

Terms of Reference (TOR)
for
Consultancy Services for Monitoring and Evaluation
Resilient Infrastructure for Adaptation and Vulnerability Reduction (RIVER) Project

1. Introduction

Bangladesh is extremely vulnerable to the effects of climate change. The Global Climate Risk Index ranks Bangladesh as the world's seventh most affected country over the period 1999-2018. Rising temperatures leading to more intense and unpredictable rainfalls during the monsoon season and a higher probability of catastrophic cyclones are expected to result in increased tidal inundation. Besides, Bangladesh is also a deltaic country consisting of floodplains created by over 300 rivers and channels, including three major rivers: the Ganges, the Brahmaputra, and the Meghna. 25 percent of the country is less than 1m above sea level and 50 percent is less than 6m above sea level. Bangladesh is located at the foot of the highest mountain range in the world, the Himalayas, which is also the world's highest precipitation zone. During monsoon seasons, the winds from the sea towards the land raise the water levels in the Bay of Bengal, inhibiting drainage from these rivers to the sea. As rainfall is also high during monsoon seasons, river flows, local rain, and raised levels for the Bay of Bengal result in flooding of vast areas in Bangladesh. Floods are especially destructive when peak flows in these rivers occur at the same time.

Flooding in Bangladesh is a near-constant phenomenon, recurring with varying magnitude and intensity, affecting a greater population than any other natural hazard. Floods and riverbank erosion affect about one million people annually in Bangladesh. Once every three to five years, up to two-thirds of Bangladesh is inundated by floods. Runoff and peak 5-day rainfall intensity (a surrogate for an extreme storm event) are projected to increase. Such disasters have both direct effects (such as loss of lives and property) and indirect effects (such as loss of employment and income, reduced access to products and services, and the opportunity cost of resources that need to be diverted to relief and rehabilitation) as well as disrupting effects on rural economies, accelerating rapid urbanization and migration. Recent studies estimate that by 2050 Bangladesh could have 13.3 million internal climate migrants. Additional rural-urban migration would have significant consequences for air and water pollution and unsustainable consumption of natural resources while putting additional pressure on urban labor markets. Addressing climate risks is increasingly becoming urgent to ensure sustainable economic development of the country.

In the above backdrop, Resilient Infrastructure for Adaptation and Vulnerability Reduction (RIVER) Project aided by the World Bank with the project development objective (PDO) to reduce the vulnerability of people in targeted communities to riverine and flash floods, improve the country's capacity in disaster preparedness and response. The objective has been planned to achieve through the implementation of the following activities:

I. Resilient Flood Shelters and Community Infrastructure: This component will finance land raising and construction of climate-resilient flood shelters in targeted flood-prone villages in non-coastal districts, installation of lightning protection systems, construction and/or rehabilitation of associated climate resilient shelter connecting and community roads, and resilient infrastructure as identified by the community including climate resilient culverts and bridges, repair, rehabilitation of rural markets, repair and rehabilitation of landing stages (river jetties), and installation of solar powered street lights. The construction, repair and rehabilitation of infrastructure conducted under this component will implement energy efficient practices and equipment to reduce GHG emissions associated with the project activities. Additionally, where possible, the activities will use locally sourced material to reduce GHG emissions associated with transportation for procurement. This component will also cover the social and environment management in the proposed project intervention areas.

II. Strengthening Capacity for Disaster Preparedness and Response and Technical Assistance: This component will finance goods and services to increase the capacity of LGED and communities to plan, manage, and recovery from floods, and strategic studies to increase long-term disaster and climate resilience. To enhance the capacity of LGED, these include setting up contingency planning for emergency preparedness and evacuations, updating the shelter database, improving the disaster loss and damage assessments and reporting system, and establishing Operation and Coordination Center (OCC) in Upazila, District and Regional level LGED offices as well as in HQ. Activities to enhance the capacity of communities include CBDRM activities

with local organizations such as the Union Disaster Management Committees (UDMCs) on basic competencies to improve health and safety during floods, community risk mapping, training of School Management Committees (SMCs) on shelter management and updating and training on community operation and maintenance guidelines of shelters.

III. Project Management, Design, and Supervision, Monitoring, and Evaluation: This component will support the Government in implementing the project, and in coordinating all project related activities, monitoring, technical assistance, and training. It will include: (i) establishment of a Project Implementation Unit (PIU) within the Local Government Engineering Department, and consultancy and technical assistance for construction detailed design, procurement support, and construction supervision, preparation and implementation of safeguard instruments; (ii) capacity development of the PIU and communities in participatory planning and investment; (iii) monitoring and evaluation; and (iv) technical assistance and training in such areas as disaster management and preparedness, climate change adaptation and mitigation, construction, contract management, financial management, preparation of environmental and social assessments, and preparation of safeguard instruments. It will also provide resources for strengthening the flood preparedness and management program. The management, design and M&E activities under this component will integrate climate adaptation and mitigation measures and parameters.

IV. Contingency Emergency Response: The objective of this subcomponent is to cater to unforeseen emergency needs. In case of a major natural disaster, the Government may request the Bank to re-allocate project funds to this component (which presently carries a zero allocation) to support response and reconstruction. Disbursements under CERC will be contingent upon the fulfillment of the following conditions: (i) the Government of Bangladesh has determined that an eligible crisis or emergency has occurred and the Bank has agreed and notified the Government; (ii) the Ministry of Finance has prepared and adopted the Contingent Emergency Response (CER) Implementation Plan that is agreed with the Bank; and (iii) LGED has prepared, adopted, and disclosed safeguards instruments required as per Bank guidelines for all activities from the CER Implementation Plan for eligible financing under the CERC.

Major activities includes 500 nos. Primary School cum Flood Shelters, 100 nos. Construction/Installation of Solar PV Nano-grid System, Raised land above Flood level 250 nos, Improvement of Flood Shelter Connecting Road- 275km, Construction of Bridges- 500 m, Construction of Culvert- 1330m, Improvement of community infrastructure Road- 110km, Solar Street Light- 6600 nos, Installation of Protection System- 1400nos.

The project is being implemented in 78 Upazilas of 14 Districts of Bangladesh. These 14 Districts are Kurigram, Lalmonirhat, Rangpur, Nilphamari, Gaibanda, Sirajganj, Pabna, Bogura, Gopalganj, Rajbari, Madaripur, Faridpur, Sunamganj, Hobiganj.

2. Objective of the Consulting Services

The overall objective of the Monitoring and Evaluation (M&E) consultancy firm is to carry out independently Monitoring & Evaluation of project progress, inputs, outputs, processes, outcomes and impacts of the project along with independently identification, analysis, assessment and monitoring of project specific operational risks and propose proposal for avoidance and mitigation measure.

3. Scope of Consultancy Services

In particular, the tasks of the consultants would include but not limited to the followings:

- Create a comprehensive monitoring and evaluation framework for the RIVER Project;
- Monitoring and evaluation of implementation progress of all project works and activities;
- Monitoring and Evaluation of Project Impact;
- Develop baselines for the key project indicators for tracking project inputs, outputs, outcomes, and operational risks;
- Track key indicators (input, output and outcome) during project implementation Monitor the key performance;
- Monitor the key performance;
- Carry out process monitoring and evaluation;
- Recommend appropriate corrective actions and recommendations;
- Supervise the implementation and compliance of the Environmental and Social Framework (ESF); Policy Framework and all the required ESS within ESF;

- Prepare and Submit Quarterly and Annual Progress Reports;
- Preparation of Mid Term Review (MTR) report;
- Final Impact Evaluation;
- Conducting user satisfaction surveys;
- Arrangement of Learning Workshops;
- Preparation of Final Report, Impact Evaluation Report, and Project Completion Report (PCR); and
- Other relevant tasks/works assigned by the CE/PD.

Detailed Scope of Consultancy Services

Task 1: Create a Comprehensive Monitoring and Evaluation Framework for the RIVER Project.

1. The Project Appraisal Document (PAD) of RIVER Project presents the overall Results Framework and Monitoring for the project and contain the project development objectives, components, intended outcome including intermediate output and outcome. The Consultant, amongst other activities, is required to perform monitoring and evaluation of indicators in accordance with the Result Framework of the Project Appraisal Document (attached in the Appendix-1). It will also contain, monitoring & evaluation plan, the Results Indicator for the project, outcome indicators for monitoring Project Development Objective, intermediate output indicators for all project components, and tentative baseline conditions for each indicator, year wise achievement of targets against each outcome/output indicator. The Consultant is expected to use this as the base document for the development of project specific M&E framework, if necessary, by adjusting and fine tuning the indicators and targets.

2. The M&E framework should also include indicators to monitor and evaluate project specific operational risks and risk mitigation measures. The major objective of this dimension of monitoring is to ensure governance aspects of the project and minimize risks of misappropriation of project resources. Project Appraisal Document provided an Operational Risk Assessment Framework and broader measures built-in to the project design and implementation arrangements to minimize those risks and the Consultant shall take those into consideration. However, more operational indicators need to be developed and systems, procedures and record keeping arrangements have to be established on ground to monitor compliance with the proposed broader remedial measures; These measures need to be maintained efficiently to identify fraud and corruption risks of the project in respect of each project component and to monitor and evaluate the levels of risk, compliance with and impact of the designed risk mitigation measures in the project. The Consultant is expected to develop, establish, and monitor a sound and transparent system of record keeping at community level, related with the transfer and delivery of the project interventions.

3. The Consultant is expected to finalize the M&E framework covering those dimensions as early as possible after its mobilization, preferably through a consultative workshop with the participation of relevant official of the above-mentioned stakeholder agencies. The Consultant is expected to present final M&E framework, inter-alia, as one of the main outputs in the Inception Report of the Consultant.

Task-2: Monitoring and evaluation of implementation progress of all project works and activities

1. Select key performance indicators for measuring and monitoring progress toward the project completion. The project is expected to have a computer based state-of-the-art monitoring system to monitor key performance indicators. The Consultant shall produce useful reports, and track achievements according to plan. These indicators and reporting formats (including easy-to-read graphics) can be further expanded, refined, and organized (e.g. into input/process, output/outcome, or core/ancillary indicators) by the Consultant with the agreement of the LGED, in the early stages of undertaking this assignment. Before such agreement, the consultants will illustrate such systems being utilized in various developed countries. All aspects of the project – including technical, institutional, environmental, social, economic, financial, and procurement status will be monitored to help indicate actual achievement compared to the plans in the Procurement and Financial Management plans and other relevant documents.

2. The consultants will provide support to LGED in overall project management activities such as preparation of project implementation plans, expenditure planning budgeting and financing forecast and plans, monthly, quarterly reports and annual reports or work programs as required by the LGED and financiers of the project. They will also help in development of contract management, financial management for which they will develop a system that will be used in in consultation with the Project Director. The consultants will also support the client in day to day management issues.

3. The consultants will carry out, but not limited to the following activities: Provide technical assistance to LGED and their staff in the HQ and field offices for achievement of project completion objective. Develop the overall framework of monitoring and evaluation plan including collecting, analyzing, and reporting project data for continual effective tracking of project implementation activities. Formulate a set of key performance indicators and means of assessment against these indicators for project activities to be implemented. Monitor and evaluate the implementation of project activities with respect to schedule, cost, technical performance, objectives and social & environmental impacts. Propose recommendations about project modalities to ensure achievement of envisaged objectives of the project. Oversee and execute M&E activities of implementation Schedule and techniques with particular focus on results and impacts as well as in lesson learning. Develop formats (including documentation, surveys, data analysis, photographs, and interviews) for the Completion Report; Estimate project benefits, economic and financial rate of return and also prepare project completion report; and any other duty assigned by the project management.

Task-3: Monitoring and Evaluation of Project Impact

1. In addition to regular monitoring assessments for the project the Consultant shall evaluate the project's performance and progress towards achieving the set objectives and provide advice to LGED or mid-course corrections. The mid-term evaluation report would be completed a month before mid-term review and the final assessment will be undertaken prior to project completion. As a part of project evaluation, the consultant shall undertake overall project evaluation based on the monitored information and special analyses at mid-term and final stages, with a focus on determining achievements and documenting lessons learned.

2. The impact evaluation will compare the change in the outcomes of interest for the participants of the program against what would have happened in the absence of the program ("counterfactual"). The impact evaluation design will seek to construct a valid comparison group to allow attributing changes in the outcomes of interest to the intervention. To establish this group, the first step of the impact evaluation will involve a baseline, follow up, and end line survey. More specifically, the Consultant will: a) design the impact evaluation strategy; b) design the survey instruments; c) design the sample size and sampling; d) Participate in training and sensitizing of enumerators and field-testing of questionnaires; e) coordinate the field work; f) Verify that data entry is following a double-entry protocol; g) Data quality control: checking at least 10-15% of completed questionnaires, testing questionnaire and cross-checking at least 10% of entered questionnaires against hard copies; h) Prepare regular summaries of firms' and respondents' characteristics based on interim data provided by the survey firm to check on quality of data; i) Verify that data storage protects the confidentiality of the data; and j) produce the analysis for the midterm and final report.

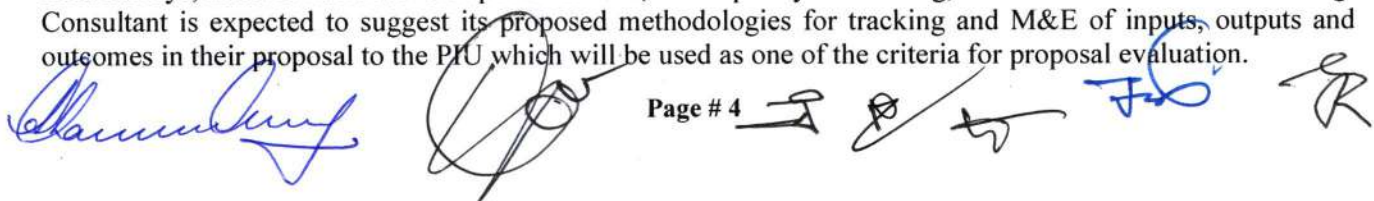
Task 4: Develop Baseline for Key Project Indicators

1. The Consultant is responsible for the establishment of baseline status against all project indicators of the final M&E framework and users satisfaction survey to be able to monitor outcomes, impacts and conduct user satisfaction survey. Accurate establishment of the generic baseline situation is particularly vital. As early as possible after the mobilization, Consultant is expected to design a baseline survey methodology in the project areas in consultation with the PIU and launch and complete the survey before the project interventions under project are commenced on the ground. Baseline line is required to be conducted for project area of 250 shelters.

2. The Consultant is expected to start the baseline surveys and establish the baseline status immediately after the mobilizations and present the methodology and progress of compiling generic baseline status for each indicator, including but not limited to indicators stated in the Result Framework and Monitoring of PAD as one of the outputs of Inception Report. Consultant is required to propose methodology for baseline surveys in their proposal which will be used as one of the criteria for proposal evaluation.

Task 5: Track Key Project Indicators During Project Implementation

1. Consultant is expected to develop appropriate methods, surveys, tools, data collection formats, and analytical procedures to track and monitor project inputs, evaluate outputs and outcomes generated due to project interventions throughout project implementation. The M&E may include periodic as well as generated regular field surveys, Interviews/Focus Group Discussions, Participatory monitoring, and social and technical auditing. Consultant is expected to suggest its proposed methodologies for tracking and M&E of inputs, outputs and outcomes in their proposal to the PIU which will be used as one of the criteria for proposal evaluation.

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2. The tracking/monitoring of project components' inputs and outputs (through their respective indicators), evaluation of progress towards out puts will be done by the PMU using ICT monitoring as a single-stop instrument to monitor progress of construction, provide visual images to assess quality, and monitor the number and frequency of visits from LGED engineers and World Bank teams tasked with supervision. The ICT Platform built for RIVER will include mechanisms for real-time monitoring of data capture, participatory tracking of project progress and irregularities, and comment submission. The platform automatically adds date and time, and GPS coordinates to from data and photos, which are transmitted upon submission to and online database. The online data base will be accessible to permitted users, where reports will be pinned to the Shelter locations which are visible on and interactive map interface. ICT monitoring will provide in-depth and real-time snapshots of project performance, automatically place pressure points on identified problems shelter, inject transparency into the construction process, and motivate supervision teams and contractors.

3. The M&E Consultants, task is complementary to the ICT tool. The M&E Consultants shall be given access to this ICT monitoring system as required. The M&E Consultants will be given tools for data capture that will enable them to upload verification information (tagged to each construction site) directly onto the online project database. In addition to the ICT based system, M&E will need to capture and track indicators that are more socio-economic and beneficiary focused in nature and will therefore need to track appropriate additional indicators. Data collection and analysis procedures; appropriate methods, tools, formats/tables, will be developed by the M&E Consultants in collaboration with the PMU. These methods, tools, formats/tables and procedures will be included in the detailed M&E Framework/Strategy Report.

4. The comprehensive M&E framework that should be prepared by the consultancy firm shall include both the PDO indicators and intermediate results indicators in line with the scope of services to be performed by the firm responsible for Community Engagement, Mobilization, Resilience and Capacity Building (CEMRCB) under the project. M&E firm will also track the progress on activities of CEMRCB with relevance to the improvement of basic disaster preparedness and response capacities of the target communities, consultation activities with the local participants including women during project implementation, understanding of women's use and needs of shelters, preparation of community risk mapping, training to the school-boys and girls, among others agreed in the relevant ToR. Periodic evaluation of process and progress including the establishment of baseline status against all project indicators of the final M&E framework to monitor outcomes and impacts is particularly vital, and in line with this, mid-line and end line evaluation study should include all the activities and progress in relation to the services of CEMRCB.

Task 6: Monitor the key performance

Consultant is expected to monitor the key performances of the project and related activities apart from the key project indicators. The key performances may include but not limited to the following: procurement performance, performance of each contract including progress, financial management performance, stakeholder satisfaction (to be elaborated), environment, social (to be elaborated), gender and disability inclusion, quality of the materials and works, contracts.

Task 7: Carry Out Process Monitoring of the Project

Consultant is expected to carry out process monitoring of the project using specialized techniques and tools. The process monitoring is very important because the project implementation is designed on the principles of a community-based approach in all phases from need identification, targeting and selecting beneficiaries, and training, and monitoring the inputs. The Consultant is expected to design, establish and carry out a sound process monitoring system for this purpose. Consultant is expected to report on its evaluation of the process in addition to the regular reporting of project progress, inputs, outputs, and outcomes to the PIU and the World Bank task team. The process monitoring system may also be linked to M&E of operation risks and governance aspects. Process monitoring is also essential in the implementation of EMP, SAP, and RAP.

Task 8: Recommend Appropriate Corrective Actions and Recommendations

1. The Consultant is expected to play a continuing role in analyzing the findings and results of M&E and make recommendations to the Implementing Agency to be able to take timely corrective actions on implementation strategies and practices. Consultant will provide regular feedback to the implementing agency to ensure and maintain satisfactory implementation progress and disbursements as against the targets and work plans. Based

on the outcome of M&E, Consultant will provide feedback to the implementing agency on the effectiveness of the implementation processes and approaches. Based on the M&E findings, recommend necessary changes in the project scope, interventions and implementation processes etc. to ensure timely and satisfactory achievement of the expected outcomes of all project components and the overall development objective of the project.

2. Support the RIVER Project Implementation Support Review: The Government of Bangladesh and the World Bank will carry out implementation support review missions to supervise the project implementation. The Consultant may be expected to carry out analytical work directly related to the monitoring and evaluation conducted during the RIVER Project implementation period for this purpose.

Task 9: Supervise the Environmental and Social Compliance

The Consultant is expected to ensure overall environmental and social sustainability of the project through continuous monitoring, evaluation, reporting. Necessary environmental and social documents have been prepared including Environmental and Social Management Framework (ESMF), Resettlement Policy Framework (RPF), Stakeholder Engagement Plan (SEP), Labor Management Procedure (LMP). These documents/instruments will serve as a tool to separately assess the environment and social impacts of the components and will serve as a set of guidelines to be used for projects where the precise nature and scale of sub-projects are little known or unknown in advance. These guidelines will also serve as a tool to select the optimal project intervention from social and environmental perspectives, prepare preliminary designs, and to ensure complete integration of social and environmental concerns and mitigation measures in the design for the activities to be undertaken by project implementing agencies.

The consultant will do the following tasks:

- Inception Stage (to be included in the Inception Report)
 - i. Review the ESMF and the environmental and social impacts;
 - ii. List the monitoring parameters and present in the Inception Report along with the measurement timeline;
 - iii. Collect/measure the baseline information from the primary and secondary data and will include in the Inception Report;
 - iv. Prepare the outline of the safeguard monitoring report and cleared with the World Bank;
- Implementation Stage (To be included in Safeguard Section of Quarterly/Annual Progress/ MTR/ICR)
 - v. Ensure that all tasks have met country's regulatory requirement, relevant World Bank's Guidelines and update the information in the monitoring report;
 - vi. Monitoring report must include but not limited to:
 - a. Number of contractors and sub-contractors engaged
 - b. (Gender dis-aggregated) number of labors engaged under each contractor and sub-contractor
 - c. prepared and implemented OHS plan
 - d. Status of environmental and social screening/assessment and clearance from Bank
 - e. Status of preparation and implementation of RAP/ARAP (if required) and ESIA/ESMP, and clearance from Bank
 - f. Number of affected HHs, structures, trees, shelters, business, wage labors, and compensation status of those (if applicable)
 - g. Status on COVID-19 management
 - vii. Measure the activity specific monitoring parameters;
 - viii. Report on the status of GRS (formation and disclosure of GRM, number of grievances received and addressed, pending, types of grievances etc.);
 - ix. Monitor the status of quality of overall safeguard compliance;
 - x. Monitor the status of training, consultation with stakeholders and include the training and consultation plan for the next quarter;
 - xi. Report on the lessons learned from the previous quarter and the area of improvement to ensure better safeguard compliance;
 - xii. Report on the status of the application of area of improvement proposal
 - xiii. Ensure the lab report and relevant pictures are in place;
 - xiv. Monitor the adequacy of documentation;

The responsibility of the M&E Consultant will be, if necessary, to provide recommendations for the revision and updating of the ESMF and RPF during the project implementation based on actual needs and implementation experience and verify adequacy of assessment and clearance of sub-project specific screening reports, Environmental and Social Impact Assessments (ESIAs), Environmental and Social Management Plans (ESMPs), and necessary Resettlement Action Plans (RAPs) for all sub-projects under the components and of their implementation status and compliance and analyze the causes of major accidents/injuries (including near misses) and grievances from the stakeholders. Consultant is also responsible to guide project implementing agencies and ensuring that satisfactory institutional arrangements and staffing/skills are available for the above tasks and outcomes.

Task 10: Prepare and Submit Quarterly and Annual Progress Reports

Consultant will develop appropriate reporting formats in consultation with the implementing agency. For each financial year, 3 quarterly progress reports and 1 annual progress report will need to be prepared by consultant in accordance with the M&E framework. The reports will also address any emergent governance risks as well as provide implementation compliance information regarding the Environmental and Social aspects. To ensure continuation of implementation progress, the Consultant shall also provide recommendations for any necessary corrective actions to maintain satisfactory implementation progress and disbursements as against the established targets and work plans. The Consultant will also recommend necessary changes in the project scope, interventions and implementation processes to ensure timely and satisfactory achievement of the expected outcomes of all project components and the overall development objective of the project. The report shall also identify all works that have been completed in the corresponding quarter/year.

Task 11: Conduct Mid Term Review

The consultant is required to carry out a comprehensive Mid Term Evaluation of the project. The purpose of the Mid Term Evaluation is to assess project progress and outcomes and to make mid-course corrections and adjustments to the project design and implementation arrangements based on implementation experience, lessons learned and outcome by the time of the evaluation. Consultant will therefore be responsible for systematic analysis and recording of implementation issues, experience and lessons from the inception of the project. Consultant is also expected to assist the PIU in the preparation of the GOB's Mid Term Review Report (MTRR). The MTR should include a comprehensive assessment of the lessons, issues and outcomes and recommendations for mid-course adjustments to project design, budget and implementation arrangements etc. to be served as a guide to the GoB-Bank MTR teams.

Task 12: Final Impact Evaluation

The Consultant will carry out a comprehensive Final Impact Evaluation in the project area of 250 shelters. The purpose of this Evaluation is to assess project progress, outputs, outcomes, impacts, achievement of end targets of Result Framework, PDO objectives, measurement of Development Objectives and other indicators/parameters/issues required as described in the TOR. Methodology of Final Impact Evaluation is to be approved by the PIU.

Task 13 Conducting Users satisfaction surveys

Consultant will conduct at least two user satisfaction surveys focusing on performance of the flood shelters and resilient infrastructures. The Consultant shall propose Methodology and Questionnaire for the survey for consent of the Client. Questionnaire of satisfaction survey is to be field tested. The data privacy related to the 'personal information' must be maintained and followed. The learnings and recommendations from the surveys to be disseminated through the learning workshops and incorporated in the community engagement activities. Base parameters/indicators (to be finalized with PIU) of the satisfaction survey are to be determined in the baseline survey. The Consultant is expected to conduct satisfaction surveys for project area of 250 shelters.

Task 14: Arrangement of Learning Workshop

Consultant will arrange a learning workshop at least once a year to disseminate the learnings and recommendations of the consultant. All the stakeholders related to the process and learnings need to be invited. The consultant should highlight the performance, assessment of the process, issues to be focused, corrective

actions and recommendations to be considered. Based on the discussion the consultant will prepare yearly learning reports.

Task 15 Prepare Final Reports

Final reports of the project will include Impact Evaluation Report, Final Report, and Project Completion Report (PCR). The Final Report will provide a summary of all progress history, inputs, outputs, outcomes achieved and lessons learned. Impact Evaluation will survey, identify and determine the impact of project interventions. The PCR will need be prepared in accordance with the requirement of the government of Bangladesh.

4. Implementation Arrangements

- a. The consultants will work closely with the LGED's PIU Unit and coordinate their work with other relevant units of LGED, Design and Supervision Consultant, Ministry of Local Government, local administration and relevant ministries and agencies.
- b. Through the inception stage the Consultants shall prepare a detailed schedule and task-flow diagram, which depicts the interrelationship of various tasks in each assignment which lead to the completion works and mechanism of coordination with the client and other related entities. This would be kept and update throughout the Project duration.
- c. Project Director would be designated as Head of the Project Implementation Unit (PIU) to coordinate all interfaces with the Consultants. Head of PIU with support from the Chief Engineer would also assist the Consultants in resolving various administrative issues which may arise during the study duration. The Consultants' will be expected to be readily available during project implementation.
- d. The Consultants shall be responsible for all aspects of performance of services as set forth in the preceding sections of this ToR. LGED would be responsible for providing the existing data and information including all reports prepared so far for the project.
- e. It is a World Bank financed project and it has Project Appraisal Document and Procurement Regulations. The Consultant is to comply with those, attend & cooperate with review missions and provide reports, information as required by the Bank.

5. Duration of the Assignment

The duration of the consultancy is expected to be 60 months distributed among the total project period.

6. Review Procedure to monitor Consultant's Work

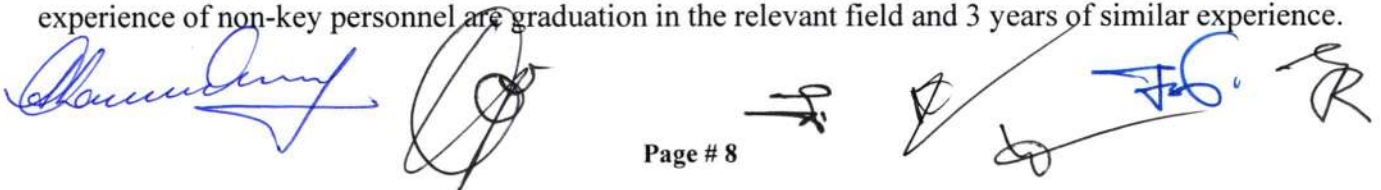
The consultant shall submit the details of monthly work plan together with his proposal. This work plan should include the details of the proposed activities and their schedule. This work plan will be used to assess and evaluate the progress of their activities and the consultant's performance.

7. Staffing Requirements

The consultants should propose a comprehensive team composition with task assignments for each key staff along with adequate support staffs to meet the objectives and scope of the services. The estimated staff month for key professional staff is 240.

Key professional experts to be evaluated during technical evaluation process for the assignment is given below. The consultant shall propose suitable individuals as experts in these key positions; and submit their own estimate of the required number of person-months against each of these key positions to carry out the assignment in conformity with the scope of services and approach and methodology to be proposed by the Consultant.

In addition to the key experts, the Consultant shall mobilize non-key experts and support personnel adequately. The following only provides some indications for possible such non-key positions and support staff (listing is not complete). The Consultant is not bound by this compilation and is free to come up with the necessary non-key experts and support staff, as the consultant deems best suited to meet the objectives of this assignment. The minimum qualification and experience of non-key personnel are graduation in the relevant field and 3 years of similar experience.



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Key Experts and Non-key Experts

Key Experts:

Sl. No.	Description of Experts	Number	Indicative Person-month
1.	Team Leader	1	60
2.	Senior Monitoring and Evaluation Specialist	1	60
3.	Environmental Specialist	1	50
4.	Social Specialist	1	50
5.	Disaster Risk Management Specialist	1	40
Total Person-months			260

Non-key Experts:

Sl. No.	Description of Experts	Number	Indicative Person-month
1.	Civil Engineer	1	60
2.	Field Monitoring Specialist	1	60
Total Person-months			120

Qualification and Experience of Key Experts

Sl. No.	Position	Academic qualification	Desirable years of professional experience	Specific Experience	No. of position (s)
1.	Team Leader	Bachelor in Civil/Water Resources Engineering /other relevant field	15 years	a) 05 years of experience in monitoring and evaluation as Team Leader/Deputy Team leader in large infrastructure construction project. b) Experience in World Bank or Development Partner funded project.	1
2.	Senior Monitoring and Evaluation Specialist	Bachelor's in civil/Irrigation/Water Resource Engineering/other relevant field	15 years	a) 5 years of experience in monitoring & evaluation in large infrastructure construction project as Monitoring and Evaluation Specialist. b) Experience in World Bank or similar Development Partner funded project.	1
3.	Environmental Specialist	Master's in environmental engineering/Environmental science or other relevant field	10 years	a) 3 years of experience in environmental management or related services in infrastructure project. b) Experience in World Bank or similar Development Partner funded project.	1
4.	Social Specialist	Master's in social science/Sociology or other relevant field	10 years	a) 3 years of experience in social management or related services in infrastructure project.	1

Sl. No.	Position	Academic qualification	Desirable years of professional experience	Specific Experience	No. of position (s)
				b) Experience in World Bank or similar Development Partner funded project.	
5.	Disaster Risk Management Specialist	Master Degree in discipline related to Disaster, Climate Change, environmental science and other closely related field.	10 years	a) 3 years of experience in similar position in infrastructure project. b) Experience in World Bank or similar Development Partner funded project.	

8. Reporting Requirements

The reporting requirements of the M&E Consultant will be designed to meet the nature of the project. These will compose of but not limited to:

Deliverable	Description	No. of Copies	Schedule (months from commencement of the service)
Inception Report	<ul style="list-style-type: none"> - Outline of overall methodology to be used - Work plan - Deployment schedule of key officials and staff - Monitoring and Evaluation strategy - Initial list of key indicators to develop baselines - Methodologies for surveys - Formats for Reporting 	4	2 months
Detailed M&E Framework and Strategy Report	<ul style="list-style-type: none"> - Identification of Indicators and Surveys required - M&E Framework - M&E Methodologies 	4	3 months
Baseline Survey Report	<ul style="list-style-type: none"> - Detailed Baseline Status for each indicator 	5	4 months
Regular Reports (quarterly, annual progress and annual learning reports)	<ul style="list-style-type: none"> - Summary of work completed in last quarter/year cumulative since inception. - Work plan in next quarter/year - Key issues for attention of PD/PSC/World Bank - Process monitoring. 	5 each	Quarterly and annually

	<ul style="list-style-type: none"> - Environmental and Social Issues - Presentations/Documentation/Video. 		
Mid Term Review report	<ul style="list-style-type: none"> - Report on progress up to mid-term review - Report on progress up to mid-term review- Work expected in remainder of project Assessment and analysis of project outcomes - Benchmarking - surveys - Organized monitoring database - Key issues for attention of PD/World Bank/PSC (including any suggestions for restructuring related to this Consultancy) 	4	1 month before scheduled Mid Term Review
User Satisfaction Surveys Reports	<ul style="list-style-type: none"> - Description of users used in the survey - Method used in the survey - Outcome of the survey 	4	1 st report after 50% flood shelter being put to use and another report towards the end of the Project.
Draft Impact Evaluation Report	<ul style="list-style-type: none"> -Summary of work completed during the entirety of the implementation period -Progress of works of the project - Environmental and Social Issues -Project implementation experiences -Suggestions for improvement, sustainability and exit strategy -Impact assessment of project activities 	4	54 months
Final Impact Evaluation Report	<ul style="list-style-type: none"> -Summary of work completed during the entirety of the implementation period -Progress of works of the project - Environmental and Social Issues -Project implementation experiences -Suggestions for improvement, sustainability and exit strategy -Impact assessment of project activities 	6	60 months
Project Completion Report	<ul style="list-style-type: none"> -Summary of work completed during project implementation -Financing information, Implementation details -Detailed information of project works, procurement as required for PCR -Any other information required for PCR as per the requirements of the government of Bangladesh 	10	60 months

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9. Responsibilities of the Client

The consultant shall work under the direct supervision of the Project Director, RIVER Project (LGED), Dhaka. In case of any unforeseen events, be it in terms of physical or social obstacles at field levels; the LGED concerned field offices will take initiatives to solve them and ensure good working environment.

Technical and project management issues shall be discussed in tri-partite meeting between LGED, PD-RIVER PROJECT and the consultants. Any unresolved issue, technical or otherwise, would be taken up with LGED through the Project Director.

LGED will not provide office accommodations for the consultants.

The Project Director, RIVER Project (LGED) shall assist the consultant, as far as possible, in collection of the following data, services and facilities:

- Available hydrological, sub-soil investigation, current rate schedules, related information etc.
- Available maps such as planning map, project index maps, contour maps, mouza maps etc.
- Available studies carried out by different study partners and LGED for generation of secondary information and future plans.
- Physical monitoring data done by LGED

