

Terms of Reference
for
In-depth monitoring study of the project
“Basic Literacy Project (64 Districts)”



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

Terms of Reference

For

The In-depth monitoring study of the project
'Basic Literacy Project (64 Districts)'

A. Project Description (in brief)

01.	Name of the Project	"Basic Literacy Project (64 Districts)"
02.	Administrative Ministry/Division	Ministry of Primary and Mass Education (MoPME)
03.	Executing Agency	Bureau of Non-Formal Education (BNFE)
04.	Location of the Project	7 Divisions, 64 Districts, 250 Upazilas

05. Estimated Cost (in Lakh taka):	Original	Latest Revised
a) Total	Tk. 45258.62	N/A
b) Taka (GOB)	Tk. 45258.62	N/A
c) Foreign Currency	--	--
d) Project Aid	--	--
e) RPA	--	--

06. Implementation Period	Date of Commencement	Date of Completion
a) Original	February 2014	June 2018
b) No Cost Time Extension	February 2014	June 2019

07. Background of the Project

Bangladesh is a densely populated country in the world. Poverty and illiteracy are interwoven in this country. Each is the cause and effect of the other. The Constitution of Bangladesh recognizes education as a fundamental right of every citizen.

Education can be an effective instrument of social changes when it functions as an empowering force by arming human individuals with the essential skills of literacy, numeracy, communication, problem solving and productive work. Non-formal Education especially literacy and continuing education for adults and youths including life skills & livelihood skills development, is considered as the process of empowerment that contributes to human resource development and poverty education. It has been proved from many instances that Non-Formal Education including adult literacy and continuing education plays a vital role in improving the lives of millions of poor with enhanced ability to create better health, more income and to utilize existing resources. Besides, In pursuance of its constitutional obligations and commitments made in the international forums, the Government of Bangladesh is determined to ensure education for all within shortest possible period of time.

In Bangladesh, it is expected that due emphasis would be given on literacy-based programs. However, the actual situation is still not encouraging, the government, donors, NGOs and

broader civil society have much to do on literacy-based programs. Basic literacy program at the national level mostly remain discontinued for last few years. The consequence is that around half of the population of the country is still illiterate. At present the data from the report on "Bangladesh Literacy Survey-2010" of Bangladesh Bureau of Statistics (BBS), indicate that the adult literacy rate in Bangladesh is 59.82 percent (15 and above years age group).

So, according to the national priority, Ministry of Primary and Mass Education has initiated this project to provide Basic Literacy and Life Skills to the targeted illiterate adolescents and adults of 15-45 age group

08. Objectives of the Project

- To provide Basic Literacy and Life Skills to 4.5 million illiterate adolescents and adults of 15-45 age group;
- To contribute in eradication of illiteracy from the country as well as achieving global and national EFA goals as envisaged in NPA-II and the Sixth Five Year plan;
- To contribute in implementation of the National NFE Policy-2006 and the National Education Policy-2010;
- To strengthen the capacity of BNFE and other agencies involved in Non-Formal Education;
- To Promote GO-NGO and community collaboration in NFE;
- To develop primers in the mother tongue(s) of the ethnic groups for the learners of 3 hill districts.

09. Main Components of the Project

- Salary and Allowances (Officers, Staffs and Upazila set up)
- Social Mobilization
- Printing of Primers manuals and guide books
- Training and workshop
- Baseline survey
- Support to BL programme
- Learners Assessment
- Fuel, Water, Electricity and Gas
- Committee meetings cost
- Machinery, Equipment and furniture etc.

10. Objectives of the Current Assignment:

- i) To review & present project related information (Background, Objectives, Status of project Approval/Revision, mode of financing & other relevant issues etc.) and to examine whether the overall project design is relevant with the project objectives.

- ii) To collect, review, analyze and present with graphical/tabular form of data in regards to overall progress & component wise implementation progress (physical and financial) of the project;
- iii) To review the targets and actual progress of the project against the approved Annual Work Plan & Annual Procurement Plan as well;
- iv) To monitor whether implementation of the project or any of the components has been delayed in terms of financing, procuring goods, managerial inefficiency, which causes to increase of project cost or implementation period and identify/analyze the reason/s and responsible for the delay;
- v) To analyze the qualitative & quantitative aspect of the training and other activities of basic literacy program conducted comparing with the target of the approved DPP/RDPP;
- vi) To examine whether the provisions of PPA 2006 and PPR 2008 are being followed properly in the procurement process (Invitation of tender, specification/ToR/BOQ, evaluation of tender, approval procedures, contract awards etc.) of the packages (goods, works and services) & to analyze these procurement related functions based on predetermined indicators;
- vii) To examine and review the status of goods/works/services procured and its proper maintenance with necessary/appropriate manpower under the project;
- viii) To assess and analyze the information regarding project management capacity, experience, project management & procurement related training, meeting arrangement and efficiency to implementation of the decision and tenure as project director of project director;
- ix) To analyze the data and information of project approval, revision (if any), financing, fund release and payments etc.;
- x) To conduct survey over the Beneficiaries/Stakeholders of the project & analyze their opinions included in the study;
- xi) To investigate the strengths and weaknesses of the project and identify potential threats and challenges (SWOT analysis) towards effective implementation of ongoing activities of the project;
- xii) To evaluate whether illiterate adolescents and adults are being motivated to be literate through the Basic Literacy Programme.
- xiii) To assess the overall Non-formal education system especially the coverage of this project is being implemented.
- xiv) To evaluate all activities of BL programme i.e. social mobilization, training & workshop, LCs etc. and to comment whether the activities is being implemented on right track.
- xv) Overall review on the basis of findings of In-depth Monitoring Study;
- xvi) To make specific recommendations based on the findings of the In-depth monitoring study with a view to attain the project objectives as planned
- xvii) To make comments on sustainability (Exit Plan) of project's benefits after completion of the project.
- xviii) To accomplish other relevant/related tasks assigned by the Authority in the contract period.

11. Professionals required for the In-depth monitoring works

No	Types of professionals	Educational Qualification Experience required	Experience required
1.	Consulting Firm	--	At least 1 (One) year working experience at relevant field.
2.	Professionals of Consulting Firm:		
	(a) Team Leader	Master Degree in Education/Development Studies/Social Sciences/Population Sciences 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 1 (One) monitoring and evaluation study as Team Leader. More experiences will be given preference. Experience on Procurement related activities.
	(b) Specialist on Project Management/ Monitoring & Evaluation	Master Degree/Postgraduate diploma in Project Management/Procurement/ Monitoring & Evaluation/ other relevant field from any recognized University.	<ul style="list-style-type: none"> At least 5 years experience in related fields. At least 3 (Three) years working experience in monitoring and evaluation.
	(c) Sociologist	Master Degree in sociology/Social Work/Social Welfare from any recognized University.	<ul style="list-style-type: none"> At least 5 years experience in related fields. At least 3 (Three) years working experience in monitoring and evaluation.
	(d) Statistician	Master degree in Statistics from any recognized university.	At least 5 years experience in conducting survey/research, data management activities and analysis.

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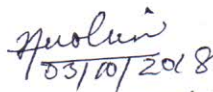
12. List of reports, Schedule of Deliveries, Period of performance

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

- All reports will be submitted to the Director General, Monitoring and Evaluation Sector-6 (Education and Social), IMED. Font of Reports should be Unicode Based Font. Printing cost will be borne by the consultant.

13. Data, Personnel, Facilities and Local 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; etc.)
- b) Provide necessary assistance 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