

## Not for Quotation, work-in-progress

### TERMS OF REFERENCE

#### A. Evaluation Specialist

1. An Operations Evaluation Department (OED) Evaluation Specialist (Mission Leader) is expected to lead and provide overall guidance to the completion of the project performance evaluation report (PPER). He is expected to deliver an output which conforms to OED's Guidelines for the Preparation of Performance Evaluation Reports for Public Sector Operations<sup>1</sup> and OED's performance standards.<sup>2</sup>

2. The tasks of the Evaluation Specialist are the following:

- (i) guide and supervise the conduct of the Operations Evaluation Mission (OEM), including key informant interviews, household surveys, focus group discussions, and meetings with the Government and Executing Agencies (EAs);
- (ii) review relevant documents and obtain necessary project background information through the collection of statistics, conduct of key informant and household interviews, and focus group discussions with the Government and various stakeholders as identified in the evaluation approach paper;<sup>3</sup>
- (iii) review government plans, policies, and regulations on water resources, flood management, and the Project's contributions to the positive development of plans, policies, and regulations as applicable;
- (iv) visit selected project sites and observe operation and maintenance of drainage rehabilitation network and conduct focus group discussions with Water Users' Group (WUG), Water Management Associations (WMA) and Water Management Committee (WMC) and nongovernment organizations (NGOs);
- (v) in collaboration with the international and domestic staff consultants, independently assess relevance, effectiveness, efficiency, sustainability and other impacts of the Project and evaluate and/or validate the project completion report (PCR) findings on the achievement of project outputs, including their quality and timing; examine how the project outputs have contributed to the achievement of overall project objectives;
- (vi) draft the *Aide Memoire* and PPER with relevant inputs from international and domestic staff consultants;
- (vii) identify key issues and lessons from the Project and formulate recommendations for future Asian Development Bank (ADB) assistance in the sector and the country as a whole for sustainable water resources management and development;
- (viii) in collaboration with the other members of the OEM, take the lead in addressing the major issues of concern of the OEM as indicated in the approach paper, including consultation with concerned NGOs and the conduct of the economic reevaluation of the Project using updated data to update and/or confirm the PCR results; and
- (ix) respond to comments and suggestions from peer and inter-departmental reviews, including those from OED management.

<sup>1</sup> Available: <http://www.adb.org/Documents/Guidelines/Evaluation/PPER-PSO/default.asp>

<sup>2</sup> Available on the OED Team Room.

<sup>3</sup> This will include developing and pre-testing a household survey questionnaire for interviewing intended project beneficiaries and a list of guiding questions for focus group discussions and key informant interviews in consultation with international and national staff consultants and supervise; participate and provide overall guidance and supervision of data collection process and ensure quality assurance.

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3. An OED National Evaluation Officer will assist the Evaluation Specialist (Mission Leader) in providing over-all support to the completion of the PPER. He or she is expected to contribute to and ensure that the final output conforms to OED's Guidelines for the Preparation of Performance Evaluation Reports for Public Sector Operations and OED's performance standards.

4. The tasks of the National Evaluation Officer are the following:

- (i) review relevant documents and obtain necessary background information through the collection of statistics and the conduct of interviews and discussions with ADB project officers and various stakeholders, where applicable, as identified in the evaluation approach paper;
- (ii) assist in the preparation and conduct of the OEM;
- (iii) review government plans, policies, and regulations on water resources, flood management, and the Project's contributions to the positive development of plans, policies, and regulations as applicable;
- (iv) in collaboration with other members of the OEM, evaluate and/or validate the PCR findings on the achievement of project outputs, including their quality and timing through desk review; examine how the project outputs have contributed to the achievement of overall project objectives;
- (v) provide analytical support and inputs to the preparation of the PPER, including relevant appendixes;
- (vi) assist the Evaluation Specialist in identifying key issues and lessons from the Project and formulate recommendations for future ADB assistance in the sector and the country as a whole for sustainable water resources management and development; and
- (vii) assist the Evaluation Specialist in responding to comments and suggestions from peer and inter-departmental reviews, including those from OED management.

**C. Drainage Rehabilitation and Water Management Specialist (International Consultant)**

5. One international consultant will be recruited for a total of 28 days, intermittently, from 1 March to 15 April 2007. The position requires expertise and experience in the following areas: water, flood, and drainage management; civil engineering; and drainage rehabilitation. Knowledge of evaluation approaches and methods, both quantitative and qualitative, together with a good grasp of participatory management is also preferable.

6. The tasks of the international consultant are the following:

- (i) review relevant documents and obtain necessary background information through the collection of statistics and the conduct of interviews and discussions with various stakeholders as identified in the evaluation approach paper;
- (ii) review government plans, policies, and regulations on water resources, flood management, and the Project's contributions to the positive development of plans, policies, and regulations as applicable;

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- (iii) visit project sites and assess the relevance and appropriateness of infrastructure to mitigate adverse impacts of flooding and water-logging due to drainage congestions, operation and maintenance (O&M) of drainage networks, and likely sustainability of the project-led initiatives;
- (iv) assess the environmental impact of the Project (if any), including comparison with 'do nothing' or 'protection of wetlands';
- (v) evaluate the operations of project facilities by visiting selected project sites in the Khulna–Jessore areas; assess the physical quality of the civil works and quality of the O&M introduced by the Project; evaluate the technical and operational performance of the Project;
- (vi) Evaluate and/or validate the PCR findings on the achievement of project outputs, including their quality and timing; examine how the project outputs have contributed to the achievement of overall project objectives;
- (vii) in cooperation with the local or domestic consultant, evaluate the performance of associated technical assistance (TA) with emphasis on its contribution to the strengthening and functioning of institutions, beneficiary participation, benefit monitoring and evaluation, and O&M;
- (viii) assess overall implementation arrangements and practices; identify problems in project design and implementation to ensure the sustainability of project outputs; analyze factors that affected project performance including shortcomings in project design, drainage management, and O&M system which were adopted in the Project;
- (ix) in collaboration with the Mission Leader and domestic consultant, assist in addressing the major issues of concern of the OEM as indicated in the approach paper, including the conduct of the economic reevaluation of the Project using updated data to update and/or confirm the PCR results;
- (x) identify key issues and lessons from the Project and formulate recommendations for future ADB assistance in the sector and the country as a whole for sustainable water resources management and development;
- (xi) assess the extent of success (or failure) of the Project and how to sustain this success (or remedy the failure) in the long term;
- (xii) assist the Mission Leader in reexamining the Project's relevance, efficacy, efficiency, sustainability, including institutional, environmental, and other impacts;
- (xiii) assist in the preparation of the *Aide Memoire* and PPER by preparing assigned sections of the draft report including relevant appendixes to support OEM's findings; and
- (xiv) undertake other project-related assignments as required by the Mission Leader, including the provision of clarifications after OEM, revision of PPER draft during the internal and interdepartmental review process in ADB.

7. **Qualifications and Experience Required.** The international Staff Consultant should have a masters or PhD degree in agricultural or civil engineering with at least 10 years of practical experience in drainage rehabilitation and water resource management. Relevant field experience in Bangladesh is highly desirable. Prior evaluation experience with ADB's OED will be an added advantage. The staff consultant should have had no prior involvement in any form with the Khulna–Jessore Drainage and Rehabilitation Project.

8. **Deliverables.** The Staff Consultant will contribute to relevant sections of the *Aide Memoire* and participate in discussions with the Government and EAs. He or she will submit a draft report to the Mission Leader within the agreed timeframe and revise relevant sections of the report by incorporating comments from the Mission Leader. He or she will also provide

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timely response to any additional queries or comments arising from OED peer review and inter-departmental review, if required.

9. **Reporting Relationship.** The Staff Consultant will report to the Mission Leader.

#### **D. Institutional Development Specialist (Domestic Consultant)**

10. A domestic consultant will be recruited for a total of 28 days, intermittently, from 15 February to 15 April 2007. The position requires expertise and experience in participatory institutional development and social mobilization particularly in the area of water management. Knowledge of evaluation approaches and methods, both quantitative and qualitative, is also desired.

11. The tasks of the domestic consultant are the following:

- (i) review relevant documents and obtain necessary background information through the collection of statistics and the conduct of interviews and discussions with various stakeholders as identified in the evaluation approach paper;
- (ii) assist the Mission Leader and International Staff Consultant by conducting field assessment for the preparation of the basic data to be used in evaluating and confirming the PCR findings on the achievement of project outputs, including their quality and timing; assist in examining how the project outputs have contributed to the achievement of overall project objectives;
- (iii) design and conduct a household survey of selected project households under the guidance of the Mission Leader and collect required data for measuring poverty reduction impact and institutional sustainability of the project activities; obtain qualitative and quantitative data by conducting focus group discussions and household surveys on the impact, benefits and effectiveness of the Project based on most recent available information for the economic reevaluation, assessment of financial impact on the farmers, and environmental and institutional impact assessment of the Project;
- (iv) in cooperation with the International Staff Consultant, evaluate the performance of associated TA with emphasis on its contribution to the strengthening of institutions, beneficiary participation, project implementation, and O&M;
- (v) together with the Mission Leader and International Consultant, evaluate the operations of project facilities by visiting selected project sites in the Khulna–Jessore areas; assess the level of participation and social development in these areas including the contribution of the NGOs in social mobilization;
- (vi) assess overall implementation arrangements and practices particularly those involving community participation and social mobilization and institutional development; identify problems in implementation and management to ensure the sustainability of project outputs; analyze factors that affected project performance including shortcomings in project design (e.g., community consultations), implementation and management, and the O&M system (community participation and NGO performance in social mobilization and institutional development) which were adopted in the Project;
- (vii) in collaboration with the OEM, assist in addressing the major issues of concern of the OEM as indicated in the approach paper including those of NGO critics of the Project;
- (viii) assist in identifying key issues and lessons from the Project and formulate recommendations for future ADB assistance in the sector and/or country for

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- enhancing public sector participation and institutional strengthening in the water resources sector;
- (ix) assist in mission logistics, the organization of itineraries and meetings and contribute to interviews and meetings; including the translation of proceedings conducted mainly in Bangla or Bengali;
  - (x) assist the Mission Leader and the International Consultant in reexamining the Project's relevance, efficacy, efficiency, sustainability, institutional and other impacts;
  - (xi) assist in the preparation of the *Aide Memoire* and PPER by preparing assigned sections of the draft report including relevant appendixes to support OEM's findings as assigned by the Mission Leader; and
  - (xii) undertake other project-related assignments as required by the Mission Leader, including the provision of clarifications after OEM, revision of PPER draft during the internal and interdepartmental review process in ADB.

12. **Qualifications and Experience Required.** The domestic Staff Consultant should have a masters or PhD degree with at least 10 years of practical experience in institutional development of water resource management in Bangladesh. He or she should have a proven record of conducting focus group discussions and household surveys at the grass-root level. He or she should also be familiar with the role of NGO sector in water resource management. Prior evaluation experience with ADB's OED will be an added advantage. The staff consultant should have had no prior involvement in any form with the Khulna–Jessore Drainage and Rehabilitation Project.

13. **Deliverables.** The Staff Consultant will contribute draft to relevant sections of *Aide Memoire* and participate in discussions with the Government and EAs. He or she will submit draft report to the Mission Leader within the agreed timeframe and revise relevant sections of the report by incorporating comments from the Mission Leader. He or she will also provide timely response to any additional queries or comments arising from OED peer review and inter-departmental review, if required.

14. **Reporting Relationship.** The Staff Consultant will report to the Mission Leader.