

REQUEST FOR EXPRESSIONS OF INTEREST
CONSULTING SERVICES – Individual Consultant Selection (Open; National)

COUNTRY: Bangladesh

NAME OF PROJECT: Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project

Credit No: IDA-6676 BD

Assignment Title: Selection of Monitoring & Evaluation Consultant

Reference No.: IC-14-BSMSN-BEZA

The Government of the People's Republic of Bangladesh has received financing from the World Bank toward the cost of the Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project, and intends to apply part of the proceeds for consulting services.

The consulting services ("the Services") include :

Objectives:

Monitoring being one of the important management tools to track progress and achievements by a regular collection of information help facilitate organizations in decision making, ensure accountability, achieving results etc. Hence, a full-time monitoring and evaluation specialist will be engaged at Bangladesh Economic Zones Authority (BEZA) especially for Bangabandhu Shiekh Mujib Shilpa Nagar Development Project under PRIDE programme. The main objectives are:

- To review and assess progress towards objectives, identify problems and suggest remedial measures to achieve results as per plans.
- To schedule tracking the tasks and deliverables.
- To communicate progress to the management.
- To coordinate with the stakeholders, Central Coordinating Unit of Economic Relation Division (CCU-ERD) and The World Bank team.

Scope of Work:

BEZA is responsible for overall reporting to the World Bank and CCU- ERD with the approval of respective Project Director, on the project results and performance of the results framework and component wise Disbursement Link Indicators (DLIs) alongside Non-DLIs achievements. The M and E Specialist will guide the component lead & respective stakeholders of the project for collection of useful data and preparation of M&E report in a timely manner for submission to CCU- ERD & The World Bank for compilation. The scope of work of M&ES is given below:

- Develop an overall framework for the project M&E and Management Information System (MIS) aligned with project objectives and outcomes including Disbursement DLIs and also Non-DLIs activities.



- Prepare an M&E and MIS plan with particular focus on results as well as providing a framework for identifying, analyzing, documenting and disseminating lessons learned. In specific it should include:
 - Calendar of M&E and MIS activities and timetable.
 - Monitoring and evaluation responsibilities of different components and personnel.
 - Detailed M&E and MIS budget.
 - Mechanisms for physical and process monitoring of project activities.
 - Collection of baseline data and ensure that all data have been collected in a timely manner.
 - Implementation arrangement including collection methods, who collects and analyzes data and cost of collection, terms of reference for specific data collection activities and monitoring work plans (including progress reports on coverage or “reach” across beneficiary groups) to achieve the Project Development Objectives (PDO) level indicators and intermediate indicators target.
 - Capacity building needs to implement the M&E and MIS plan; and
 - Process to identify, analyze, document and disseminate lessons learned.
- Organize training in M&E for project staff and primary stakeholders with view of developing local M&E capacity. The training will specifically focus on the fundamental of M&E within the overall project M&E plan and promote a results-based approach to M&E, emphasizing result and impacts.
- Develop qualitative and quantitative report, Gantt Charts or others and report to meet compliance with the fiduciary requirements and also ensure compilation and reporting having received data from the stakeholders and preparation of regular M&E report, Progress Report for the project.
- Collect inputs to prepare/ update Project's Operational Manual, Quarterly Progress Reports, Compliance Reports from stakeholders and submit to CCU-ERD and World Bank.
- Prepare a monthly & quarterly report of performance and submit it to PC, CCU-PRIDE with the approval of PD.
- Make a presentation on the performance during the quarterly meeting of the project.

Place of work: Head office located at Dhaka and periodical on-site visits to Economic Zones located across Bangladesh.

Duration of employment: 12 Person- Months [Indicative], Renewable based on performance on an annual basis.

Commencement of the Service: 1 July 2021[Indicative]

The detailed Terms of Reference (TOR) for the assignment can be found in the website : www.beza.gov.bd

The Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project now invites eligible “Consultants” to indicate their interest in providing the Services. Interested Consultants should provide

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information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are: Educational qualification, experience (general & specific) and knowledge in procurement.

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised November 2020 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the 'Open Competitive Selection of Individual Consultants' method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours [i.e. 0900 to 1700 hours].

Expressions of interest must be delivered in a written form (hard copy)/E-mail to the address below by **15:00 hours Bangladesh Standard Time, 31 May 2021.**


Abdullah Al Mahmud Faruk
Project Director

11.05.2021.
Bangabandhu Sheikh Mujib Shilpa Nagar (BSMSN) Development Project
Bangladesh Economic Zones Authority (BEZA)
Monem Business District, Level-12, 111, Bir Uttam C.R. Datta Road, Dhaka-1205, Bangladesh.
Tel: +880 2 9632462
E-mail: bangabandhu.shilpanagar.project@gmail.com

Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority (BEZA)
"Bangabandhu Sheikh Mujib Shilpanagar (BSMSN) Development Project"
Monem Business District (Level-12)
111, Bir Uttam C. R. Dutta Road, Dhaka-1205.

Terms of Reference
for
Selection of Monitoring & Evaluation Consultant

April 2021



Government of the People's Republic of Bangladesh
Prime Minister's Office
Bangladesh Economic Zones Authority (BEZA)
"Bangabandhu Sheikh Mujib Shilpanagar (BSMSN) Development Project"
Monem Business District (Level-12)
111, Bir Uttam C. R. Dutta Road, Dhaka-1205.

Terms of Reference for Selection of Monitoring & Evaluation Consultant
under "Bangabandhu Sheikh Mujib Shilpanagar (BSMSN) Development Project"
(Package No.: IC-14 BSMSN-BEZA).

Background

The government is in process of establishment of Economic Zones across the country for both export and domestic market oriented industries based on the cluster principle for similar industries for the purpose of promoting economic development of the country. In this regard strengthening the BEZA was arranged through PRIDE Project within which "Bangabandhu Sheikh Mujib Shilpanagar (BSMSN) Development Project" is under implementation by Bangladesh Economic Zones Authority (BEZA). The "Bangabandhu Sheikh Mujib Shilpanagar (BSMSN) Development Project" provides support and services to BEZA including development of Bangabandhu Shilpanagar mainly in terms of providing professional services. An experienced **Monitoring & Evaluation Consultant** can add value to the services of the project and BEZA by providing appropriate input related to monitoring and evaluation issues of the project and BEZA.

The Monitoring & Evaluation Consultant will provide technical leadership to develop the program framework, plans and indicators to capture project performance results and provide effective, accurate and timely monitoring, evaluation and reporting of all project activities. The M&E Consultant will work closely with the PD/DPD and Planning team to design, implement and supervise the program's M&E activities, ensuring that lessons



learned are integrated into project implementation to continuously improve quality of interventions and outcomes. The M&E Specialist is responsible for documenting and disseminating program successes and challenges to BEZA and WB. Build up capacity in regard to evaluation and monitoring measures for project as well as BEZA.

Objectives of Procuring Monitoring and Evaluation (M&E) Specialist

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- To review and assess progress towards objectives, identify problems and suggest remedial measures to achieve results as per plans.
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- Collect inputs to prepare/ update Project's Operational Manual, Quarterly Progress Reports, Compliance Reports from stakeholders and submit to CCU-ERD and World Bank.
- Prepare a monthly & quarterly report of performance and submit it to PC, CCU-PRIDE with the approval of PD.
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Educational Qualifications

The candidate should possess Masters in Statistics, Economics, other Social Science/MBA/Engineering or relevant subjects. Must have experience in M&E work and MIS; higher studies in project management or MIS will be given preference.

Experiences

The M&E should have at least 06 (six) years' experience with:

- The logical framework approach and other strategic planning approaches:
 - M&E methods and approaches (including qualitative and participatory).
 - Planning, design and implementation of M&E system (including DLIs will be preferable).
 - Training in M&E and MIS development and implementation and/or facilitation learning-oriented analysis sessions of M&E data with multiple stakeholders.
 - Systematic analysis of data & information, report writing, establishment of MIS.
- Experience in donor funded development projects will be additional qualification.***
- Knowledge and experience in auditing, data management and result-Based Monitoring (RBM) will be an advantage.

Duration of the Employment and Place of Work

- 12 Months [Indicative], Renewable based on performance on an annual basis.
- Head office located at BEZA, Abdul Monem Business District, Kawran Bazar. Dhaka and periodical on-site visits to Economic Zones located across Bangladesh.

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Schedule of Various Tasks of M&E Specialist under the Period of Contract

- Prepare monitoring tools and schedule their usage for all three components: Throughout the contract
- Identify the potential risks related to project implementation and prepare detailed plans to ensure risks are managed and opportunities: Throughout the contract are realized.
- Support PD for the efficient management and smooth implantation of project: Throughout the contract activities.
- Arrange training on M&E's for stakeholders and internal team for the capacity building of BEZA: Throughout the contract
- Coordinate with the third-party independent verification firm and CCU-ERD for smooth functioning of their assigned work especially for the DLIs part: Throughout the contract
- Undertake any other work (writing of meeting minutes, prepare comments on Aide Memoire): as per requirements.

M&E Specialist Reporting Obligations under the Period of Contract

- **Inception Report:** To be submitted to PD, PRIDE Project, BEZA, within 21 days of start of the assignment
- **Monthly Progress Report:** To be submitted to CCU-ERD & World Bank with the approval of PD

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- **Quarterly Progress Report:** To be submitted to CCU-ERD & World Bank with the approval of PD
- **Quarterly Results Framework Report:** To be submitted to CCU-ERD and World Bank with the approval of PD
- **Special Types of Reports:** Any Reports as per requirements of PD, World Bank & Other Stake Holders and database management etc.

Data, Facilities and Local Services to be provided by the Client

The project will provide the following inputs and facilities:

- i) Office space and other logistic support as per project provision;
- ii) All available documents, papers and information relevant to the assignment will be provided/made accessible to the Specialist

Other Criteria

- a) The consultant will be selected in accordance with the procedure set out in the 'Procurement Regulations for IPF Borrowers July 2016, Revised November 2020'.
- b) Only short-listed candidates will be contacted for interview.

