

Terms of Reference (TOR)

For

Impact Evaluation of the Project

'Construction of 19 Regional Passport Offices (1st revised) Project'



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

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Terms of Reference (TOR)

01.	Name of the Project	:	Construction of 19 Regional Passport Offices (1 st revised) project.	
02.	Sponsoring Ministry/Division	:	Ministry of Home Affairs (MOHA)	
03.	Executing Agency	:	Department of Immigration and Passport (DIP) & Public Works Department (PWD)	
04.	Location of the Project	:	Uttara (Dhaka), Jatrabari (Dhaka), Narsingdi sadar (Narsingdi), Kishorgong sadar (Kishorgong), Manikgong sadar (Manikgong), Munshigong sadar (Munshigong), Tangail sadar (Tangail), Cox's bazar Sadar (Cox's bazar), Rangamati Sadar (Rangamati), Pachlaish (Chittagong), Feni sador (Feni), Chandpur Sadar (Chandpur), Brahmanbaria sadar (Brahmanbaria), Moulvibazar (Moulvibazar sadar), Pabna Sadar (Pabna), Bogora Sadar (Bogora), Dinajpur sadar (Dinajpur), Kustia Sadar (Kustia), Potuakhali Sadar (PotuaKhali)	
05.	Estimated Cost (In Lakh taka)	:	Original	Revised (1st)
	(a) Total	:	10385.29	14320.50
	(b) GOB	:	10385.29	14320.50
	(c) Project Aid	:	--	--
06.	Implementation Period	:	Original	Revised (1st)
	(a) Date of Commencement	:	01/01/2012	01/01/2012
	(b) Date of Completion	:	31/12/2014	30/06/2017

07. Objectives of the Project:

The objective of the project is to provide comfortable and decentralized passport related services to the citizen at their nearby convenient places. To automate secure services, machine readable passport (MRP) is also included in the proposed 19 (nineteen) regional passport offices.

08. Major components of the project:

- External water supply -295.35 Lakh Tk.
- Other Infrastructure -209.20 Lakh Tk.
- External Electrification -516.80Lakh Tk.
- Firefighting equipment -76.00Lakh Tk.
- Furniture -132.62Lakh Tk.
- Office equipment -123.06 Lakh Tk.

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

Consulting Firm will perform the following activities for impact evaluation 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 objectives 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 nad 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, 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 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 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 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).



