

TERMS OF REFERENCE FOR CONSULTANTS

A. Introduction

1. The proposed technical assistance (TA) project will help build the capacity of the Bangladesh Local Government Engineering Department (LGED) as well as of four infrastructure agencies, namely, the Bangladesh Railway, Bangladesh Rural Electrification Board (BREB), Dhaka Water Supply and Sewerage Authority (DWASA), and Khulna Water Supply and Sewerage Authority (KWASA) in mainstreaming gender in urban, rural, and water resource infrastructure development. It will train selected women development officers of the Ministry of Women and Children Affairs (MoWCA) mobilize and coordinate a multi-agency monitoring of gender equality results of urban and rural infrastructure development. Overall, the TA is expected to result in women-friendly and gender-responsive urban and rural infrastructure facilities and services. These TA objectives are directly linked to the vision and mission set out in the Seventh Five Year Plan (2016-2020) of the Government of Bangladesh and the Gender Equality Strategy of LGED. This proposed TA serves to implement the gender strategy stipulated in the ADB Bangladesh Country Partnership Strategy (2016-2020). It is part of the Country Operations Business Plan (COBP) Bangladesh (2018-20), approved in August 2017.

2. For the implementation of the TA, ADB will engage an international organization (consulting firm/non-governmental organization [NGO]) using a quality- and cost-based selection method and two individual consultants through individual consultant selection. The international organization will provide a team of international and national consultants and national NGOs, which specializes in (i) capacity development in mainstreaming gender in infrastructure development, (ii) gender audit, and (iii) gender equality information management system. The three individual consultants will compose the Project Management Unit (PMU), which will be set up at the office of the LGED GAD Forum.¹ The table below summarizes the required consulting services of this TA.

Table: Summary of Consulting Services

Area of Expertise	Duration (person-months)
A. International Organization (Consulting Firm/NGO)	
a. International individual consultants	
1. Gender Audit Expert	6
2. Gender Responsive M&E Expert	6
3. Management Information System (MIS) Expert	6
Subtotal A.a	18
b. National individual consultants	
1. Project Coordinator cum GAD Capacity Development Expert	22
2. Planning, M&E Expert	22
3. MIS Expert	12
4. Finance and Procurement Expert	6
Subtotal A.b	62

¹ Office space for the PMU individual consultants recruited by the ADB will be provided at LGED by the LGED GAD Forum. The need for the international organization (consulting firm or NGO) to have a presence at the LGED/LGED Forum will be identified by the LGED and conveyed to the ADB before contract negotiation.

c. National nongovernment organizations (3)²	
1. GAD Capacity Development Expert (2 persons/ NGO)	72
2. Gender Audit Expert (1 person/ NGO)	36
3. Field Operations Assistant (3 persons/ NGO)	90
Subtotal A.c	198
SUBTOTAL A: (25 PERSONS)	278
B. Individual Consultants	
1. Team Leader (International Consultant)	16
2. Social Development/GAD Expert (National Consultant)	24
3. Project Communications and Administrative Assistant	22
SUBTOTAL B: (3 PERSONS)	62
TOTAL	340

B. International Organization

3. **Objectives and Purpose of the Assignment.** The international organization will be responsible for delivering all target outputs as specified in the TA Project's Design and Monitoring Framework (DMF). ADB will engage the international organization following the ADB Procurement Policy (2017, as amended from time to time) and associated PAIs/TA Staff Instructions with an output-based partial lump-sum contract. The international organization will be based in Bangladesh with extensive work experience in South Asia specially in Bangladesh preferred. The international organization will be composed of a team of 3 international consultants (18 person-months), 4 national consultants (62 person-months) and three national NGOs with 18 national consultants (6 national consultants per NGO, total of 198 person-months), with the following terms of reference.

a) International individual consultants:

3.1. **Gender Audit Expert (6 person-months).** The international expert will conduct the gender audit of the LGED under Output 1. She or he will train and guide the national gender audit experts of three national NGOs in conducting the gender audit of 64 LGED district offices under Output 2. The international expert should have a post-graduate degree or equivalent level of training in Gender and Development (GAD) or related fields, and at least 10 years of experience in gender analysis, including in gender audit, preferably of infrastructure development in South Asia.

3.2. **Gender Responsive Monitoring and Evaluation Expert (6 person-months).** The international expert will prepare the gender equality results monitoring and reporting formats or guides for three LGED sectors and link these guides to the Gender Information and Management System (GIMS) of LGED with the assistance of the International Management Information System (MIS) expert. Together with the international MIS expert, she or he will train the LGED M&E staff in using these M&E formats or guides and preparing quarterly monitoring reports using the GIMS data. She or he will train the women affairs officers and program officers of the MoWCA in setting up and facilitating participatory mechanisms for monitoring gender equality results in infrastructure

² Considering the large number of districts to be covered by the TA (42 districts), the international organization will determine -in the submission of its proposal- how to better account for the broad geographic coverage. Sub-contracted national NGOs should be selected based on: (i) long-term presence in the project area, with functioning office spaces; (ii) financial stability and sound governance, financial management and accounting systems; and (iii) commitment to community-based/driven development and Gender Equality and Women's Empowerment approaches. Estimates of experts per national NGO are indicative and should not bound the proponents in the submission of their proposal. The international organization will be responsible to ensure harmonization of methodologies and approaches adopted by the sub-contracted NGOs in implementing the assigned TA activities.

development. The expert should have a post-graduate degree or equivalent training in organizational management and development with specialization in monitoring and evaluation, and at least 10 years of experience in gender responsive monitoring and evaluation, preferably of infrastructure development in South Asia.

3.3. Management Information System Expert (6 person-months). The international expert will assist in reviewing and enhancing the GIMS of LGED. Together with the international M&E expert, she or he will train the LGED M&E staff in operating the GIMS and preparing monitoring reports using GIMS data. She or he will assist the international M&E expert in training the women affairs officers and program officers of MoWCA in using information and communication technology in monitoring the gender equality results of infrastructure development. The expert should have a post-graduate degree or equivalent training in management information system or related fields, and at least 10 years of experience in designing MIS for social development projects, including GAD, preferably in infrastructure development in South Asia.

b) National individual consultants:

3.4. Project Coordinator cum GAD Capacity Development Expert (22 person-months). **As the Project Coordinator**, the expert will manage the day-to-day operations of the Project Coordinator Office and will be mainly responsible for ensuring that all international and national consultants, and the three NGOs are timely mobilized and provided with administrative support to deliver the agreed outputs of the international organization. She or he will coordinate with the PMU of this TA in planning the schedules of all project activities and ensuring proper communication with the LGED central and district offices as well as with the Bangladesh Railway, BREB, DWASA, KWASA, and MoWCA for the implementation of all activities within the scope of responsibility of the international organization. She or he is responsible for preparing all TA reports and submitting these, together with the financial reports, to the PMU for validation and to the ADB Bangladesh Resident Mission. **As for the GAD Capacity Development Expert**, she or he will serve as the main facilitator and resource person of training events on gender mainstreaming under Outputs 1 and 3 (total of 9 training events) and the training of trainers of three NGOs on running training on gender mainstreaming in infrastructure development, for a total of 10 training events. She or he will be responsible for the preparation of four training modules to be used for these training events. The expert should have a post-graduate degree or equivalent level of training in GAD or related fields, and at least 10 years of experience in gender mainstreaming, including in infrastructure development, preferably in South Asia, and at least 5 years of experience in managing GAD projects.

3.5. Planning, Monitoring and Evaluation Expert (22 person-months). The national consultant will (i) assist the Project Coordinator in coordinating with the PMU the planning and scheduling of all TA activities, (ii) ensure the regular updating of the Project Coordinator on the status of all planned activities and outputs as well as problems and challenges of TA implementation, (iii) drafting of regular project reports, using the ADB TA reporting format, for review of the Project Coordinator; (iv) review project designs for LGED projects to ensure gender is integrated and mainstreamed in projects across sectors and (v) and other related tasks to be assigned by the Project Coordinator. She or he should have a post-graduate degree in project or organizational management or equivalent training in project planning, M&E, and at least 5 years of experience in monitoring and evaluating projects, preferably related to government infrastructure development.

3.6. Management Information System Expert (12 person-months). The national consultant will assist the international MIS expert review and enhance the GIMS of LGED, train

the LGED M&E staff in operating the GIMS, and assist the M&E staff in using the GIMS in preparing initial quarterly monitoring reports. She or he should have a bachelor's degree in management information system or related field and at least 5 years of experience in designing MIS for social development projects.

3.7. **Finance and Procurement Officer (6 person-months).** The national consultant will be responsible for all financial transactions and requirements, including the procurement of goods (e.g., office supplies, training supplies and materials) needed by the project. She or he will be responsible for preparing and submitting the project financial reports in accordance with the ADB procurement and reporting guidelines. She or he should have a post-graduate degree in financial management and at least 5 years of experience in the same position, preferably of ADB-assisted projects.

c) **National nongovernment organizations:**

3.8. The international organization will subcontract three NGOs to implement Output 2 in 64 district offices of LGED (two NGOs to be assigned in 21 districts each and a third NGO in 22 districts). In assigned districts, an NGO will (i) conduct a gender audit of the LGED district offices; (ii) train the LGED senior staff and district gender committees in mainstreaming gender in infrastructure development; and (iii) establish a coordination mechanism between a district gender committee and the Gender and Development Forum at the central level. To do this, each NGO will recruit the following national experts:

- **GAD Capacity Development Experts (2 persons per NGO; 12 persons-months per expert; total of 72 person-months for 6 experts of 3 NGOs).** The 2 experts per NGO will conduct (i) 5-6 training (total of 16 training by 6 experts of 3 NGOs in 64 districts) on mainstreaming gender in infrastructure development for LGED district gender committees in their assigned districts; and (ii) 4 similar training (total of 12 training by 6 experts of 3 NGOs in 64 districts) for senior officials of LGED in the 64 districts. The experts should have at least a bachelor's degree in social sciences or equivalent training in gender mainstreaming and at least 5 years of experience in GAD work in Bangladesh.
- **Gender Audit Expert (1 person per NGO, 12 person-months per expert; total of 36 person-months for 3 persons).** The expert per NGO will conduct a gender audit of 21 or 22 districts using the guidelines to be provided by the International Gender Audit Expert. She or he should have at least a bachelor's degree in the social sciences or equivalent training in GAD or related fields, and at least 5 years of experience in monitoring gender equality results of social development projects, preferably government infrastructure development projects.
- **Field Operations Assistants (3 persons per NGO, 10 person-months per assistant; total of 90 persons for 9 persons).** The field operations assistants will assist the NGO national Gender Audit Expert collect data for the gender audit of the district offices of LGED (data and data collection method to be designed by the International Gender Audit Expert) and assist the GAD Capacity Development Experts for the logistical needs (e.g., venue reservation, confirmation of participants, reproduction of training materials, preparation of training supplies) of the training events. They should have undergone a training in field data collection methods and at least 2 years of experience in field data collection.

4. **Deliverables.** The scope of work of the international organization covers all components or outputs of the TA and their deliverables are the following:

Output 1: Capacity of LGED at the central level strengthened

- 4.1. Training of all (25) LGED GAD Forum members and at least 65 LGED staff at central level in mainstreaming gender in LGED's core sectors of operations (i.e., rural, urban, and small-scale water resource infrastructure development).
- 4.2. Establishment of a coordination mechanism for key units of LGED at central level in planning, delivering, monitoring, reporting gender equality results.
- 4.3. Development of a gender equality results monitoring and reporting guide/format for each sector of LGED and integrating this guide/format in LGED's Gender Information Management System (GIMS).
- 4.4. Training of at least 36 LGED monitoring and evaluation (M&E) staff in operating the enhanced GIMS.
- 4.5. Training of planning gender equality capacity to integrate and review of integration of gender perspective in project design
- 4.6. Ensuring that the data and information collected through the GIMS are appropriately analyzed by the M&E staff and LGED GAD Forum members and reflected in the monitoring reports of the LGED GAD Forum.

Output 2. Capacity of LGED senior staff and gender committees in 64 districts strengthened

- 4.7. Training of at least 256 senior staff and 384 members of gender committees of LGED in 64 districts in gender mainstreaming in rural, urban, and small-scale water resource infrastructure development.
- 4.8. Gender audit of 64 LGED district offices.
- 4.9. Establishment of a coordination system between the LGED GAD Forum and the district gender committees.

Output 3. Knowledge sharing and partnerships among various agencies in gender mainstreaming increased

- 4.10. Training of at least 120 staff of the Bangladesh Railway, Bangladesh Rural Electrification Board (BREB), Dhaka Water Supply and Sewerage Authority (DWASA), and Khulna Water Supply and Sewerage Authority (KWASA) in mainstreaming gender in infrastructure development.
- 4.11. Training of at least 128 women affairs officers and 5 programs officers of the Ministry of Women and Children Affairs (MoWCA) in 64 districts.
- 4.12. Assist MoWCA in establishing a multi-stakeholder mechanism for monitoring the gender equality results of infrastructure development.
- 4.13. Organize and moderate a sub-regional conference on good practices and lessons in mainstreaming gender in infrastructure development in South Asia.
- 4.14. Organize and moderate a training of LGED, Bangladesh Railway, BREB, DWASA, KWASA, and MoWCA on international models of gender inclusive infrastructure facilities and services.

5. The international organization will set up a Project Coordination Office (to be composed of the three national consultants Project Coordinator cum GAD Capacity Development Expert, Planning, M&E Expert, and Finance and Procurement Expert) in Dhaka, which will ensure the proper timing of the mobilization of all international and national consultants and the three NGOs as well as the efficient provision of all logistical requirements for their mobilization. The Project Coordination Office will spearhead the delivery of Output 1 and 3 targets, while the three NGOs will ensure the achievement of all Output 2 targets in 64 districts – with each NGO responsible for 21 or 22 districts.

6. **Reporting Requirements.** The international organization will submit (i) an inception report within 2 months after mobilization, (ii) a revised inception report within 2 weeks after receiving comments from the executing agency and ADB, (iii) an interim report within 9 months after mobilization, (iv) a revised interim report within 2 weeks after the interim workshop, (v) a draft final report 1 month prior to the end of assignment, and (vi) a final report by the end date of the assignment, incorporating ADB's comments on the draft final report.

7. All TA deliverables and progress reports will be written in English for submission of a copy each to the executing agency and ADB. The deliverables and progress reports should cover the status of achievement of the deliverables (as listed in para. 5) with details appropriate to each stage of TA implementation. ADB will conduct inception, interim, and final review missions in addition to regular monitoring of TA implementation. During the missions, meetings with the executing agency, other participating government agencies, international organization's Project Coordination Office, and the Project Management Unit will be held. ADB, together with the executing agency and the consultants, will review the international organization's performance, implementation progress, and completion of deliverables based on the design and monitoring framework and the consultants' work plan. The proceeds of the TA will be disbursed in accordance with ADB's Technical Assistance Disbursement Handbook (2010, as amended from time to time).

C. Other individual consultants:

8. ADB will engage three individual consultants – Team Leader (international consultant, 16 person-months), Social Development/GAD Expert (national consultant, 24 person-months), and Project Communications and Administrative Assistant (national consultant, 22 person-months)– using individual consultant selection. These three consultants will compose the Project Management Unit (PMU), which will be set up at the office of the LGED GAD Forum. The overall tasks of the PMU are to (i) oversee the implementation of the TA, making sure that the international organization delivers the outputs at high quality standard; (ii) ensure that the LGED GAD Forum is actively involved and regularly updated on the progress of the TA; (iii) serve as the link of the international organization with the LGED staff at the central and district levels and assist the international organization in conducting all meetings with the LGED staff, four additional infrastructure agencies, and MoWCA; (iv) review the quarterly and terminal narrative and financial reports of the international organization and forward these reports to the executing agency and ADB for comments; and (v) and ensure that the international organization adequately address the comments on these reports. The following are their terms of reference. More specifically:

- **Team Leader** (international consultant, 16 person-months). The expert will lead the performance of the above-mentioned tasks of the PMU and serve as the quality assurance expert of this TA. She or he will (i) review the modules to be used in training the LGED GAD Forum members and senior officials at the central and district levels, LGED district gender committees, gender focal persons of Bangladesh Railway, BREB, DWASA and KWASA, and the women affairs officers and program officers of MoWCA in mainstreaming gender in infrastructure development; (ii) review the M&E formats for the core sector of operations of LGED and their integration in the LGED GIMs; (iii) participate as a resource person in the training of the LGED GAD Forum and senior officials as well as of the women affairs officers and program officers of MoWCA in mainstreaming gender in infrastructure development; (iv) monitor the effective conduct of the sub-regional conference and training on international models of gender inclusive infrastructure development to be done under Output 3; and (v) review the results of the gender audit of the LGED central office and TA reports before submission to LGED GAD Forum and ADB. The international expert should have a post graduate degree in GAD or related fields, and at least 10 years of experience

in GAD work and in managing programs and projects supported or financed by development partners.

- **Social Development/GAD Expert** (national consultant, 24 person-months). The expert will assist the team leader perform the functions of the PMU and manage its day-to-day operations, ensuring that the LGED GAD Forum is regularly updated and actively involved in the TA operations and that communications and coordination between the LGED GAD Forum and the Project Coordination Office (of the International organization) for the effective implementation of the TA are well-managed. She or he will serve as an assistant quality assurance expert of the TA. Specifically, she or he will (i) monitor the gender audit and training undertaken for the 64 districts LGED and review the gender audit and training reports of the national NGOs; (ii) participate as a resource person in the training of the Bangladesh Railway, BREB, DWASA, and KWASA; and (iii) provide assistance to MoWCA's establishment of multi-stakeholder mechanism for monitoring the gender equality results of infrastructure development and in the development of the Gender Equality Strategy of the Bangladesh Railway, BREB, DWASA, and KWASA. The national expert should have a post-graduate degree in GAD or related fields and at least 10 years of experience in GAD work including managing GAD projects.
- **Project Communications and Administrative Assistant (national consultant, 22 person-months)**. The consultant will assist the PMU in all its communication and administrative needs. She or he will record all incoming and outgoing communications of the PMU; assist the team leader in convening meetings of the PMU with the LGED GAD Forum, the contracted international organization, and other project stakeholders and provide secretarial support to these meetings; file all project-related documents of the team leader, PMU, and LGED GAD Forum; assist the team leader and social development/GAD expert with their travel and other logistical requirements; devise and implement a system of ensuring that all financial transactions of the PMU during the month/period are properly recorded; and regularly submit administrative and financial progress reports to the PMU and LGED GAD Forum. The national consultant should have a bachelor's degree and at least 2 years of experience in office communications and administrative or secretarial work.