

Terms of Reference (TOR)

For

Impact Evaluation of the Project

**Renovation and Modernization of 22 labor Welfare Centers and 3
Industrial Relations Institutions (1st Revised)**



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

Terms of Reference (TOR)

01.	Name of the Project	:	Renovation and Modernization of 22 labor Welfare Centers and 3 Industrial Relations Institutions (1st Revised)	
02.	Sponsoring Ministry/Division	:	Ministry of Labor and Employment (MoLE)	
03.	Executing Agency	:	Department of Labor	
04.	Location of the Project	:	3 Districts and 22 upzillas	
05.	Estimated Cost (In Lakh taka)	:	Original	Revised (1 st)
	(a) Total	:	1215.00	1098.02
	(b) GOB	:	1215.00	1098.02
	(c) Project Aid	:	-	-
06.	Implementation Period	:	Original	Revised (1 st)
	(a) Date of Commencement	:	01/07/2012	01/07/2012
	(b) Date of Completion	:	30/06/2015	30/06/2015

07. Objectives of the Project:

The objective of the project is to improve the training and services and enhancement and up to date the activities of 22 Labor welfare Centers(LWCs) and 3 Industrial Relations Institutions (IRIs) through procuring necessary modern equipments and repair/renovation of physical infrastructure.

08. Major components of the project:

Purchase of Recreational items, Medicine, Equipments, Furniture etc, Construction Works and Repair & Maintenance of 3 Industrial Relations Institutions and 22 Labor welfare Centers

09. TOR of the current Assignment:

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;
- 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 and tested from reputed laboratory. 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 (present facilities status of IRIs and LWCs with related analysis);
- 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;
- Provide analysis on labor welfare facilities and training scenario and impact- on the Labor welfare centers and industrial relations institutes and recommendation for further improvement ;
- Any other task, related to the project, assigned by the Procuring Agency (IMED).

10. 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 working experience in relevant field.
B)	Team leader	<ul style="list-style-type: none"> • B.Sc in Civil Engineer • Masters/ PhD or Any other higher degree in relevant field will be preferred. 	<ul style="list-style-type: none"> • At least 10 (ten) years working experience in relevant field; having experience in supervising/monitoring the construction of buildings; • Adequate knowledge on architectural and structural design; • Must have the knowledge on field test and lab test of construction materials; • Must have knowledge on the PPA 2006 and PPR 2008; • Experience in PPA-2006 & PPR-2008. • Computer skills and report writing ability • At least 1 (one) Number of monitoring & evaluation study. Additional experience will be given preference.
	II) Civil Engineer	Minimum B.Sc in Civil Engineering; Masters/ Ph.D or any other higher degree in relevant field will be given preference.	<p>At least 05 years Experience in relevant field; Experience in impact evaluation of ADP project, international organizations, non govt. organizations, etc will given preference.</p> <ul style="list-style-type: none"> • Must have knowledge on the PPA 2006

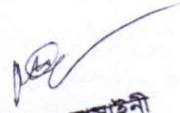
Sl. No.	Consulting Firm and Consultants	Educational Qualification	Experience
			and PPR 2008;
	III) Labor Welfare/Industrial relation/ training Expert	Minimum MSS/MA/MSc /MBA or equivalent degree	<ul style="list-style-type: none"> At least 3 years Experience in labor welfare/ Industrial relation/ labor law compliance/ training or relevant areas. Should know about ADP project implementation modalities;
	IV) Monitoring & Evaluation specialist	Minimum Masters /equivalent degree in project management, M&E, economics, Business study, or other related subjects	<ul style="list-style-type: none"> At least 5 years Experience in conducting socio economic research, M&E studies, in-depth or impact evaluation Experience as monitoring & evaluation specialist with a preference of conducting at least 01(one) in-depth monitoring or impact evaluation study.
	Data Management Specialist	Master degree in statistics	<ul style="list-style-type: none"> At least 5 (five) year Experience in survey/ Research and data management activities; Must have Knowledge on research methodology, sampling design, questionnaire preparation and statistical analysis; Experience in using various statistical software package (SPSS & Regression analysis etc.)

11. 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	

12. Support by Client:

- Client will provide approved project document (DPP/RDPP) and monitoring and evaluation reports produced by IMED of the projects;
- Provide necessary assistance and facilitate in contacting with different stakeholders of the project.


 নূর মোহাম্মদ হোসাইন
 উপ-পরিচালক
 বাস্তবায়ন পরিদপ্তর ও মূল্যায়ন বিভাগ
 পরিকল্পনা মন্ত্রণালয়
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার