

Terms of Reference (TOR)

For

Impact Evaluation of the Project

**'Establishment of National Institute of ENT 1st Phase in Dhaka
(2nd 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 Impact Evaluation of the project titled 'Establishment of National Institute of ENT 1st Phase in Dhaka(2nd Revised)'

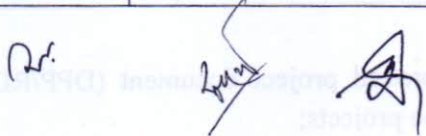
1. Terms of Reference (ToR) of the Consulting firm:

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;
- Analysis and review the progress of the Project in respect to project objective (output, outcome, impact);
- 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;
- 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;
- 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	<ul style="list-style-type: none"> • Minimum 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) ENT Specialist	<ul style="list-style-type: none"> • Minimum MBBS with post graduate degree in ENT • 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 managing or working in ENT department in any hospitals; • Adequate knowledge on the equipments used in the ENT and other issues related to ENT; • Working Experience in monitoring & evaluation studies will be given preference.
	iii) Evaluation Expert	<ul style="list-style-type: none"> • Masters or any other higher degree in relevant field; • Masters in Project management will be given preference. 	<ul style="list-style-type: none"> • At least 5 year experience in implementing or monitoring or evaluation of ADP project for the HNP or any other Sector; • Should have knowledge on modern hospital equipments and other issues related to medical education. • Must have Knowledge on research methodology, sampling design, questionnaire preparation and statistical analysis.

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:


- a. Client will provide approved project document (DPP/RDPP) and monitoring reports produced by IMED of the projects;



- b. Provide necessary assistance and facilitate in contacting with different stakeholders of the project.

5. Brief description of the project:

1.	Name of the Project	:	'Establishment of National Institute of ENT 1st Phase in Dhaka (2nd Revised)'
2.	Sponsoring Ministry/Division	:	Ministry of Health and Family Welfare/Health Services Division
3.	Executive Agency	:	DGHS
4.	Location of the Project	:	Tejgaon, Dhaka
5.	Estimated Cost	:	
	Total		6241.25
	GoB		6241.25
	Project Aid		0.00
	RPA		-
6.	Implementation Period	:	
	Date of Commencement		July 2008
	Date of Completion		June 2014
7.	Objective of the Project	:	<p>a) Establishment of 250 bed hospital for the treatment of ENT patients;</p> <p>b) Awareness building activities to prevent deafness and detection, treatment and prevention of ENT disease;</p> <p>c) Health education for prevention of deafness due to iodine and vitamin deficiency.</p>
8.	Major Components of the Project:	:	<ul style="list-style-type: none"> • Construction of infrastructures for ENT Institute and Hospital; • Construction of internal roads; • Provision for electricity and generator • Procurement of transport, equipments, furniture, books & periodicals, Chemicals, MSR etc.


 মোহাম্মদ সাহিদুল রহমান
 উপপরিচালক
 বাস্তবায়ন পরিবীক্ষণ ও মূল্যায়ন বিভাগ
 পরিকল্পনা মন্ত্রণালয়
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার

Monitoring and Evaluation Sector-3
 Implementation Monitoring and Evaluation Division
 Ministry of Planning