

Terms of Reference (TOR)

For

Impact Evaluation of the Project

‘South Asia Tourism Infrastructure Development Project’



Monitoring and Evaluation Sector-5

Implementation Monitoring and Evaluation Division

Ministry of Planning

[Handwritten signature]

Terms of Reference (TOR)

1.	Name of the Project	:	South Asia Tourism Infrastructure Development Project	
2.	Sponsoring Ministry/Division	:	Ministry of Cultural Affairs	
3.	Executing Agency	:	Department of Archaeology	
4.	Location of the Project	:	1. Kantajee Temple, Dijajpur 2. Paharpur Mahavihar, Naogoan 3. Mahasthangarh, Bogra 4. Bagerhat Mosque Complex, Bagerhat	
5.	Estimated Cost (In Lakh taka)	:	Original	Revised (1st)
	(a) Total	:	5797.00	11071.14
	(b) GOB	:	1170.70	1995.00
	(c) Project Aid	:	4626.30	9076.14
6.	Implementation Period	:	Original	Revised (1st)
	(a) Date of Commencement	:	01/01/2010	01/01/2010
	(b) Date of Completion	:	31/12/2014	31/12/2016

7. Objectives of the Project:

- Improve access and on –site infrastructure and facilities in major cultural heritage sites (Kantajee Temple, Pharpur Monastery, Mahasthangarh and Bagerhat Mosque Complex)
- Improve access and destination infrastructure and services in key nature.
- Improve culture based tourism.
- To strengthen linkages between tourism and local Population and building the capacity of communities to enable them to obtain greater benefits from tourism.

8. Major Components of the project:

- Constructions & Works-7044.71 lakh tk.
- Consultancy-1608.00 lakh tk.
- Vehicles-256.70
- Office Equipment-111.28 lakh tk.
- Training-222.50 lakh tk.

9. 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 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 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);
- 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).
- Will review and analyze the social-economic impact on infrastructure development

10. Qualifications of Consulting Firm and Firm Consultants:

No	Type of professionals	Educational qualification required	Experience required
1.	Farm		<ul style="list-style-type: none"> • At least 01 (one) Years working experience in relevant field.
2	(a) Team leader	<ul style="list-style-type: none"> • MBA or Masters in Economics, Business Studies, Social Science having diploma or further study on hospitality management or tourism development. 	<ul style="list-style-type: none"> • At least 05 (ten) Years working experience in relevant field; • Working experience at least 3 (one) numbers of monitoring and evaluation studied. Additional experience will be given preference; • should have experience at least 03(three) impact study or evaluation of any program/project/sceme on tourism development or related field; • Experience in PPA -2006 & PPR- 2008; • Computer skills and report writing ability.
	(b) Mid-Level Engineer	<ul style="list-style-type: none"> • B.Sc. in civil Engineering; • Masters/ Ph.D or any other higher degree in relevant field will be given preference. 	<ul style="list-style-type: none"> • At least 5 (five) Years working experience in relevant field. • Working experience in monitoring and evaluation studies will be given preference; • Computer skills and report writing ability


(c) Architect	<ul style="list-style-type: none"> B.Sc in Architecture 	<ul style="list-style-type: none"> At least 05 (five) years experience in relevant field At least 03 (three) years experience in Archaeological drawing and design of archaeological site or tourism centre; Should have knowledge on conservation of Archaeological site and tourism development
(d) Socio Economic Specialist	<ul style="list-style-type: none"> Master degree in Sociology/ Economics/ Social Science/ Development Studies; 	<ul style="list-style-type: none"> At least 5 (five) years experience to conduct socio-economic research/ study

11. Deliverables of the consulting Firm:

Sl. No.	Name of Deliverables	Submission Schedule	Comment
1)	Inception Report (15+15 Copies)	Within 15 days after signing	
2)	1 st Draft Report (15+15 Copies)	Within 60 days after signing	
3)	2 nd Draft Report (15+100 Copies)	Within 75 days after signing	
4)	3 rd Draft Report after Workshop (Bengali 15 and English 15)	Within 90 days after signing	
5)	Final Report (Bengali 40 and English 20)	Within 100 days after signing	

12. Support by Client:

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


 ০৭/০৭/২০১৮
 মোহাম্মদ তারেক হাওলাদার
 সহকারী পরিচালক
 বাস্তবায়ন পরিবীক্ষণ ও মূল্যায়ন বিভাগ
 পরিকল্পনা মন্ত্রণালয়
 গণপ্রজাতন্ত্রী বাংলাদেশ সরকার