

Government of the People's Republic of Bangladesh

Department of Environment (DoE)
Office of the Project Director
Clean Air and Sustainable Environment (CASE) Project
E-16, Paribesh Bhaban, Agargaon
Sher-e-Bangla Nagar
Dhaka-1207.

Request for Expression of Interests (EOI) for Selection of Monitoring and Evaluation Consultant (Local individual) [Contract Package No. CASE-DOE-S18a]

Memo No: Paribesh/CASE/M & E Consultant/186/2015/120

Date: 01/03/2015

1. The People's Republic of Bangladesh has received an IDA credit [No. 4581-BD] in the amount of US\$ 62.2 million toward the cost of the Clean Air and Sustainable Environment (CASE) project to be implemented partly by the Department of Environment (DOE) and it intends to apply part of the proceeds to payments for the provision of consultancy services for the project by hiring a Monitoring and Evaluation Consultant (Individual-local).
2. The specific objectives of this consultancy are: i) to assist the Project Coordinator to be anchored at the Ministry of Environment and Forest in monitoring the implementation progress of three agencies viz; DoE, DCC (South& North) and DTCA, and ii) to update the Project Coordinator on key activities of the project in a timely manner and iii) to identify implementation problems, evolve suggested measures and trouble-shoot for timely implementation of key activities under the project.
3. The summary of Terms of Reference (TOR) for the position require the Consultant to carry out the following:
 - Oversee and execute M&E activities included in the Annual Work Plan [AWP], with particular focus on results and impacts as well as in lesson learning.
 - Based on the AWP and in particular the annual development budgets (ADP), design the framework for the physical and process monitoring of project activities under the three components.
 - Assist the Project Coordinator in running day to day operations of the project.
 - Identify and collect data from the executing agencies. Compile all the monitoring and evaluation reports received from different executing agencies,
 - Identify core information needs of project management, prepare calendar of M&E activities.



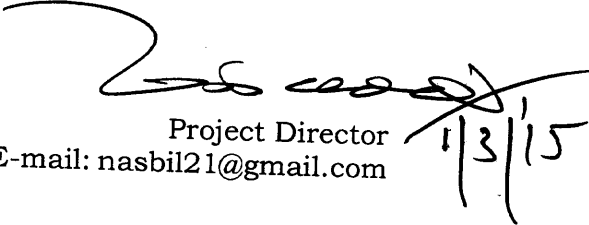
- Prepare report based on the feed back received from the executing agencies.
- Assist the Project Coordinator in organizing meeting of the Project Steering Committee and Project Coordination Unit including preparation of the working paper.
- To send all types of reports to be generated from implementing agencies to the IMED, PC, PMO, cabinet division, WB and so on.
- Develop monitoring framework for project output and outcome indicators for three components.
- Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts.
- Coordinate the preparation of all project reports. Guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats of GOB & IDA/World Bank and ensure their timely submission. This includes monthly progress reports, quarterly progress reports, annual project report etc.
- Prepare consolidated progress reports for project management including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations.
- 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, if need be, to monitor progress of works and services procured under the three components.
- Prepare consolidated project completion report (PCR) of the project at the end of the project tenure after compiling all the completion reports of three components namely DOE, DCC, & DTCA.

4. Key Qualifications: The assignment requires the following qualifications:

1. The candidate must have a post graduate degree in Economics/ Statistics/ Natural Science.
 2. At least 10 years of working experience in GOB and aided projects especially on project processing, implementation, monitoring and evaluation etc.
 3. At least 5 (five) years working experience in foreign aided projects as Monitoring and Evaluation consultant.
 4. Working experience to deal with the World Bank assisted GOB projects preferably in environment sector.
 5. Candidates having training on project analysis, monitoring & evaluation and finance from abroad will get preference.
 6. Excellent communication and presentation skills in English
 7. Computer skill with particular experience in MS-Word, Excel and power point.
 8. Strong interpersonal and team building skills.
- 5.** This activity will involve a 20 man-months contract during the project period subject to satisfactory performance. The approximate commencement date of the contract will be April 2015. The contract may be terminated, extended or renegotiated before or beyond the stated time period.



6. The consultant will be selected in accordance with the procedures set out in the Public Procurement Act, 2006, Public Procurement Rules and subsequent amendment thereof.
7. Expressions of Interest (EOI) shall be submitted on or before March 22, 2015 on weekdays during office hours either in a sealed envelope or through e-mail sent to Project Director, and be clearly marked Expressions of interest for Monitoring and Evaluation Consultant (Local Individual).
8. The EOI should include consultant's CV and relevant supporting documents showing consultant's credibility in air quality management.
9. The procuring entity reserves the right to accept or reject all EOIs.


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