

Terms of Reference (TOR)

For

In-Depth Monitoring of the

'Establishment of Kustia Medical College and Hospital (1st Revised)'



Monitoring and Evaluation Sector-5

Implementation Monitoring and Evaluation Division

Ministry of Planning

Received
17/08/2017

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Selection of Consulting Firm (Fixed Budget - based) for In-Depth Monitoring of the project titled 'Establishment of Kustia Medical College and Hospital (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 whether procuring entity followed the conditions mentioned in the agreement/BOQ/specification and fulfilled them, also whether 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 analyze 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 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 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);

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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) year working experience in relevant field.
B)	i) Team Leader	Minimum <ul style="list-style-type: none"> • Masters in Economics/ Social Science/Business Faculty/ Masters in Engineering/ Post Graduate in Medical Science • Masters in project management or PhD in any subject or any other higher degree in relevant field will be given preference. 	<ul style="list-style-type: none"> • At least 10 (ten) years working experience in relevant field; • Must have knowledge on the PPA 2006 and PPR 2008; • Computer skills, report writing and presentation capability. • At least 1 (one) Number of monitoring &/or evaluation study; • Additional experience will be given preference;
	ii) Engineer	<ul style="list-style-type: none"> • B.Sc in Civil Engineering • Masters or any other higher degree in relevant field will be given preference. 	<ul style="list-style-type: none"> • At least 5 (five) year working experience in relevant field; • Should have experience in supervising/monitoring the construction of hospitals and other such buildings; • Must have the knowledge on field test and lab test of construction materials; • Experience in PPA-2006 & PPR-2008; • Working Experience in monitoring & evaluation studies will be given preference.
	iii) Public Health Expert	Medical Graduate with MPH	<ul style="list-style-type: none"> • At least 5 years Experience in implementing or monitoring of ADP project for the HNP Sector; • Should have knowledge on hospital equipments and issues related to medical education. • Must have Knowledge on research methodology, sampling design, questionnaire preparation and statistical analysis.





