

**Government of the People's Republic of Bangladesh**  
**Office of the Project Director, PIU**  
**Agro-Meteorological Information Systems Development Project**  
**Department of Agricultural Extension**  
Khamarbari, Farmgate, Dhaka-1215

**Request for Expressions of Interest (REOI)**  
for  
**National Consultant (M & E) to be engaged under**  
**'Agro-Meteorological Information Systems Development Project (AMISDP)'**  
**Component –C of "Bangladesh Weather and Climate Services Regional Project"**  
**(Contract Package No. SD-1)**

Memo No. 12.01.000.018.02.006.17.35

Date 12-11-2017

The People's Republic of Bangladesh has received a credit in the amount of USD 113million as from the International Development Association (IDA) towards the cost of Agro-Meteorological Information Systems Development Project [Component –C of Bangladesh Weather and Climate Services Regional Project (BWCSR)] to be implemented by Department of Agricultural Extension (DAE) and it intends to apply part of the proceeds to payments for the provision of consultancy services for the project by hiring of an Senior National Consultant (M & E).

**2. Scope of Task /Service:**

The services, among others, include the following:

The consultant shall work as a part of the PIU, on a part time basis, and coordinate with the research agencies (BARI/BIRRI/BJRI/BSRI), to address M&E needs for the project in line with GOB and World Bank guidelines for smooth implementation of planned activities. The consultant will

- 1) Develop M&E framework for monitoring, reporting and evaluation of component implementation, including quarterly, annual and mission based reporting, and contribution to the PCU's reporting;
- 2) Report on Component C's achievement towards targeted results in the Results Framework (PDO and intermediate indicators);
- 3) Develop an M&E plan, identify sub-indicators linking project activities and their implementation to the Results Framework indicators, and develop specific formats, tools and templates for data collection and reporting at different project implementation levels - national, district and upazila levels etc.;
- 4) Identify and put in place processes at HQ and sub-national levels for monitoring and reporting (M&R) of activities and results, and provide training and support at the PIU and sub-national levels on data collection, preparation of reports and other M&E tasks, to ensure the implementation of the monitoring plan activities;
- 5) Be responsible for collection and sourcing of the required data and information for specific M&E needs directly from other agencies, PIU (such as budgets, staff capacity and other internal data) particularly for indicators not requiring a survey and prepare cumulative periodic reports based on the Results Framework as required by the WB and the GOB;
- 6) Support the effort to develop a baseline and framework for evaluation of project outcomes and impact: Develop TORs and support completion of process for hiring M&E consultant firm for development of monitoring methodologies, design and implementation of surveys, mid-term and implementation completion evaluations etc.
- 7) Support technical work such as reviewing M&E methods, designing M&E tools and advising M&E technical assistance; Ensure that sufficient and reasonably complete and accurate data on project inputs, outputs and outcomes are collected and submitted in a timely manner; Ensure quality control of M&E outputs (e.g. surveys) including by contributing substantively to the design and field testing of the monitoring methodology, review, supervise design and implementation of the survey, participatory data collection methods and data verification techniques
- 8) Collaborate and work with the Monitoring and Evaluation teams of DAE, and transfer knowledge to the Research Agencies;
- 9) Coordinate closely and share information with the social and communication specialist(s) working on the project, to support timely and regular communication (such as quarterly newsletters, radio programs and bulletin boards), which include up-to-date M&E information to targeted audiences; Coordinate as needed with M&E specialists/focal points at the BMD and BWDB PIUs;
- 10) M&E data and reports: Develop and maintain an M&E database for component C of the project and contribute to its maintenance. Provide periodic reports on programs and activities in GoB and WB formats as needed. Review implementation progress monitoring data and identify bottlenecks, if any; and
- 11) Carry out any operational tasks related to M&E functions at the PIU, assigned by the PD.

**3. Qualification and Experience:**

**a. Academic:**

- Minimum Master Degree in agricultural science/ economics/statistics or related fields

**b. Experience:**

- Minimum 10 years' work experience in planning and organizing monitoring & evaluation programs in government/autonomous/ private/international organization
- Minimum 5years' work experience in M&E and related activities in donor/IDA funded/ development projects
- Must have experience in preparing log-frame, developing and using input, output and outcomes indicators and monitoring formats in development and various M&E related methodologies;



- Should have experience in preparing Terms of Reference for hiring consultants and consultancy services
  - Well experienced in Database Management and strong analytical skill;
  - High level of proficiency in written and spoken English and report writing
  - Computer literacy skills (MS Word, Excel, & Power Point etc.) is essential.
4. Department of Agricultural Extension (DAE) now invites eligible applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services **(Complete CV and supporting documents)**.
  5. Detailed Terms of Reference (ToR) will be available upon request from the address provided below either through email or in person. ToR will also be available in the website of DAE ([www.dae.gov.bd/site/view/tenders/Tender-EOI-job-circular](http://www.dae.gov.bd/site/view/tenders/Tender-EOI-job-circular)).
  6. The consultant will be selected using the Selection of Individual Consultant method in accordance with the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 (Revised July 2014).
  7. Expressions of Interest shall be submitted by 17 .00 hours (BD local time) on 10 December 2017to the address below (in person, or by mail, or by e-mail).

  
12.11.2017  
Name: Dr. Mazharul Aziz  
Designation: Project Director  
Address: Room # 726, 6<sup>th</sup> Floor, Middle Building, Khamarbari, Farmgate, Dhaka-1215  
Email: azizdae@gmail.com

**Terms of Reference (TOR) for the National Consultant (M &E) to be engaged under  
'Agro-Meteorological Information Systems Development Project (AMISDP)'  
Component -C of "Bangladesh Weather and Climate Services Regional Project"**

**Department of Agriculture Extension (DAE)**

## **A. Background**

The South Asia Region (SAR) is highly prone to water related hazards such as floods, drought, tropical cyclones and thunderstorms that frequently cut across national borders. Despite the susceptibility of Bangladesh to weather and climate extremes, the country's hydro-meteorological information infrastructure over land, atmosphere and ocean, basic public weather services, forecasting, and multi-hazard end-to end early warning systems remain weak and need to be strengthened.

In Bangladesh, agriculture contributes to almost 18% to the country's GDP and provides employment to about 60% of the people. Being primarily rain-fed, agricultural productivity of key crops such as rice, wheat, jute, tea, potatoes, and sugarcane are highly dependent on rainfall and weather patterns. There are approximately 30 key agro-ecological zones in the country. However, at present, neither BMD nor DAE have a systematic way of combining meteorological information and forecasts with agriculture related information to produce tailored Agro-Meteorological bulletins, information and products for farmers in the different agro-ecological zones that can help farmers make appropriate operational decisions about planting, harvesting, irrigation, adjusting cropping patterns and so forth at the farm level. DAE needs the development of an appropriate decision support system for agro-climatic information which would be of tremendous value in developing and communicating climate risk information to farmers.

With support from the World Bank, the Government of Bangladesh (GOB) is implementing the Bangladesh Weather and Climate Services Regional Project (BWCSR). The main objective of the project is to strengthen government capacity to deliver effective weather and climate information services and improve the quality and access to such services in priority sectors and communities. This objective will be achieved by strengthening the hydro-meteorological monitoring and forecasting, and service delivery related to water, agriculture and multi-hazard disaster risk management early warning systems.

The BWCSR has four Components and include the following:

Component A: Strengthening Meteorological Information Services implemented by the Bangladesh Meteorological Department (BMD);

Component B: Strengthening Hydrological Information Services implemented by the Bangladesh Water Development Board (BWDB);

Component C: Agro-Meteorological Information Systems Development implemented by the Department of Agricultural Extension (DAE); and

Component D: Contingent Emergency Response Component

Each of the three main components has a Project Implementation Unit (PIU) which is responsible for implementing project activities. In addition, there is a small Project Coordination Unit or PCU (housed with the BWDB PIU), which is responsible for overall coordination and reporting.

## **B. Description of Component C: Agro-Meteorological Information Systems Development**

This Component focuses on enhancing access to weather and climate services for farmers through the development of the Bangladesh Agro-Meteorological Information Systems (BAMIS) so as to increase agricultural productivity and reduce losses from meteorological and hydrological hazards. This would be developed in collaboration with the Agro-meteorology Division of the BMD and Bangladesh Water Development Board (BWDB).

Key sub-Components of Component C include:

- a) Establishment of the Bangladesh Agro-Meteorological Information System (BAMIS)*
- b) Training, Capacity Building, Project Management and Monitoring and Evaluation*
- c) Agricultural Disaster Risk Management through Agro-Meteorological information dissemination*

The BAMIS is conceptualized as a decision support system for the provision of agrometeorological advisories and products to facilitate on-farm operational decision making by farmers, district development and agricultural extension officers and planning agencies. It will provide open access to weather and climate information, from pre-sowing to post-harvest, to the public without charge. A key aspect of the BAMIS is that it will bridge the gap between BMD, BWDB, DAE and the farming community and deliver timely and relevant weather and climate related information and early warnings to farmers and agricultural producers through the development and implementation of a web-based information portal.

The DAE PIU needs consulting services (Individual) for Monitoring & Evaluation to support the project team in tracking implementing progress, instituting monitoring processes that provide feedback towards improving project quality and for developing M&E capacity within the implementing agency.

## **B. Objectives of the Consultancy**

The objective of this consultancy is to assist the DAE PIU, which is implementing component C: Agro-Meteorological Information Systems Development to establish M&E mechanisms in the PIU and coordinate Monitoring & Evaluation activities, including developing and implementing M&E plans and tracking activity progress and results of the component, in accordance with the Results framework of WCSRP. Additionally, the consultant would provide regular reporting and build capacity within the PIU to ensure feedback from M&E activities into implementation of project activities. The Monitoring and Evaluation Specialist will work closely with the PD and M&E focal person for all monitoring and evaluation related activities associated with the WCSRP.

## **C. Scope of Services**

The consultant shall work as a part of the PIU, on a part time basis, and coordinate with the research agencies (BARI/BRRI/BJRI/BSRI), to address M&E needs for the project in line with GOB and World Bank guidelines for smooth implementation of planned activities. The consultant will

- 1) Develop M&E framework for monitoring, reporting and evaluation of component implementation, including quarterly, annual and mission based reporting, and contribution to the PCU's reporting;
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- 4) Identify and put in place processes at HQ and sub-national levels for monitoring and reporting (M&R) of activities and results, and provide training and support at the PIU and sub-national levels on data collection, preparation of reports and other M&E tasks, to ensure the implementation of the monitoring plan activities;

- 5) Be responsible for collection and sourcing of the required data and information for specific M&E needs directly from other agencies, PIU (such as budgets, staff capacity and other internal data) particularly for indicators not requiring a survey and prepare cumulative periodic reports based on the Results Framework as required by the WB and the GOB;
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- 7) Support technical work such as reviewing M&E methods, designing M&E tools and advising M&E technical assistance; Ensure that sufficient and reasonably complete and accurate data on project inputs, outputs and outcomes are collected and submitted in a timely manner; Ensure quality control of M&E outputs (e.g. surveys) including by contributing substantively to the design and field testing of the monitoring methodology, review, supervise design and implementation of the survey, participatory data collection methods and data verification techniques
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- 10) M&E data and reports: Develop and maintain an M&E database for component C of the project and contribute to its maintenance. Provide periodic reports on programs and activities in GoB and WB formats as needed. Review implementation progress monitoring data and identify bottlenecks, if any; and
- 11) Carry out any operational tasks related to M&E functions at the PIU, assigned by the PD.

#### **D. Qualification Requirement and Eligibility criteria of the Consultant**

##### **a. Academic:**

- Minimum Master Degree in agricultural science/ economics/statistics or related fields

##### **b. Experience:**

- Minimum 10 years' work experience in planning and organizing monitoring & evaluation programs in government/autonomous/ private/international organization
- Minimum 5 years' work experience in M&E and related activities in donor/IDA funded/ development projects
- Must have experience in preparing log-frame, developing and using input, output and outcomes indicators and monitoring formats in development and various M&E related methodologies;
- Should have experience in preparing Terms of Reference for hiring consultants and consultancy services
- Well experienced in Database Management and strong analytical skill;
- High level of proficiency in written and spoken English and report writing
- Computer literacy skills (MS Word, Excel, & Power Point etc.) is essential.

**E. Duration of Assignment 18 months**

The duration of the assignment: From date of joining to 18 months.

**F. Implementation Arrangement**

The consultant will report to the PD, DAE PIU and work closely with the project and DAE staff, and in collaboration with the research agencies, BMD, BWDB\_etc.

**G. Tentative Payment Arrangement:**

The contract will be based on monthly payment and applicable VAT/TAX will be deducted as per Government rule of Bangladesh.

**H. Competencies**

Excellent team player with good interpersonal skills

Ability to manage workload with minimum supervision

Ability to work under pressure and tight deadlines

Ability to accommodate additional demands at short notice

Ability to work in a multi-cultural environment

Ability to communicate effectively orally and in writing in English in order to

Communicate complex, technical information to technical and general audiences

Strong strategic planning, results-based management and reporting capabilities

Displays cultural, gender, religion, nationality and age sensitivity and adaptability