

Terms of Reference (TOR)

For

In-Depth Monitoring of the Project

**Modernization of BSTI Regional Offices at Chittagong and Khulna
(1st Revised)**



Monitoring and Evaluation Sector-5

Implementation Monitoring and Evaluation Division

Ministry of Planning

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Selection of Consulting Firm (Fixed Budget - based) for In-Depth Monitoring of the project titled 'Modenization of BSTI Regional Offices at Chittagong and Khulna (1st Revised)'

1. Terms of Reference (ToR) of the Consulting firm:

Consulting Firm will perform the following activities for in-depth monitoring of the project:

- Will review all documents related to the project including DPP/RDPP, all meeting decisions about the project, and any other references mentioned in the project, basis of all price estimate etc.; also review the project background, objectives, approval/revision, funding etc.
- Will collect information related to physical and financial target, physical and financial progress of all components/activities and present those through tables/charts;
- Review the status of achieving the project objecting and describe the related observation
- Will review and analyze all procurement of goods, works and services made under the project and give feedback whether they are accomplished in accordance with the procurement laws and regulations (PPA 2006 and PPR 2008);
- Review the goods, works and services procured under the project and the status of the required human resources to sustain the facilities procured through the project;
- Review/analyze and comment wheither procuring entity followed the conditions mentioned in the agreement/BOQ/specifiacion and fulfilled them, also wheither proper test/inspection done during the procurement of works/goods/services;
- Will review the procurement plan of the DPP/RDPP, the Annual Procurement Plan approved by the HOPE and actual procurement to analyze whether the procurement followed the approved procurement plan;
- Review and anlyze the risks of the project implementation such as-delay in financing, delay in procuring works/goods/services, management inefficiency, time and/or cost escalation of the project etc.;
- Review and analyze the information related to ptoject revision, fund allocation, fund release, payment etc. of the project;
- Will analyze the performances of project personnel including Project Director in implementing the project activity;
- Will find out the reasons for delay (if any) in implementing the project activity;
- Will review all the progress reports produced by the project authority during implementation of the project;
- Will review the progress of the activities of the project and analyze whether the activities are compatible with the objectives of the project and provide feedback;
- Will review and analyze the roles of different stakeholders (agencies, divisions/ministries) involved in funding/implementing the project activities;
- Will review and analyze the problems related to implementation of the project, such as delays in financing, delays in procurement of goods, works and services, quality of project management and extension of project duration and cost, and any other aspects of the project;
- Will review and analyze the effectiveness and usefulness of activities carried out through the project, and the success of the project (Success Stories, if any);
- Will review and analyses whether the project activities are adequate to meet the objective of the project;
- Will conduct SWOT analysis (Strength, Weakness, Opportunities and Threat) of the project and provide appropriate recommendations to overcome weaknesses and challenges (if any);
- Will visit each and every project site and give a on the site environments.

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- Will provide feedback on exit plan of the project for the sustainability and smooth operation after implementation of the project;
- 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"> • At least 1 (one) years working experience in relevant field.
B)	i) Team Leader	<ul style="list-style-type: none"> • B.Sc in Civil Engineer • Masters/ PhD or Any other higher degree in relevant field will be preferred. 	<ul style="list-style-type: none"> • At least 10 (ten) years working experience in relevant field; having experience in supervising/monitoring the construction of buildings; • Adequate knowledge on architectural and structural design; • Must have the knowledge on field test and lab test of construction materials; • Must have knowledge on the PPA 2006 and PPR 2008; • Experience in PPA-2006 & PPR-2008. • Computer skills and report writing ability • At least 1 (one) Number of monitoring & evaluation study. Additional experience will be given preference. • Must have Knowledge on research methodology, sampling design, questionnaire preparation and statistical analysis;
	ii) Mechanical Engineer	Minimum B.Sc in Mechanical Engineering	<ul style="list-style-type: none"> • At least 5 years Experience as Mechanical Engineer having experience on specification and quality assessment of equipment/ machineries for technical training center or such other institutions or center.
	iii) Electrical Engineer	Minimum B.Sc in Electrical Engineering	<ul style="list-style-type: none"> • At least 5 years Experience as Electrical Engineer having experience on assessment and requirement of electro mechanical equipments for technical training center or such other institution or center.
	iv) Monitoring, Evaluation and Procurement Specialist	Minimum Master in Economic/ Social Science/Business Faculty.	<ul style="list-style-type: none"> • At least 5 years Experience in project implementation or monitoring with Masters in any discipline.

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3. Deliverables of the consulting Firm:

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

4. Support by Client:


- Client will provide approved project document (DPP/RDPP) and monitoring reports produced by IMED of the projects;
- Provide necessary assistance and facilitate in contacting with different stakeholders of the project.

5.

01.	Name of the Project	:	Modenization of BSTI Regional Offices at Chittagong and Khulna (1st Revised)
02.	Sponsoring Ministryh/Division	:	Ministry of Industries
03.	Executing Agency	:	Bangladesh Standard & Testing Institution (BSTI)
04.	Location of the Project	:	Chittagong and Khulna City Corporation

5.1	Estimated Cost (In Lakh)	:	
	(a) Total		28291.00
	(b) GoB		23227.00
	(c) Project Aid		-
	(d) Own financing		5064.00

5.2	Implementation Period		
	(a) Date of Commencement		01 July 2015
	(b) Date of Completion		30 June, 2021


মোঃ আমিনুল হক
পরিচালক (উপ-সচিব)
বাতায়ন পরিকল্পনা ও মূল্যায়ন বিভাগ
পরিকল্পনা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

