publication (DFP), Press Institute of Bangladesh (PIB), Press Information Department (PID) & Bangladesh Sangbad Sangstha (BSS) with related analysis);
- Making recommendations in the light of findings and making recommendation in making such projects in future;
- All reports submitted by consultancy firm should be in bangla (Nikosh font). But as per contract certain final report submitted in English;
- Impact study should be done following a certain methodology;
- Impact study circular of IMED should be followed;
- Provide analysis on Enhance Knowledge & skill of media for communicating information on the situation of children and women; Develop capacity of media organizations/networks to actively advocate and communicate for children and women; Facilitate the process to influence the government to increase resources directly allocated for the children; Act to rise the voices in the media in favour of children, especially vulnerable and marginalized children through supporting their participation in the media; Increase involvement of traditional and folk media disseminating key messages on children and women issues facilities and training scenario and impact- on these and recommendation for further improvement;
- Any other task, related to the project, assigned by the Procuring Agency (IMED).

2. Qualifications of Consulting Firm and Firm Consultants:

Sl. No.	Consulting Firm and Consultants	Educational Qualification	Experience
A)	Consulting Firm	N/A	<ul style="list-style-type: none"> The consulting firm(s) should be reputed and with at least 01 (one) year of experience in relevant field; Should have experience in conducting at in-depth monitoring or impact evaluation study.
B)	I) Team Leader	Masters in Social Science. Ph.D or any other higher degree in relevant field will be given preference.	<p>At least 10 years Experience in relevant field; Should have experience in conducting research, M&E studies, in-depth or impact evaluation.</p> <p>Must have Knowledge on research methodology, sampling design, questionnaire preparation and statistical analysis; Must have knowledge on the PPA 2006 and PPR 2008;</p>
	II) Communication Expert	Mi Maters in Journalism or Communication	<p>At least 3 years Experience in labor welfare/ Industrial relation/ labor law compliance/ training or relevant areas.</p> <p>Should know about ADP project implementation modalities;</p>
	III) Monitoring & Evaluation specialist	Minimum Masters /equivalent degree in project management, M&E, economics or other related subjects	<p>At least 5 years Experience in conducting socio economic research, M&E studies, in-depth or impact evaluation.</p> <p>Experience as monitoring & evaluation specialist with a preference of conducting at least 01(one) in-depth monitoring or impact evaluation study.</p> <p>Experience in using various statistical software packages(SPSS, regression Analysis etc)</p>
	IV) Statistician	Minimum B.Sc in Statistics; Masters/ Ph.D or any other higher degree in relevant field will be given preference.	<p>At least 05 years Experience in relevant field; Experience in impact evaluation of ADP project, international organizations, non govt. organizations, etc will given preference.</p> <p>Must have knowledge on the PPA 2006 and PPR 2008;</p>

3. Deliverables of the consulting Firm:

Sl. No.	Name of Deliverables	Submission Schedule	Comment
1)	Inception Report (15+15 Copies)	Within 15 days after signing	
2)	1 st Draft Report (15+15 Copies)	Within 60 days after signing	
3)	2 nd Draft Report (15+100 Copies)	Within 75 days after signing	
4)	3 rd Draft Report after Workshop (Bengali 15 and English 15)	Within 90 days after signing	
5)	Final Report (Bengali 40 and English 20)	Within 100 days after signing	

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