

**Terms of Reference (TOR)**  
**for**  
**Impact Evaluation of BCCT Funded 90 projects**

**Terms of Reference (TOR) of the Assignment:**

1. To critically review and Evaluate the background, objective, approval/revision (if any), budget, year-wise fund allocation, expenditure against the allocation, implementation period and all other relevant information of the projects considering the existing CCTF rules, regulations and guideline.
2. To collect, analyze, review the overall progress & component wise physical and financial implementation progress with graphical / tabular presentation of the projects;
3. To review and analyze the performance in achieving of output, outcome and impact by analyzing the projects document, particularly the log frame.
4. To review the tender documents of the projects (invitation of tender, evaluation of tender, approval procedures, contract awards etc.) to verify whether the government regulations (PPA-2006/PPR-2008) were followed/ in procuring goods, works and services;
5. To examine and review the quality of procured goods/works/services and its maintenance and the performance of concerned officials;
6. To review whether implementation of the project/components was delayed due to timing of financing and procurement, managerial inefficiency. Identify the reasons and responsibility for the delay; and its impacts on projects cost.
7. To verify whether the quality and quantity of the works were done as per approved design and specifications;
8. To identify the changes/improvement comparing the baseline data/information (if any).
9. To analyze the relevancy and effectiveness of the project activities and highlight success stories, if any;

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10. To analyze the strengths, weaknesses, opportunities and threats (SWOT) of the project, and provide appropriate way forward recommendations to overcome the weaknesses and threats;
11. To review and analyze the sustainability of the project and its activities and provide expert opinions on the exit plan of the projects
12. To verify the duplication or similarities among activities of this project and with other projects in the same locality;
13. To Review the quality of the studies conducted under the projects, if any;
14. Review and make expert opinion on the socio-economic impacts of the projects.
15. To provide recommendations on the basis of findings of the evaluation both on individual project and all the evaluated projects;
16. The survey questionnaire/KII and FGD check list of the evaluation should be approved by the BCCT.
17. Detailed methodology of the evaluation should be provided;
18. Number of beneficiaries (direct and indirect) of the evaluated projects should be identified and information of that should be provide;
19. To analyze and make comments on how the project activities related to the thematic areas of BCCSAP 2009/updated BCCSAP;
20. The final report should be based on the IMED (Implementation Monitoring and Evaluation Division) guideline;
21. Total duration of the assignment is 1(One) year;
22. To accomplish other relevant/related tasks by the procuring entity as and when necessary.

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*[Signature]*

## 2.0 Responsibilities of the Consulting Firm:

a.	Consulting firm have to address all the set (TOR) objectives of current assignment.
b.	Consulting firm have to conduct physical interview with representative beneficiaries.
c.	Consulting firm have to conduct in-depth discussions (IDI) and consultative meetings with PD, field officials.
d.	Consulting firm have also conduct focus group discussion (FGD)/KII and other consultation meetings with community leaders, local elite, teachers and concerned stakeholders
e.	Consulting firm have to conduct Case Study based on the projects nature.
f.	Arrange local level workshops (at least 10 workshops) with stakeholders.
g.	Prepare evaluation report based on the collected data from the project areas and get approval from the authority concerned.
h.	Prepare separate monitoring and evaluation tools that will facilitate BCCT for monitoring and evaluation purposes.
i.	Arrange national level workshop for dissemination of the study findings and finalize the report incorporating workshop inputs/comments.
j.	Printed hundred (100) copies ( <b>50 copies will be written in Bangla and 50 copies will be written in English</b> ) of the final report (hard copy & soft copy) will be submitted to the Director (Monitoring &Evaluation). Printing cost will be borne by the firm.
K	All reports must be written in using “Times New Roman” (for English) and “Nikosh” (for Bangla) font.
L	<b>Any other related tasks assigned by the approval authority</b>

## 3.0 Professionals required for the evaluation works:

No.	Type of professionals	Educational qualification Experience required	Experience required
1.	Team Leader – Evaluation specialist	At least Master degree in Environmental Science/ Chemistry/ Physics/Mathematics / Disaster Management/ /Social Science/ Economics/ Agriculture/Botany/ Forestry. PhD holder will get preference.	10 years’ experience in conducting relevant/related studies. 3-5 years field level Experience as team leader for impact evaluation will be given preference.
2.	Engineer (Civil)	At least B.Sc. degree in Civil Engineering. M.Sc./Ph.D holder will get preference.	At least 5 years working experience in related field.
3.	Engineer (EEE)	At least B.Sc. degree in Electrical & Electronics Engineering.	At least 5 years working experience in related field.

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		M.Sc./Ph.D holder will get preference.	
4.	Socio-economist	At least have Master degree in Social Science/Economics. M.Sc./PhD holder will get preference.	At least 3-5 years' experience in conducting related researches/study
5.	Data management Specialist	At least master degree in Statistics.	At least 3-5 years' experience in conducting research/study and data collection/management experience.

#### 4.0 Date of Submission of the deliverables:

a.	The Consulting Firm has to submit <b>Inception Report</b> (According to IMED annexure-8) with detail study design outlining the target groups, respondents, method of data collection, statistical tools to be applied in data analysis within <b>30 days</b> from the sign of contract.
b.	The Consulting Firm has to submit an action plan and Gantt chart along with Request for proposal (RFP).
c.	Consulting Firm will have to train up BCCT officials on the relevant field to carry out the study
d.	Consulting Firm will have to consult the project authorities and will make field visits.
f.	Consulting Firm will do data collection, data processing and data analysis works etc.
g.	Consulting Firm will have to prepare <b>Draft report</b> based on the collected data from the project area and get approval from the authority concerned.
h.	Consulting Firm will have to submit the <b>1<sup>st</sup> draft</b> report (according to IMED annexure-9) within <b>180 days</b> of the sign of contract. The authorized officer placed <b>1<sup>st</sup> draft</b> report in the technical committee for dissemination of the study findings and finalize the report incorporating technical committee inputs/comments.
i.	Consulting Firm will have to provide <b>2<sup>nd</sup> draft</b> report with necessary no. of copies for meeting, arrange local level workshop within <b>270 days</b> from the sign of contract.
j.	Consulting Firm will have to submit <b>Final draft report</b> within <b>330 days</b> from the sign of contract. <b>After approval of Authority</b> hundred (100) printed copies (50 copies in Bangla and 50 copies in English) of the <b>final report</b> to be submitted to Director (Monitoring & Evaluation).
k.	Any other related tasks assigned by the appropriate authority.

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মোহাম্মদ মাহবুবুর রহমান  
পরিচালক (পরিবীক্ষণ ও মূল্যায়ন)  
বাংলাদেশ জলবায়ু পরিবর্তন ট্রাস্ট