

GOVERNMENT OF THE PEOPLE'S REPUBLIC OF BANGLADESH
College Education Development Project (CEDP)
Secondary and Higher Education Division, Ministry of Education

Terms of Reference
for
Disbursement Linked Indicator Results Verification Firm (Phase-1)

Title:	Disbursement Linked Indicator Results Verification Firm (Phase-1)
Contract Package No.	SD 402
Organization	National University
Type of Contract	Lump-sum
Name of the Project	College Education Development Project (CEDP)
Duration of Contract:	4 (Four) Months

I. Background of the Study

Today's globalized society and economy, creating a large cadre of highly educated human resources who can tap into the global wealth of knowledge and technologies is increasingly essential for boosting economic prosperity and social development of a country. To address this challenge, higher education has an immensely important role to play in knowledge creation and human resource development. The National University (NU) affiliated college sub-sector caters to the largest segment (about two-thirds) of higher education students in the country, and thus has a critical role to play in fostering skilled workforce and promoting job creation in Bangladesh. Since 2016, the World Bank has been supporting the Government of Bangladesh (GoB) to develop the tertiary college education system through the College Education Development Project (CEDP). The CEDP works to improve the quality and relevance of education in colleges and to enhance the management and planning of the tertiary college system. The project is jointly implemented by the University Grants Commission and the National University.

The main objectives of the CEDP are to a) strengthen the strategic planning and management capacity of college education subsector; b) to improve the teaching and learning environment of participating colleges. CEDP has some very important responsibilities which will be executed under the time bound Disbursement linked Indicators (DLI) as agreed by GoB and IDA. The achievement of these activities will forward the claim for the allocation of the eligible expenditure of some critical interventions of the project under DLI. National University (NU) is the main implementing agency in collaboration with other implementing agencies such as Directorate of Secondary and Higher Education (DSHE), Bangladesh Open University (BOU); and National Academy for Education Management (NAEM). A Project Management unit (PMU) has been established to support the implementation of the CEDP.

The Project will support the implementation of Institutional Development Plans (IDP) under the Institutional Development Grants (IDG) subcomponent s in participating, eligible government and nongovernment colleges. The IDP, with a three-year horizon, will set out institutional goals, actions necessary to achieve the goals, and milestones and performance indicators to measure the achievements.

The Bank will disburse funds to the Ministry of finance's consolidated fund if the IUFRs are submitted to IDA along with the Project Reports and the Disbursement Linked Indicators (DLIs) are verified as met according to the agreed verification protocol. As a part of claiming funds to the Bank, it is needed

to verify the evidence of DLI 4 [Improved teaching and learning environment in selected government and non-government colleges] for the Year 2021, 2022 and 2023. An experienced and efficient firm will be appointed for verifying the evidence of DLI 4 for relevant years.

The total study will be conducted 3 times commencing from April 2021, once every year through phase-1, Phase-2 and phase-3. CEDP will contract the selected firm for Phase-1 initially. The assignment (Phase-1) is expected to be completed within 4 months. The contract may be renewed or extended through direct contracting for Phase-2/Phase-3 subject to the satisfactory performance of in Phase-1.

In phase-1, for the purpose of this study the sample size shall be, at least 61 colleges will be selected through random sampling. These 61 colleges include 10 from group A, 34 from group B and 17 from group C. The selection of colleges will be done by the Consultant firm with support from the NU and CEDP.

2. Objectives of the Assignment (Phase-1):

The objective of the assignment is to verify the results under Disbursement Linked Indicator 4 (Improved teaching and learning environment in selected government and non-government colleges). In particular, the assignment is to:

- (i) Verify the utilization of Institutional Development Grant (IDG) against the allocated fund at randomly selected colleges
- (ii) Verify the compliance of IDG funds utilization with the IDG Operational Manual
- (iii) Report and verify results indicators of the IDG activity, including: (a) achievements of activity milestones against the self-reported milestone achievements; (b) progress of IDG targeted activities; (c) status and achievement of performance indicators against the self-reported indicators.
- (iv) Analyze the effectiveness of the investments made under the IDGs.

3. Scope of Services (Phase-1):

- Develop a survey plan, including the sampling plan from the grant recipient institutions. The sample must include at least at least 50 percent of the grant supported subprojects as per DLI verification requirement.
- Collect relevant data and reports of results related to: (i) DLI-4 from relevant stakeholders; (ii) activity milestones against the self-reported milestone achievements to measure the progress of achievements; (iii) performance indicators against the self-reported indicators to measure the progress of achievements.
- Develop relevant data verification and assessment tools and pilot them.
- Provide training to all the personnel required for the assignment.
- Develop the independent verifiers' verification protocols at the implementers and target sub-project levels.
- Develop a work plan with details of how all the various tasks, sub-tasks, and activities will be undertaken including specific timelines for each task;
- Independently analyze and verify on a sample basis: (i) the grant utilization in for each round of the CEDP DLI- 4; (ii) compliance of IDG recipient colleges with the Operations Manual requirements; (iii) achievement of milestones and (iv) progress of grant supported activities and likelihood of achievement of agreed performance results.
- Analyze the effectiveness of the IDG program, including strengths and weaknesses; and potential solutions for implementation success.
- Ensure consistency and quality of work with the proposed methodology and should reflect an understanding of the scope of work.
- Provide regular progress reports to the CEDP office, as detailed in the work plan.

- In case of non-achievement of targets, the consultancy firm will be required to analyze the functioning of the IDP sub-projects, and identify the major barriers and challenges which impede progress towards the desired DLIs.
- Provide a consolidated report of verification stating clearly whether the DLI has been achieved following the DLI protocol as detailed in the CEDP Financing Agreement/project paper.

4. Expected Deliverables and Time Schedule for Deliverables (Phase-1)

- Upon signing the contract produce an Inception Report detailing the research design (including data collection methods, sampling method, data collection tools and data analysis plan) in close consultation with CEDP PMU
- Draft Fund utilization report
- Finalized Fund utilization report incorporating the comments
- Draft Verification report indicating compliance with IDG Operations Manual
- Final Verification report incorporating the comments
- A consolidated draft report of the study findings in English
- Present the findings based on the draft reports in a workshop.
- Based on the recommendation of the workshop a final report will be produced and submitted in soft and hard copy.
- Database of all collected data from survey in SPSS/Stata/Excel format

Ultimate deliverables are as following:

- **Inception Report:** Within three weeks of signing the Contract, the Consultant will prepare the Inception Report and submit 02 copies accordingly outlining the survey plan and execution of activities under the Contract.
- **Progress Report:** Within 7 days of completion of 2 months, the consultant will submit two (2) copies of progress report highlighting success/failure of the survey and /or modification of approach and methodology (if any) to the Client.
- **Draft Report:** The consultant will submit two (2) copies of the report to the project for comments within 3 months of signing of the Contract Completion Report. The comments of the project will be incorporated in the final draft report that will be presented in a workshop of stakeholders arranged by the consultant.
- **Final Report:** The consultant will incorporate the stakeholders' comments in the final report and submitted to the project for approval. After approval of the report by the Project, consultant will be submitted final report in soft copy and hard thirty (30) copies.

5. Duration of the Assignment (Phase-1)

The duration of the assignment take around **4 months**. One month for preparation, two months for data collection and analysis; and one month for report preparation and finalization. Hence, the assignment is expected to be conducted in, **April-July 2021** (Indicative). However, the duration may be increased or decreased based on the performance and needs of the Assignment.

6. Shortlisting Criteria

Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experiences to perform the Services. The short-listing criteria are:

- Core business & years in business
- Relevant Experience (Similar assignments of compatible size, complexity, and technical specialty in the required area)
- Technical and managerial capability of the firm, Ins
- Financial capacity/soundness of the firm (Turnover, Net worth, Profit etc.)



Consultants are requested to submit the following supporting documents in support of the above-mentioned criteria: a) Registration documents of the firm (s); (b) JV agreement/letter of intent (if applicable); (c) Firm's brochure; (d) Audited financial reports for last three years; (e) List of relevant experience (including nature, total cost, total input in terms of man month, employer, location of service, description of service etc.); (f) Document related IT, VAT, Trade license etc; (g) CV's of proposed experts and support staffs; (h) Staffing & logistics of the firm; (i) Forwarding letter with detail address (i.e. mailing address, telephone, fax, email) and contact person for communication.

07. Qualifications of the Consultant

- The Consultant should have at least 5 years' experience and track records on conducting the similar survey and also have a strong team to carry out the assignment.
- In case of public or public autonomous or part of a public autonomous institution, proof of legal provisions for carrying out such external surveys and studies needs to be submitted.
- The Consultant should have experience in designing, developing and implementing surveys in educational institutions including universities, tertiary colleges, public and private agencies and employers' associations.
- The Consultant should have experience in designing, developing and implementing at least five large surveys (sample includes more than 10,000 individuals or 5,000 Households).
- The Consultant has to propose a team of professional researchers and provide proof of availability of key professionals (CVs with signature & date and their confirmation letter) and availability of resources (liquidity, hardware, software and logistics) for conducting such surveys.

08. Team Composition and Estimated Time Input of Key Experts for the Service (Phase-1)

The research team will be led by a Team Leader who will be assisted by a survey manager and a database administrator. Team Composition and Estimated Time Input for the Service

Sl No.	Key Expert	Indicative Person-Month
1	Team Leader	3 M/M
2	Survey Manager	2 M/M
3	Database Administrator	2 M/M
Total		7 M/M

The Consultant may propose other experts as **Non-key experts, supporting staffs (such as Survey Supervisor, Enumerators, Data Entry operator etc.)** if it is deemed required for accomplishing the tasks outlined in the ToR.

09. Qualification Requirements of Key Experts

Sl No.	Key Expert	Qualification Requirements of the Key Experts	Major Tasks to be performed
1	Team Leader	<ul style="list-style-type: none"> • Post-graduate degree, preferably a PhD, in Economics, Statistics, Education, or related social science field • Minimum of 12 years relevant professional experience in research/study etc. • Strong experience in conceptualizing and implementing training evaluation studies within the context of tertiary education 	Over all responsible for the study. Prepare survey tools, write the study report

		and preferably in the context of Bangladesh <ul style="list-style-type: none"> • Excellent communication and report writing skills 	
2	Survey Manager	<ul style="list-style-type: none"> • Post-graduate degree in Social Sciences, Education, Economics, Statistics or related field • Minimum of 10 years relevant professional experience in research/study etc. • Strong experience in conceptualizing and implementing training evaluation studies within the context of tertiary education and preferably in the context of Bangladesh 	Prepare survey tools, and survey outline. overall responsible for data collection Involve with preparation of the survey tools. Provide training to the enumerator
3	Database Administrator	<ul style="list-style-type: none"> • Minimum of bachelor degree in computer science, Economics, Statistics or related field. • Minimum of 10 years relevant professional experience in data management. • Strong data analytical capability etc. 	Prepare a data base and Analyze the data

Education and Experience requirements of Indicative Support Staffs

Sl. No	Position	Academic Qualification	General and Specific Experience	Remarks
01.	Survey Supervisor	Bachelor degree in any discipline	The Research Officer must have at least 5 years of experience. He/she must have experience of designing of questionnaire and analysis of statistical data in appropriate software. He/she should have sufficient experience in computer operation.	CV of proposed Support staff must be included in the Proposal. However, CV will not be evaluated.
02.	Enumerators	Bachelor degree in any discipline	Each Enumerator should have at least 3 years' experience in surveying of the change in the growth of livelihood and carrying out of an enumeration consisting of the counting and listing of people or assisting respondents in answering the questions and in completing the questionnaire	
03.	Data Entry operator	Bachelor degree in any discipline	Data Entry Operator will have 3 years' experience In data entry of large statistical data. They must have knowledge of Excel and/ or database.	

10. Data, facilities and local service to be provided by the client and Institutional Arrangement:

All Cost of Personal Computers, Photocopy, and Support Services, Office Space, Transportations and Accommodation, Reproduction of reports, Office Expenditure, **Training of Enumerators** and **Workshop** relevant and pertinent to the assignment are to be included in the Financial Proposal submitted by the consultant. CEDP will only provide relevant documents and data related to

assignment and administrative support to execute the assignment. Therefore the indicative reimbursable items to be included in the financial proposal:

- Cost of Office Equipment
- Training Cost Enumerators
- Transportation and Accommodation of Experts as well as Support Staffs
- Reproduction of reports (Final Report-30 copies. Draft Report, Progress report, Inception report etc.)
- Offices Expenditure (Photocopy, Office supplies etc.)
- Day Long Workshop for presentation of draft report
(60 Participants, 10 others relevant personnel, Honorarium of participants and the guests (60x TK 1000=TK 60000.00, 10xTK3000=TK 30000.00, Cost standard refreshments and Lunch of 100 persons, cost of standard bag including pad, folder, pen, Venue management cost etc. must be included as cost of workshop in the Financial proposal as reimbursable expenses. It is noted that venue will be provided by the Client (CEDP).

The consultants will report to the Project Director, CEDP and provide day-to-day supervision and support to the consultants. CEDP Monitoring and Evaluation unit and IDGs will be responsible for overall quality assurance of the study and collating feedback on the findings and recommendations from the study.

11. Contract type & Payment Mechanism

The type of contract is Lump-sum contract for the assignments in which the scope and the duration of the services and the required output of the consultant are clearly defined. Payments are linked to outputs (deliverables) as mentioned in Reporting requirements and Time Schedule for deliverables. This contract shall be administering on the principle of fixed price for a defined scope, and payments are due on clearly specified outputs and milestones. Payment will be on the basis of milestones/deliverables as listed below:

- 20% payment will be given after acceptance of the inception report;
- 30% payment will be given after acceptance of the draft study report;
- 20% payment will be given after presenting the findings in the workshop;
- 30% payment will be given after acceptance of final report.

12. Consultant Selection Method

The firm will be selected using Quality and Cost Based Selection [QCBS (National)] method with the procedures set out in the World Bank Guidelines: Selection and Employment of Consultants by World Bank Borrowers, January 2011 revised in July 2014. The winning firm will be engaged as the verification firm through a signed contract with the CEDP. The first phase of verification activity is likely to commence in April 2021 or shortly thereafter.