

Terms of Reference (TOR)

For

In-Depth Monitoring of the Operational Plan

‘Physical Facilities Development (2017-22)’



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 Operational Plan titled 'Physical Facilities Development (2017-22)'

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

Consulting Firm will perform the following activities for in-depth monitoring of the Operational Plan:

- Will review all documents related to the Operational Plan including OP/PIP, all meeting decisions about the Operational Plan, and any other references mentioned in the Operational Plan, basis of all price estimate etc.; also review the Operational Plan 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 Operational Plan objecting and describe the related observation
- Will review and analyze all procurement of goods, works and services made under the Operational Plan 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 Operational Plan and the status of the required human resources to sustain the facilities procured through the Operational Plan;
- 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 Operational Plan implementation such as-delay in financing, delay in procuring works/goods/services, management inefficiency, time and/or cost escalation of the Operational Plan etc.;
- Review and analyze the information related to project revision, fund allocation, fund release, payment etc. of the Operational Plan;
- Will analyze the performances of Operational Plan personnel including Operational Plan Director in implementing the Operational Plan activity;
- Will review and analyze the constructed/under construction/ to be constructed facilities and find out gaps (if any) between the facilities and required equipments & Human Resources to make the facilities operational;
- Review and analyze the steps taken by the user of the facilities or the agencies to make the facilities operational;
- Will review all the progress reports produced by the Operational Plan authority during implementation of the Operational Plan;
- Will review the progress of the activities of the Operational Plan and analyze whether the activities are compatible with the objectives of the Operational Plan and provide feedback;
- Will review and analyze the roles of different stakeholders (agencies, divisions/ministries) involved in funding/implementing the Operational Plan activities;
- Will review and analyze the problems related to implementation of the Operational Plan, such as delays in financing, delays in procurement of goods, works and services, quality of Operational Plan management and extension of Operational Plan duration and cost, and any other aspects of the Operational Plan;

- Will review and analyze the effectiveness and usefulness of activities carried out through the Operational Plan, and the success of the Operational Plan (Success Stories, if any);
- Will review and analyze whether the Operational Plan activities are adequate to meet the objective of the Operational Plan;
- Will conduct SWOT analysis (Strength, Weakness, Opportunities and Threat) of the Operational Plan and provide appropriate recommendations to overcome weaknesses and challenges (if any);
- Will provide feedback on exit plan of the Operational Plan for the sustainability and smooth operation after implementation of the Operational Plan;
- Any other task, related to the Operational Plan, 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"> • 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 hospitals and other 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 PP/A-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) Mid-Level 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; • Working Experience in monitoring & evaluation studies will be given preference; • Experience in PPA-2006 & PPR-2008; • Computer skills and report writing ability. |



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| | iii) Monitoring Expert | Minimum Masters in Economic/development studies/ Sociology/ Statistics/MBA in M&E | <ul style="list-style-type: none"> At least 3 years experience in projects / operational plan Implementing or monitoring Should have knowledge on ADP Projects/ Operational Plan implementation Modalities; |
| | iv) 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.) |

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:

- Client will provide approved Operational Plan document (OP/PIP) and monitoring reports produced by IMED of the Operational Plans;
- Provide necessary assistance and facilitate in contacting with different stakeholders of the Operational Plan.

5. Brief description of the Operational Plan:

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|----|------------------------------|---|--|
| 1. | Name of the Project | : | Physical Facilities Development |
| 2. | Sponsoring Ministry/Division | : | Ministry of Health and Family Welfare/ Health Services Division |
| 3. | Executive Agency | : | HED/PWD |
| 4. | Location of the Project | : | Whole Bangladesh |
| 5. | Estimated Cost | : | |
| | Total | | 1167626.01 |
| | GoB | | 1145111.70 |
| | Project Aid | | 22514.31 |
| | RPA | | - |
| 6. | Implementation Period | : | |
| | Date of Commencement | | January 2017 |
| | Date of Completion | | June 2022 |
| 7. | Objective of the Project | : | <ul style="list-style-type: none"> To develop new infrastructure facilities; To upgrade existing facilities to meet increasing demand; |

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|----|----------------------------------|--|
| | | <ul style="list-style-type: none"> • To develop comprehensive plan for repair and maintenance of health facilities, equipment and vehicles; • To complete the incomplete works of the carried-over activities; • To strengthen coordination with relevant OPs for timely functioning of completed facilities and • To develop action plan for timely completion of construction works. |
| 8. | Major Components of the Project: | : Component - 1: Construction and Re-Construction works; Component-2: Up-gradation Works; Component-3: Construction/Completion of undone/incomplete works under taken during HPNSP; Component-4: Procurement of Goods; Component -5: Capacity Building; Component-6: Procurement of Service; and Component-7: Co-ordination and monitoring with other related OPs |


 মোহাম্মদ সাইফুর রহমান
 উপপরিচালক