

Terms of Reference (TOR)
for
Impact Evaluation of the Climate Change Trust Fund Projects (45 projects)

1.0 Terms of Reference (TOR) of the Assignment:

- a. To critically observe and review the background, objective, approval/revision status, cost, implementation period, year-wise fund allocation according to CCTF rules, expenditure against the allocation and all other relevant information of the projects;
- b. 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 projects;
- c. To review and describe the progress in achieving project objectives, and providing opinions on whether the planned activities are make the projects effective;
- d. To examine & review the tender documents (invitation of tender, evaluation of tender, approval procedures, contract awards etc.) to verify whether the existing procurement act/rules (PPA-2006/PPR-2008) were followed/ in procuring goods, works and services under the projects;
- e. To examine and review the status of procured goods/works/services and its maintenance and the performance of concerned staffs;
- f. To monitor whether implementation of the project or any of the components was delayed in terms of financing, procuring goods, managerial inefficiency, which caused increased project cost or delayed in implementation period and identify /analyze the reasons/responsibility for the delay;
- g. To analyze the relevancy and effectiveness of the main activities done under the project, and highlight on the success stories, if any;
- h. To analyze the strengths, weaknesses, opportunities and threats (SWOT) of the project, and provide appropriate recommendations to overcome the weaknesses and challenges;
- i. Provide expert opinions on the exit plan of the projects;
- j. To verify the duplication or similarities among activities of this project and with other projects in the same locality;
- k. To verify whether the quality and quantity of the works were done as per approved design and specifications;
- l. To review the studies conducted under the projects, if any;
- m. Review and make opinion on the socio-economic impacts of the projects.
- n. To provide recommendations based on observations;
- o. To review the sustainability of the project and its activities.

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- p. The evaluation questionnaire/KII and FGD format should be approved by the BCCT.
- q. Number of beneficiaries (direct and indirect) under the project should be provided.
- r. To analyze and make comments on how the project relates to the thematic areas of BCCSAP 2009.
- s. To provide projects monitoring and evaluation tools.
- t. To accomplish other relevant/related tasks by the procuring entity as and when necessary.

2.0 Responsibilities of the Consulting Firm:

a.	Consulting firm have to address all the set objectives of current assignment.
b.	Consulting firm have to conduct physical interview with representative beneficiaries.
c.	Consulting firm have to conduct in-depth discussions 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 3 workshop for each lot) 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 (50 copies will be written in Bangla and 50 copies will be written in English) 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.	Any other related tasks assigned by the approval authority

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/	10 years' experience in conducting relevant/related studies. 3-5 years field level Experience as team leader

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		Agriculture/Botany/ Forestry. PhD holder will get preference.	for impact evaluation will be given preference.
2.	Engineer	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.	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
4.	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 with detail study design outlining the target groups, respondents, method of data collection, statistical tools to be applied in data analysis within 15 days 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 report based on the collected data from the project area and get approval from the authority concerned.
h.	Consulting Firm will also have to present the 1st draft report in the national level workshop for dissemination of the study findings and finalize the report incorporating workshop inputs/comments within 120 days of the sign of contract.
i.	Consulting Firm will have to provide 2nd draft report with necessary no. of copies for meeting, arrange local level workshop within 150 days from the sign of contract.
j.	Consulting Firm will have to submit Final hundred (100) printed copies (50 copies in Bangla and 50 copies in English) of the final report and to be submitted to Director (Monitoring & Evaluation) within 180 days from the sign of contract.
k.	Any other related tasks assigned by the appropriate authority.


 আহম্মদ শাহ
 সহকারী পরিচালক (মূল্যায়ন-১)