

Terms of Reference (TOR)

For

In-Depth Monitoring of Project

'Establishment of Fire Service and Civil Defence Stations at Important 25 (Revised 46) Upazilla Sadar/Places of the Country (2nd revised)'



Monitoring and Evaluation Sector-5

Implementation Monitoring and Evaluation Division

Ministry of Planning

Selection of Consulting Firm (Fixed Budget - based) for In-Depth Monitoring of the project titled 'Establishment of Fire Service and Civil Defence Stations at Important 25(Revised 46) Upazilla Sadar/Places of the Country(2nd 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;
- Will review the project implementation progress in consistence will DPP time bound Physical and financial target.
- Will review and analyze all procurement of goods, works and services under the project and examine whether they are accomplished in accordance with the procurement laws and regulations (PPA 2006 and PPR 2008);
- Review/analyze and comment wheither procuring entity followed the conditions mentioned in the agrrement/BOQ/specifiaction 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 status to analyze wheither the procurement followed the approved procurement plan;
- 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;
- Review and analyze the information related to project 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 visit at least 2 but not more than 3 districts from each division; a total of 22 Upazilla/project locations including all ongoing project locations;
- 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 wheither the activities are compatible with the objectives of the project and provide feedback;
- Will review and analyses wheither 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);
- To review and analyze libratory test result of all civil works and construction material testing.
- Will make exit plan of the project for the sustainability and smooth operation after implementation of the project;
- Will make suitable recommendations for successful 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 of working experience in relevant field.
B)	Team Leader	B.Sc in Civil Engineering; Ph.D in Civil Engineering will be given preference.	<ul style="list-style-type: none"> • At least 10 (ten) years of working experience in Civil Engineering / Civil construction field. • Working experience at least 3 (three) number of Project monitoring and evaluation studies. Additional experience will be given preference. • Must have Knowledge on research methodology, sampling design, questionnaire preparation and statistical analysis and report writing . • Must have experience in Construction material testing /Civil construction testing .
	Monitoring Specialist	Master in Project Management/ Any other fields.	<ul style="list-style-type: none"> • At least, 5 years Experience in Project Monitoring .
	Civil Engineer	B.Sc in Civil Engineering	<ul style="list-style-type: none"> • At least 7 (seven) years of working experience in Civil Engineering /Construction field. • Working experience at least 3 (three) number of Project monitoring and evaluation studies.

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	
2.	1 st Draft Report	Within 60 days after the signing of contract	
3.	2 nd Draft Report	Within 80 days after the signing of contract	

4. Support from 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.

05. Short description of the project

01.	Name of the Project	:	Establishment of Fire Service and Civil Defence Stations at Important 25(Revised 46) Upazilla Sadar/Places of the Country(2 nd revised)
02.	Sponsoring Ministry/Division	:	Security Services Division
03.	Executing Agency	:	Fire Service and Civil Defence Directorate
04.	Location of the Project	:	46 Upazilas
5.1	Estimated Cost (In Lakh)	:	
	(a) Total	:	41937.55
	(b) GoB	:	41937.55
5.2	Implementation Period	:	
	(a)Date of Commencement	:	01 January 2011
	(b)Date of Completion	:	December, 2020
5.3	Objectives of the Project:	:	The main objective of the Project is to establish 46 fire service civil defence station to save lives and properties of the locality from fire hazards and natural calamities.
5.4	Major Components of the Projects	:	<ul style="list-style-type: none">• Construction of 46 Fire Service & Civil Defense station ;• Purchase of Machineries and Equipments ; and• Acquisition of Land ;

রেজওয়ানা শবনম
উপ পরিচালক
আইএমইডি পরিকল্পনা মন্ত্রণালয়
গণপ্রজাতন্ত্রী বাংলাদেশ সরকার