



Assignment name: In-depth Monitoring of Municipal Governance and Services Project, LGED funded by the WB-GoB		Approx. value of the contract: BDT 32,05,000
Country: Bangladesh Location: 4 City Corporations and 22 Pourashabas		Duration of assignment (months): 6
Name of Client: IMED, Ministry of Planning, Bangladesh		Total No of staff-month of the assignment: 24 man-months
Start Date: (Month/Year) January 2020	Completion Date: (Month/Year) June 2020	Approx value of services provided by your firm under the contract Tk 32,05,000
Name of associated Consultants, if any:		No of Staff-Months of Key Professional Staff provided by associated Consultants: N/A
Name of Senior Staff (Project Director/Coordinator, Team Leader) Involved and Functions Performed:		
Md. Amirul Islam	–	Team Leader
Monir Khan	–	Civil Engineer
Dr. Ashok Kumar Gosh	–	Sociologist
Md. Abdul Latif	–	Statistician
Narrative Description of Project:		
The objectives of the project are to:		
<ul style="list-style-type: none">) Enhance basic municipal services, including management and maintenance activities;) Establish good governance of city corporations and municipalities, improve financial management and strengthen income generating activities;) To increase the institutional efficiency of city corporations and municipalities for effective and sustainable implementation of effective and sustainable planning, financing, implementation, management and maintenance activities. 		
Major activities		
The major activities of the project are:		
1.	Kitchen Market	- 3
2.	Multipurpose Market	- 5
3.	Urban road development	- 5 km
4.	Bridge/culvert construction	- 5m
5.	Construction of footpath	- 5 km

6.	Streetlight	- 5 km
7.	Bus Terminal	- 3
8.	Drain development	- 20 km
9.	Park Development	- 3
10.	Urban Services Management	- 20 ILBs

Description of Actual Services Provided by the Staff:

Considering the importance of the project the authority decided to carry out to conduct In-depth Monitoring Study to assess whether the objectives of the project is being attained and make recommendation based on the findings. For conducting the study, the consultant will have to:

- (1) Comparative review and examine present project related information (i.e. background, objectives, status of project, approval/revision, mode of financing, annually fund release, payments, logic of the project area selection and renovation, and other relevant issues etc.);
- (2) Collect, review, analyze and present with graphical/tabular form of data in regards to overall progress and component-wise progress (physical and financial) of the project;
- (3) Review and examine purpose and objectives of the project reflection in light of the logframe;
- (4) Examine and review the tender documents (invitation of tender, evaluation of tender, approval procedures, contract awards etc.) whether the existing procurement rules (PPA-2006/PPR-2008) were followed/are being followed in procuring goods under the project;
- (5) Review and monitor the status of goods/works/services procured/are being procured and its proper maintenance with necessary/appropriate manpower under the project;
- (6) Review and examine of the specification/BOQ/TOR, quality & quantity as mentioned in the tender documents are being monitored/examined properly in procuring goods/works/services under the project & to review the targets and actual progress against the approved APP (Annual Procurement Plan);
- (7) Monitor whether implementation of the project or any of the components has been delayed in terms of financing, procuring goods, managerial inefficiency, which causes to increase of project cost or implementation period and identify/analyze the reason/s responsible for the delay;
- (8) Primary data collection from field through Independent Interview, Focus Group Discussion (FGD), Consultative Meeting and Local Level Workshop. Explain the project's main activities focusing the development and implementation of the projects and the successes of the project;
- (9) Review and examine of Project Approval (in the applicable area), reviewing the procurement/bill payment documents with additional allocation, deduction, etc.
- (10) Review of significant contract agreements signed by the donor (if any), contract proposal, procurement and approval of procurement documents;
- (11) Project management: Review recruitment process including Project Director, manpower, and review and examine Project Management Committee Meeting, Project Steering Committee Meeting, Annual Work plan and fund requirement as per DPP, project progress achieved from starting of the project. Provide recommendation for more efficient and sustainable functioning of the project and identification of best practices for replication in similar other or new projects.
- (12) Develop few success stories highlighting success in the program;
- (13) Monitoring and review of socio-economic conditions of the beneficiaries and assess the changes so far have been changed due to project intervention;
- (14) Provide recommendation on project sustainability and Exit Plan;
- (15) Investigate the strengths and weaknesses of the project and identify, potential threats and challenges (SWOT) towards effective implementation of ongoing activities of the project;
- (16) Visit constructed, under construction and developed and under developed infrastructures;
- (17) Conduct in-depth interview/meeting with beneficiaries and concerned officials of the City Corporation and stakeholders.
- (18) Organize a Local Level Workshop in the selected city participating beneficiaries and stakeholders at the time of data collection;
- (19) Prepare detailed report including study findings and provide necessary recommendations and present to the National Level Workshop for comments and suggestions.
- (20) Prepare Final Report after incorporating the comments and suggestions from the national level workshop;
- (21) Submit the final reports both Bangla and English version;
- (22) Any other activities of the assign by the authority.

Firm's Name: Creative Consultant International Limited