

Terms of Reference (TOR)

For

In-depth study of the project

Strengthening Of Education Engineering Department Through
Establishment Of Head Office & District Level Offices (1st
Revised)



Monitoring and Evaluation Sector-6
Implementation Monitoring and Evaluation Division
Ministry of Planning

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Terms of Reference (TOR)

01.	Name of the Project	:	Strengthening Of Education Engineering Department Through Establishment Of Head Office & District Level Offices (1 st Revised)			
02.	Sponsoring Ministry/Division	:	Ministry of Education/ Secondary and Higher Education Division.			
03.	Executing Agency	:	Education Engineering Department			
04.	Location of the Project	:	Division	District	Upazila	City corporation/ Municipal area
			6	32	29	3

05.	Estimated Cost (In Lakh taka)	:	Original	Revised (1st)
	(a) Total	:	11862.45	38312.14
	(b) GOB	:	11862.45	38312.14
	(c) Project Aid	:	-	-
06.	Implementation Period	:	Original	Revised (1st)
	(a) Date of Commencement	:	January, 2014	January, 2014
	(b) Date of Completion	:	June, 2016	June, 2020

07. Background:

In early 1960's when Bangladesh was a province of the then Pakistan, an engineering cell was created, with the financial assistance of Ford Foundation in the office of the Director of Public Instruction (DPI). The cell consisted of an Engineer Advisor and one executive engineer with a skeleton supporting staff. The function of the cell was limited to look after the civil works of the office of the DPI & monitoring the construction works of the education building which the public works department continue to undertake. But the situation radically changed after the liberation of Bangladesh in 1971. Without education no nation can prosper-keeping this spirit in mind, since the independence, the government of Bangladesh has been working to free the nation from the curse of illiteracy. Since then, Education Engineering Department (previously known as Facilities Department) has been working relentlessly to execute all civil works of construction, reconstruction, repairing & maintenance of govt. and non-govt. educational institute throughout the country. The World Bank & the Asian Development Bank came forward to assist in the primary and secondary sector. As a result a number of projects were taken up which contained large construction components. Until the beginning of 1980's the Facilities Department (Now Education Engineering Department) under the Ministry of Education was established by an executive order of the government in 1983. The staff of the former engineering cell & the engineering personnel (760 nos) of the project implement units of ongoing projects were brought in for manning the Facilities Department (Now Education Engineering Department).

Approved manpower of EED is 1245 in revenue head. At present 2351 manpower is in the light of organogram made by EED is under process.

The Department has long been suffering from the shortage of required number of personnel and logistic supports to carry forward its broad based activities effectively around the country. Even the Department has not its own headquarter till today. District level EED executive engineer, District level EED assistant engineer & District

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level EED sub-assistant engineer are facing the same problem. They don't have any independent office. Due to which interaction with local administration hampers a lot. The project aims in establishment of EED Head office at Dhaka & 32 District level EED executive engineer office to make the department an ideal & efficient organization.

08. Major components of the project:

- Development of data base
- Local & overseas training
- Land acquisition/ purchase & land development
- Construction of EED head office (15 floor on 15-floor foundation)
- 32 district level offices (each 5 floor on 5-floor foundation)
- Construction of boundary wall, internal road, surface drain and apron
- Purchasing of lift, generator & air-cooler and establishment of sub-station
- Purchasing of computer, photocopier, fax machine & furniture
- Purchasing of transport

09. Objectives of the Project:

- To establish the EED Head office & 32 District level office
- To have close coordination with the local administration regarding implementation of development works of educational institutions;
- To increase the professional efficiency of technical personnel's of EED; and
- To develop database of EED.

10. Objectives of the current assignment:

- (a) To review project related information (Background, objectives, status of project approval, revision, mode of financing and other related issues etc.)
- (b) To review overall progress & component wise progress (both physical and financial) of the project and present it in tables or graphs;
- (c) To investigate allocation/fund release and payment procedure for the project;
- (d) To assess the attainment level of the project purpose;
- (e) To examine whether the provisions of PPA 2006 and PPR 2008 were followed properly in the procurement process in terms of invitation of tender, evaluation of tender, approval procedures, notification of awards etc);
- (f) To appraise whether implementation of the project or any of the components has been delayed and find out the reason behind of that delay;
- (g) To analyze the qualitative & quantitative aspect of the training provided comparing with the target of the approved DPP/RDPP;
- (h) To test the quality of physical works and assess the proper utilization of construction as per need assessment of project;
- (i) To conduct survey over the Beneficiaries/Stakeholders of the project & analyze their opinions;
- (j) To examine and review the specification/ BOQ/TOR, quality and quantity as mentioned in the tender document monitored/ examined properly in procuring goods / works/ services under the project and to review the targets and actual progress against the approved APP (Annual procurement plan) ;
- (k) To identify the strengths, weaknesses, opportunities and threats (SWOT) with respect to design and concept of the project and other related aspects of project activities;
- (l) To examine and review the status of goods/ Works/ services procured and its proper maintenance with necessary manpower under the project;



- (m) To set indicators for projected training program and analyze on the basis of indicators if it is essential, and review the achievement till date;
- (n) To provide opinion on Exit Plan to sustain the achievement of the project after its completion;
- (o) To make an overall review in the light of in-depth monitoring;
- (p) To make specific recommendations based on findings;
- (q) To Perform any other related works assigned by the approving authority.

11. Professionals required for the evaluation works:

No.	Type of professionals	Educational qualification required	Experience required
1.	Consulting Firm	--	At least 1 (one) year working experience at relevant field.
2.	Professionals of Consulting Firm:		
	a) Team Leader	BSC in Civil Engineering from any recognized University. Higher degree in relevant field will be given preference.	<ul style="list-style-type: none"> At least 10 years working experience at related field. Experience in at least one monitoring and evaluation study as team leader Experience in procurement related matters
	b) Sociologist/ Economist	Master Degree in Sociology/ Social Work/ Social Welfare/ Economics from any recognized university.	<ul style="list-style-type: none"> At least 5 years working experience at related field. At least 03 years of experience in monitoring and evaluation study.
	c) Civil Engineer	BSc in Civil Engineering from any recognized University.	<ul style="list-style-type: none"> At least 5 years of working at related field. At least 03 years of experience in monitoring and evaluation study.
	d) Statistician	Master degree in Statistics from any recognized university.	<ul style="list-style-type: none"> At least 5 years experience in conducting survey/research, data management activities and analysis.

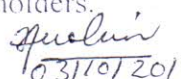
12. List of reports, Schedule of Deliveries, Period of performance

No.	List of reports & no.	Schedule of Deliveries
1.	Inception report (Technical 20 + Steering 20) Copies	Within 15 Days from the date of contract Signing
2.	1 st Draft report (Technical 20 + Steering 20) Copies	Within 60 Days from the date of contract Signing
3.	2 nd Draft report (in Workshop 130 Copies)	Within 90 Days from the date of contract Signing
4.	Final report (Bangla 40 + English 20) Copies	Within 120 Days from the date of contract Signing

- The firm will Submit all reports to the Director General, Monitoring and Evaluation Sector-6, IMED. Font of Reports should be Based on Unicode. Printing cost will be borne by Consulting Firm.

13. Services to be provided by the Client

- a) Only project related following documents will be provided by the client, if available-
 - *Project document (DPP/RDPP);
 - *Project Monitoring Report.
- b) Necessary assistance will be provided for the communication with different stakeholders.


 03/10/2018
Nasima Mohsin
 Director General
 (Joint Secretary)
 Implementation Monitoring & Evaluation Division
 Ministry of Planning
 Government of the People's Republic of Bangladesh