

Government of the People's Republic of Bangladesh
Office of the Project Director
Sustainable Forests & Livelihoods (SUFAL) Project
Bangladesh Forest Department
Ban Bhaban, Agargaon, Dhaka-1207, Bangladesh



Terms of Reference (TOR)

**Selection of Individual Consultant: Monitoring & Evaluation
Specialist**

(Package no: SD-14-1)

Forest Department

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Terms of Reference (TOR)

Background of the Project:

Bangladesh Forest Department (BFD) under the Ministry of Environment, Forest and Climate Change has received IDA loan of US\$ 175.00 million and GOB contribution of US\$3.90 million for a period of 5 years (01 July 2018 to 30 June 2023) to implement Sustainable Forests & Livelihoods (SUFAL) Project. The overall objective of the project is to improve collaborative forest management and increase access to alternative income generation activities for forest dependent communities in targeted sites. This will be achieved by: (i) improving public sector management of forest resources and increasing participation of communities in forest conservation and restoration and, (ii) reducing direct dependence and exploitation of forest resources by offering alternative livelihood sources to dependent communities and improving the enabling environment for trees outside forests. Together, these will result in the eventual improvement of forest cover and ecosystem functions, coastline protection and increased employment opportunities for some of the poorest and most vulnerable communities, including women and small ethnic communities. Project will implement a number of activities which are grouped under following four components:

- Component-1: Strengthening Institutions, Information Systems and Training
- Component-2: Strengthening Collaborative Forests and Protected Areas Management
- Component-3: Increasing Access to Alternative Income Generating Activities (AIGAs) Forest Extension Service & Trees Outside Forests (TOF)
- Component-4: Project Management, Monitoring, and Reporting

This project is designed to contribute in improving organizational effectiveness by adopting improved policy and regulatory framework including infrastructural development, management information system upgradation, capacity building of BFD officials and investing in degraded and denuded forest restoration and building green belt along the cost. This project will finance tree cover improvement in the TOF areas technology transfer, training, research and innovation support and engage forest dependent communities in collaborative forest management practices. By and large the project will enhance wildlife and PA management practices and thereby improve forest conservation and wildlife protection in the country.

Objectives of the assignment

To ensure that the activities of a project is being implemented properly, it is necessary to put in place a mechanism for 'real time' monitoring of project activities. In addition, a system needs to be in place and implemented to ensure through proper evaluation that the tasks undertaken have been properly implemented. Any deficiencies in the process can be identified through this exercise and corrected before it is too late and corrected.

Scope of the Service

The Consultant shall work directly with the project under the supervision of Project Director. The Consultant will implement and collaborate with the Senior Monitoring and Evaluation Specialist for the following duties:



I. Updating the M&E system

Update M&E Plan to visualize project results periodically/annually.

- In consultation with the PMU and WB revise the performance indicators, to show achievements periodically/annually;
- Ensure realistic intermediate and end-of-project targets;
- Roll out and process development for project data collection, including facilitation of data collection, frequency etc.
- Supervise the *Development of database for beneficiary/community Profiling and AIGAs, and real-time survey and monitoring for community tracking* of project results by the firm.
- Facilitate roll out the Community Module to the project cost center and CFM institutions.
- Implement a centralized IT system, with the assistance of GIS consultant, for field data collection and collation of information and reporting;
- Maintain identified critical risks logs during project implementation;
- Continue to support core information needs of central project management, the steering committee (or similar body), funding agencies and the cooperating institution;
- Monitoring of the progress of SSP implementation and reporting..
- Continue monitoring of the existing socio-economic baseline and end-line data of project beneficiaries.
- Contribute to the development of the Monitoring Plan, ensuring alignment with project strategy, Annual Work Plan, contractual agreements, and inclusion of M&E activities in the work plan;
- Revise the calendar according to updated M&E activities.
- Ensure strong collaboration and take guidance from the Senior M&E specialist

II. Implementation of M&E

Oversee and execute M&E activities included in the Annual Development Program [ADP] and Annual Procurement Plan (APP) with particular focus on results and impacts including the lesson learning.

- Based on the ADP and in particular the programmed budgets, design the framework for the physical and process monitoring of project activities;
- Review and report on the existing monitoring framework for project output and outcome indicators for three components;
- Develop implementation indicators of ESMF and monitor their implementation status as agreed between the IDA and the government;
- Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts;
- Monitor implementation progress of Collaborative Forest Management activities in the cost centers by the NGOs;
- Coordinate the preparation of all project reports. Guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure

their timely submission. This includes quarterly progress reports, annual project report, inception report, and ad-hoc technical reports;

- Assist preparing the consolidated progress reports for project management including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations;
- Check that monitoring data are discussed in the appropriate forum (such as the project Steering Committee meeting) and in a timely fashion in terms of implications for future action. If necessary, create such discussion forums to fill any gaps;
- Facilitate, act as resource person, and join if required any external supervision and evaluation missions;
- Monitor the follow up of evaluation recommendations;
- Undertake field visits to monitor progress of works and services procured under the three components;
- Archive project reports and database in cloud server.
- Interact and train field level officials and raise their understanding about the basics of M&E and through the exercise transfer know-how about M&E.

Transfer of knowledge (training) Where appropriate

As a part of the assignment, the consultant will interact with field level officials and raise their understanding about the basics of M&E and through the exercise transfer know-how about M&E.

Consultant's Reporting Obligations:

The following are the key outputs of consultant on periodical and ad-hoc basis for the overall project;

- Inception report and work plan;
- Result based monitoring and evaluation plan;
- Data database of field level activities;
- Operational field survey reporting system using Open Data Kit;
- Monitoring of project inputs, outputs, outcomes and impacts;
- Overseeing the task assigned to consulting firms, including 3rd Party Monitoring and Social Satisfaction Survey and Development of database for beneficiary/community Profiling and AIGAs, and real-time survey and monitoring for community tracking, and Market Study for Wood Chips, sawdust and other wood products including furniture (demand and supply);
- Feedback to SUFAL Project management about the performance of deferent implementing agencies and cost centers;
- Monthly progress report.

Data, Personnel, Facilities and Local Services to be Provided by the Client

The PD will arrange for necessary information of the consultant if required.

Institutional Arrangement

The consultant will be based at the SUFAL PMU in Dhaka and will report directly to the Project Manager, SUFAL Project, BFD, Dhaka Bangladesh. The Individual Consultant will work closely with other consultants working at the PMU. The consultant is expected to undertake the activities (scope of services) mentioned in the TOR in order to achieve the stated objectives. Under this consultancy travels are being envisaged. However, travels necessary for the exigencies of services to achieve the desired objectives, may



be under taken but with prior permission of the PD and in such cases only the actual costs will be reimbursement.

The deliverables will be submitted on time by the consultant to the PD, SUFAL Project, BFD, Dhaka Bangladesh.

Duration

The duration of the assignment will be around 08 months.

Qualifications & pre-requisites (This qualification requirements will not be part of TOR but will be used in REOI and Evaluation)

- Minimum Master Degree in forestry/economics/development studies/statistics or related fields.
- Training in project monitoring and evaluation;
- Minimum 5 years of work experience in monitoring & evaluation programmes in government/autonomous/ private/international organization;
- M&E and related activities in donor/IDA funded development projects will be considered as additional qualification;
- Must have experience in log-frame, output and outcomes indicators and monitoring format development and other strategic approach of M&E;
- Proficiency in written and spoken English and report writing
- Computer literacy skills (MS Word, Excel, SPSS, and other statistical software) is essential.
- Good inter-personal and writing skills, technical expertise.
- Fluency in English, and computer skill are necessary.



