

# Terms of Reference (TOR)

For

## Impact Evaluation of the Project

Capacity Building of Border Guard Bangladesh to Curb Women  
and Child Trafficking (2nd Revised)



Monitoring and Evaluation Sector-5  
Implementation Monitoring and Evaluation Division  
Ministry of Planning

**Selection of Consulting Firm (Fixed Budget - based) for Impact Evaluation of the project titled 'Capacity Building of Boarder Guard Bangladesh to Curb Women and Child Trafficking (2nd Revised)'**

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

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;
- Evaluation of the impact of the project in combating human trafficking and smuggling( using baseline data);
- Examination whether PPA-2006 and PPR-2008, was followed in the procurement process;
- Analyzing and making observation whether quantity of goods/ works/ services are procured as per BoQ, quality is ensured as per specification. Moreover, data are to be collected with field inspection through Individual Interview, Key Informant Interview (KII), and Focus Group Discussion (FGD);
- Field level visit to be done at least 03 but not more than 4 district from each division ( a total of 25 upazillas)
- 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 analysis whether the project activities were adequate to meet the objective of the project;;
- Review and analyze the effectiveness and usefulness of activities carried out through the project, and the success of the project;
- Making recommendations in the light of findings and making recommendation in making such projects in future;
- Impact study should be done following a certain methodology;
- Impact study circular of IMED should be followed;
- 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"> <li>The consulting firm(s) should be reputed and with at least 01 (one) years of experience in relevant field;</li> <li>Should have experience in conducting Impact Evaluation study.</li> </ul>
B)	I) Team Leader	Master degree in Social Sciences/Masters in Law. Ph.D degree in relevant field will be given preference.	<ul style="list-style-type: none"> <li>At least 10 years of experience in relevant field;</li> <li>Should have experience in conducting research, Project Monitoring &amp; Impact Evaluation studies. At least 3 publications in project Impact Evaluation.</li> <li>Must have knowledge on research methodology, sampling design, questionnaire preparation and statistical analysis and report writing;</li> <li>Must have knowledge on the PPA 2006 and PPR 2008;</li> <li>Report Presentation Capacity.</li> </ul>
	II) Socio Economic Expert	Master degree in Social Sciences. Ph.D degree in relevant field will be given preference.	<ul style="list-style-type: none"> <li>At least 07 years of experience in relevant field;</li> <li>Should have experience in conducting research, Project Monitoring &amp; Impact Evaluation studies. At least 3 publications on Project Impact Evaluation.</li> <li>Must have knowledge on research methodology, sampling design, questionnaire preparation and statistical analysis and report writing;</li> </ul>
	IV) Data Management Specialist	Masters degree in Statistics/Related field	At least 5 years Experience in survey/research and data management activities in relevant field. Experience in using various statistical software packages(SPSS, regression Analysis etc)

## 3. Deliverables of the consulting Firm:

Sl. No.	Name of the Report	Schedule	Comment
1.	Inception Report	Within 15 days after the signing of contract	

