

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
MINISTRY OF LOCAL GOVERNMENT RURAL DEVELOPMENT AND COOPERATIVES
LOCAL GOVERNMENT ENGINEERING DEPARTMENT

Program for Supporting Rural Bridges (SupRB)

TERMS OF REFERENCE (TOR)
FOR
MONITORING & EVALUATION CONSULTANT
(Package No. SD-13)

January 2020



Terms of Reference for Monitoring & Evaluation Consultant

1. Background:

- 1.1. The Government of Bangladesh has received a loan from the World Bank (WB) towards the cost of the program titled “Program for Supporting Rural Bridges (SupRB)” (hereinafter referred as ‘the program’). The program will be implemented by the Local Government Engineering Department (LGED) through the Project Director’s Office (PMU) and contract administration of civil works will be carried out by LGED District/Upazila offices. The program will be implemented in total 61 districts of the country, except three hill districts at a cost of USD \$ 614 million.
- 1.2. The Program Components include (i) Major and minor maintenance of 85,000 meter of bridges; rehabilitation of 24,000 meter of bridges; Capacity Expansion (Widening) of 5000 meter of bridges; replacement or newly construction of 20,000 meter of bridges (on Upazila and Union roads only); (ii) Technical, fiduciary, procurement, social and environmental capacity improvement of LGED including design and implementation of climate resilient bridges and establishment and operationalize of Grievance Redress System (GRS). This program will provide continuous connectivity between agricultural production areas, growth centers and rural markets located in the program area and enhance earnings opportunities creating uninterrupted access to the commercial institution and basic services like health and education of the rural poor. The impact of the program will be reduced poverty in the intervention area.
- 1.3. The program being the first of its kind in this country calls for proper monitoring as well as promotional activities to be a successful one.

2. Objective of consulting services

The main objectives of the consultancy service are:

- To prepare and establish program M&E framework. Specify the M&E tools for monitoring and evaluation the progress of the program activities;
- To conduct baselines for the key project M&E indicators to tracking project inputs, outputs, outcomes and operational risks;
- To verify all matters regarding preparation of the management systems on the progress works;
- To perform Benefit Monitoring and Evaluation (BME) activities.
- To prepare monitoring plan and activities and any other related reports;
- To assist the Project Management Unit (PMU), SupRB in ensuring the compliance of the program components with the policies/ guidelines of the GoB and IDA;
- To produce time bound BME output in connection with the program credibility;
- To assist the program to manage the media and communication related activities.

3. Scope of the work

The scopes of the service will be, but not limited to the following-

A. Program Monitoring and Evaluation

- i. Create a monitoring and evaluation framework for the program;
- ii. Provide a baseline data framework for comparison in respect of reaching the target group of the program, consequently conduct midterm and end line survey and submit result of the survey to PMU;
- iii. Prepare and consolidate monthly, quarterly, half-yearly and annual physical and financial progress reports ensuring both accuracy and consistency or all program activities using M&E related standard software within two weeks after the end of the quarter and semi-annual progress reports;
- iv. Verify the activities of the program and identify monitoring items;
- v. Assist PMU in monitoring various activities under different components of the program;



- vi. Assist PMU in monitoring and reviewing the duly deliverables/reports of different Consultancy services with reference to the TORs;
- vii. Identify measures signifying the level of performances of the program activities in terms of their outcomes, benefits and impacts;
- viii. Track key indicators (input, output and outcome) during program implementation;
- ix. Facilitate the PMU so as to undertake appropriate measures which help to reach the outcome of the program activities to the targeted beneficiaries;
- x. Assist PMU in monitoring and reporting of the Social and Environmental Safeguard issues in line with the guidelines of the World Bank and the Government;

B. Benefit Monitoring & Evaluation

- i. Identify measures that signify the level of performance of the program activities in terms of their results and outcomes;
- ii. Determining the methodology and measures to monitor and evaluate the results and outcomes.
- iii. Conducting a Baseline Survey on representative sample basis to conduct assessment of the extent to which the outcomes at midterm and end line have been achieved during and after the project implementation.
- iv. Baseline, midterm and end line survey data should be geo referenced at the site, or within 50m radius. Tablets have to be used to register data and should be up-loaded using appropriate data management software to prepare periodical BME report
- v. Establish a system for collection, compilation, analysis and comparison of information indicating performance level;

C. Outreach Activities

- i. Assist the program to build and sustain its good image among policy makers, project key stakeholders and beneficiaries at national and local levels by communicating and informing them about project's strategies, good practices and achievements and undertaking promotional activities;
- ii. Publicize the program activities through newspaper, magazines, radio and television;
- iii. Produce promotional, easily understandable technical and information materials for accelerating the implementation of project components;
- iv. Develop half-yearly reports on the progress and success of the program and publish them on esteemed daily newspapers;
- v. Prepare and update visual contents on the success stories of the project for showing on television/social media and suitable occasions;
- vi. Prepare video clips of the workshops and visit programs organized by the project as per project's instructions;
- vii. Manage public awareness related events like awareness campaign, organize Focus Group Discussion (FDG), Distribution of posters, Leaflets etc;
- viii. Prepare video documents indicating the results and outcomes and performance of the program

4. Reporting and key deliverables requirements

The reporting requirement shall be as per below:

- a) **Inception Report:** The Consultant shall submit and present an inception report within one month after signing the contract. The report will include the consultant's proposals on the detailed implementation arrangements and the planned activities based on the initial assessment. The report will also include a detailed work program and approach towards the assignment. The report needs to be finalized within 15 days after receiving the comments from LGED.
- b) **Monthly Report:** The consultant will submit monthly report which must reflect all the activities undertaken during the month of report. Report must contain the target and achievement.



- c) **Quarterly Reports:** The consultant shall furnish quarterly progress reports on physical and financial progress and also on implementation progress including achievements and problems faced, if any, and the measures to overcome the constraints. The quarterly reports shall be factual and concise with recommendations for the subsequent quarter.
- d) **Annual Reports:** The consultant shall furnish to LGED an annual report covering all activities in the last 12 months. In addition to summarizing key facts and issues presented in the 4 quarterly reports for the reporting period, the annual report should include the Consultant's views on the strengths and weaknesses of the project implementation arrangement and remedial actions to be taken if any.
- e) **Midterm Review Report:** This report will consolidate the annual reports and focus on issues during implementation of the program.
- f) **BME Reports:** The consultant will prepare and submit three (3) BME reports- a baseline report, a midterm report and an end line report.

5. Time schedule

Duration of the assignment will be 36 (Thirty Six) months. It is expected to start from March 2020.

6. Professional staffing inputs

All the Consultant's personnel shall be fluent in (i.e. writing, reading and speaking) the contract language, which is English. In addition, all the key staff described herein, shall be computer literate regarding word processing and spread sheets, with at least one staff member must have working computer knowledge with full time accessibility.

The Consultant shall provide competent personnel for the services, who shall be managed by the Team Leader and who will represent the Consultant in performing the services. The team shall comprise the following experts showing Table 1 but not be limited to:

Table 1: Key Experts (To be evaluated)

| Sl. No. | Position | Qualifications & Experience | Number of position | Person-Months per position | Person-Months |
|-----------------------|--|--|--------------------|----------------------------|---------------|
| A. Key Experts | | | | | |
| 1 | Team Leader cum Senior Monitoring Consultant | <p><u>Educational Qualification:</u></p> <ul style="list-style-type: none"> - B. Sc. Engineering (Civil) or Master's with Honors in any discipline; - Diploma or Certificate course in Monitoring and Evaluation would be given added advantage. <p><u>Experience & adequacy for the assignment:</u></p> <ul style="list-style-type: none"> - Minimum 15 years of overall working experience - Minimum 10 years' of working experience as monitoring & evaluation consultant - Experience of project monitoring in road and bridge projects - Experience of Benefit Monitoring and Evaluation (BME) - Experience of leading monitoring and evaluation teams as a Team Leader - Proven communication skill (Excellent command in spoken and written English and Bengali) - Proven work skill in multidisciplinary, multicultural work environment. | 1 | 36 | 36 |



| Sl. No. | Position | Qualifications & Experience | Number of position | Person-Months per position | Person-Months |
|-----------------------|---|--|--------------------|----------------------------|---------------|
| A. Key Experts | | | | | |
| | | <ul style="list-style-type: none"> - Should have excellent data compilation and good quality reporting skills. - Relevant experience in foreign aided projects would be an added advantage - Should have basic Computer skills including MS Office, MS Project, SPSS and familiarity with relevant M&E database and statistical software. | | | |
| 2 | Monitoring Consultant | <p><u>Educational Qualification:</u></p> <ul style="list-style-type: none"> - B. Sc. Engineering (Civil) or Master's with Honors in any discipline - Diploma or Certificate course in Monitoring and Evaluation would be given added advantage <p><u>Experience & adequacy for the assignment:</u></p> <ul style="list-style-type: none"> - Overall 10 years of working experience. - Minimum 5 years' of working experience as monitoring & evaluation consultant. - Experience of project monitoring in road and bridge projects - Clear understanding of Benefit Monitoring and Evaluation (BME) activities. - Relevant experience in foreign aided projects would be an added advantage. - Should have strong communication skill including good knowledge of MS office, MS Project etc. | 1 | 36 | 36 |
| 3 | Junior Monitoring Consultant | <p><u>Educational Qualification:</u></p> <ul style="list-style-type: none"> - B. Sc. in Engineering (Civil) or Master's with Honors in any discipline. <p><u>Experience & adequacy for the assignment:</u></p> <ul style="list-style-type: none"> - Minimum 5 (five) years of working experience - Minimum 4 (four) years of working experience in project monitoring & evaluation. - Should have Computer Skill including good knowledge of MS office. | 2 | 36 | 72 |
| 4 | Senior Communication and Media Consultant | <p><u>Educational Qualification:</u></p> <ul style="list-style-type: none"> - Master's Degree in communication, mass media, or relevant subject; <p><u>Experience & adequacy for the assignment:</u></p> <ul style="list-style-type: none"> - Overall 10 years' of working experience. - Minimum 5 years' experience in the public awareness creation or mass media activities or mass communication. - Demonstrated experience in building constructive relationships between Government agencies, civil society and other stakeholders; - Strong team player with the ability to work in a high-pressure environment; - Understanding of local communities and the | 1 | 36 | 36 |



| Sl. No. | Position | Qualifications & Experience | Number of position | Person-Months per position | Person-Months |
|------------------------|---|---|--------------------|----------------------------|---------------|
| A. Key Experts | | | | | |
| | | national political system; - Ability to communicate policy, technical, and financial issues effectively and concisely both orally and in writing. - Should have excellent data compilation and good quality reporting skills. - Computer literacy especially advanced MS office skills with common office use software. - Interest in publishing and publicity - Speaking publicly at interviews, press conference and presentations. | | | |
| 5 | Junior Communication and Media Consultant | <u>Educational Qualification:</u> - Master's Degree in communication, mass media, or relevant subject; <u>Experience & adequacy for the assignment:</u> - Overall 5 (five) years' of working experience. - Minimum 3 years' experience in the public awareness creation or mass media activities or mass communication. - Understanding of local communities and the national political system; - Should have experience on data compilation - Computer literacy especially advanced MS office skills. - Interest in publishing and publicity | 1 | 36 | 36 |
| Non-Key Experts | | | | | |
| 1. | Field Monitoring Engineer/ Officer | - Diploma in Civil Engineering preferably 15 years' experience or Graduate in any discipline preferably 7 years' experience | 4 | 36 | 144 |

7. Support staff

The consultant team will provide 3 (three) support staff to carry out their tasks and fulfill their responsibilities effectively and efficiently within the stipulated time.

8. Client's Input and Counterpart Personnel

- All officials under the PMU, Maintenance Unit and Design Unit of LGED will be the key government's counterpart officials. The existing staff of LGED at HQ, Division, Region, District, and Sub-district level will also work as the counterpart staff.
- Both the counterpart government officials at PMU, Maintenance Unit and Design Unit of LGED set-up will provide all kinds of assistance to the consultant team in rendering their services.
- The executing agency (LGED) will provide the consultants with suitable office space, if available, only. LGED will also provide project data and reports available.
- Office furniture, hardware and software, lighting, electricity including consumption bill, air conditioning, communication and other consumables will be at the cost of the consultant.
- Any non-consumable items purchased under this consultancy package shall be handed over to LGED after completion of the contract.



- The Client will coordinate with the LGED field office to assist consulting firm in field related activities during field visits.
- The Client will provide necessary GIS maps, Upazila base maps, records on rivers (if available), road database, manuals, guidelines, norms and standards etc.
- The Client will provide all out support during the period to carry out liaison with other govt./non-govt./semi-govt./autonomous organizations.

9. Suggested Methodology

The **Senior Monitoring Consultant** will act as team leader supervise all the actions under the assignment. The main responsibilities of the Senior Monitoring Consultant will be-

- Creating monitoring and evaluation framework
- Leading the process of BME
- Providing PMU with suggestion based on the monitoring reports
- Supervising the work of the monitoring consultant and the junior monitoring consultants
- Coordinating with the media consultant
- Assist with any other duties as may be reasonably assigned by the Project Director

The **Monitoring Consultant** will implement the work plan developed for the monitoring part of the consultancy service and report to the team leader. The main responsibilities of the Monitoring Consultant will be-

- Conducting monitoring activities and data collection
- Preparing all the reports as per the TOR

The **Junior Monitoring Consultants** will assist the monitoring consultant in all the activities.

The **Communication and Media Consultant** will be responsible for all the outreach activities of the program as per the scope of work and will maintain close liaison with the team leader as well as PMU for this purpose.

10. Institutional Arrangement

The Consultant team will work at PMU of LGED HQ under supervision of the Project Director (PD) to support the unit. Senior Monitoring Consultant will work as Team Leader and will responsible for reporting to Project Director.