

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
Senior Monitoring and Evaluation Specialist
(Package:SD-13)

1. 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, upgrade of management information system, capacity building of BFD officials and investing in degraded and denuded forest restoration and building green belt along the coast. 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.

This Terms of Reference (TOR) is intended to procure the services of Senior Monitoring and Evaluation Specialist.

2. Objectives of the assignment

To ensure that the activities of the project are being implemented properly it is necessary to put in place a mechanism for 'near real-time' monitoring of project activities. Any deficiencies in implementation can be identified through this exercise and corrected in a timely way.



3. Scope of services

Subject to the assignment's needs, the selected individual will be responsible for but not limited to the following:

I. Setting up the system

Advice and guide in developing the overall project M&E framework in accordance to the project results framework:

- Define the means of quantifying project indicators through measuring the achievement of objectives, component results and outputs, both at intermediate stages and at end-of-project, while reviewing the appropriateness of the indicators (if the indicators are found inappropriate, please recommend alternates, bearing in mind that changes to indicators will require project restructuring);
- Identify sources of data, procedures and collection methodologies and process of analysis for these indicators;
- Identify the reporting needs of BFD divisional staff, PMU, Project Steering Committee (or similar body) and Funding Agencies;
- Develop, together with assistance from BFD, a set of electronic forms capturing attribute data, photos and geospatial information as required, to be used for the M&E process using the Open Data Kit platform already installed at BFD (for SSP planning);
- Devise a reporting system based on the BFD Open Data Kit server that will allow summary and detail reports to be compiled as the data are collected. Implement and thoroughly test the system before rollout;
- Identify the requirements for collecting baseline data, prepare terms-of-reference for and arrange baseline survey, satisfaction survey, third-party monitoring etc. as required and ensure the comparability, representativeness, impartiality of data collected at different levels and timeframes;
- Devise the monitoring system, including the institutional, staffing, capacity building and other resources required and the roles and responsibilities of relevant staff;
- Ensure the monitoring system includes feedback mechanism for M&E data that can support decision making and impact ongoing work quickly and effectively, as well as form the basis for learning;
- Prepare a multi-annual calendar of M&E activities;
- Identify and put in place monitoring of relevant risk indicators to safeguard project success;

II. Implementation of M&E

Oversee and implement the M&E activities using the Annual Work Plan (AWP):

- Contribute to the development of the Annual Work Plan, ensuring alignment with project strategy, agreement on annual targets and inclusion of M&E activities;
- Implement the M&E aspects of the AWP on budget and in a timely way;
- Monitor implementation process and status of ESMF;



- Ensure that M&E findings feed back to project activities to ensure their maximum effectiveness;
- 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, and ad-hoc technical reports;
- Prepare consolidated progress reports for project management including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations;
- Facilitate (and join if required) any external supervision and evaluation missions.
- Monitor the follow up of evaluation recommendations;
- Undertake field visits and ensure activity monitoring.

4. Reporting and Team Coordination Arrangements

The consultant will work in co-ordination with CTA and report to the PD SUFAL. The Consultant will work closely with other consultants working at the PMU.

The deliverables will be submitted timely in electronic and hardcopy to the CTA and PD.

5. Working Location

The consultant will be stationed at PMU in Dhaka, Bangladesh and be required to travel to various project sites throughout the country as and when needed.

6. Facilities to be provided by the Client

The project will provide appropriate office space and associated items (data, information, furniture, stationeries, etc.) necessary to carry out the assignment.

7. List of reports, schedules of deliveries, period of performance

- i. Inception report and work plan explaining detail activities;
- ii. Result based monitoring and evaluation plan (Framework);
- iii. Database of field level activities;
- iv. Progress reports (monthly and quarterly);

The deliverables will be submitted in electronic and hardcopy.

8. Duration:

The duration of the assignment will be 30 months.



(This is not part of the TOR but will be included in REOI)

Academic qualification and experiences

1. Masters in Forestry/Economics/Botany/Natural Science/Agricultural Science; Higher relevant degree will be an added advantage
2. Having 20 years of working experience in Environment, Forest and Climate Change Sector;
3. Minimum 15 years working experience in Forest/Natural Resource Management, Forest Planning & Management including Monitoring and Evaluation
4. At least 5 years of experience in Forest Related Project Management
5. Working Experience to deal with donor funded project will be added advantage

