

TERMS OF REFERENCE FOR CONSULTANTS

A. Consulting Firms

1. **Consulting service package 1/2/3: Capacity Development of PDCs and Linkage them with Local Government (1 NGO for each hill district).** The NGOs will be engaged to support the selected *para* development committees (PDCs) to establish user funds for common assets or facilities of the communities, build capacities of the PDC leaders in financial management and linking them with local government for better services. The NGOs will work primarily for CHTRDP-I and II project areas and generally in nearby PDCs. The NGOs will also support in selecting the local youths who will be trained by different technical organizations for repairing of community assets or facilities. The NGOs are expected to deliver the following activities:

- (i) Selecting PDCs in consultation with relevant stakeholders and CHTRDP II project;
- (ii) Provide training to the PDCs to develop user asset funds for using common services and developing user's guideline in consultation with community members and PDC leaders.
- (iii) Provide trainings to the maintenance and repairing committee (MRC) members on leadership and financial management.
- (iv) Provide training to the PDC leaders on leadership and linkage building with local government authorities, i.e. *Union Parishad*, Deputy Commissioner's office, Hill District Councils, LGED, etc.
- (v) Develop capacity of the PDCs to prepare their annual development plan and procurement plans, so that they could approach for development and maintenance fund from the local government authorities
- (vi) Linking the trained youths with the nearby PDCs for repairing of common water supply and irrigation facilities and agriculture machineries and equipment

To deliver the outputs, each package will include the following indicative positions with key responsibilities:

- (i) **Project Coordinator** (1 national, 12 person-months, continuous): Project Coordinator (PC) will be the team leader of the project team and manage all planned activities. The PC will supervise all project staffs, will report to the ADB Project Officer, and will maintain day-to-day coordination with assigned staffs of UNDP at filed level. Minimum qualification criteria are - master's degree from a reputed university, preferably in social science or development studies, and minimum 10 years' experience working in rural development sector.
- (ii) **Community Mobiliser** (1 national, 12 person-months, continuous): Under the supervision of PC, the Community Mobiliser (CM) will work for creating community user's fund on the community assets and guiding the communities to develop relevant guidelines of the user fund and maintenance of community assets. The CM will also supervise the Field Facilitators in the field.
- (iii) **Community Infrastructure Repairing Engineer** (1 national, 12 person-months, continuous): Under the supervision of PC, the Community Infrastructure Repairing Engineer will provide backstopping technical support to the youths to be trained by the technical partner organization. The person will also keep a close coordination with the technical partner agencies to ensure training quality and effectiveness.

- (iv) **Monitoring Officer** (1 national, 12 person-months, continuous): The Monitoring Officer will work under close supervision of PC and will be responsible for monitoring the progress and quality of the project activities. S/he will prepare monthly reports regularly.
- (v) **Field Facilitator** (10 national, 120 person-months, continuous): The Field Facilitators will work under Community Mobiliser. Each of the Field Facilitators will cover at least 10 PDCs and will provide necessary trainings (as mentioned in deliverable no. ii-v) to the communities.
- (vi) **Administration and Finance Associate** (1 national, 12 person-months, continuous): The Administration and Finance Associate will work under the PC and will be responsible for office management, ensuring all necessary support to the project team and keeping accounts properly.

Duration of the assignment is one year. The NGO must have experience in community mobilization particularly in CHT region; Working experience with UN agencies or other renowned international organization will get preference. Good understanding of the local culture in CHT area is also desirable.

2. Consulting service package 4 (1 NGO for 3 Hill Districts): Youth Employment Generation and Entrepreneurship Development. The NGO will be engaged to train 125 youths from different areas on repair and maintenance (R&M) of water supply facilities and agricultural machineries and equipment of the nearby *paras*. Following the training, the youths will become skilled technician and self-entrepreneurs to earn from the repair works and keeping the community assets functional which would ensure sustainable services to communities. The selected youths will receive extensive training and tool boxes to start their self-entrepreneurship. The NGO will work for all three hill districts and primarily in CHTRDP-I and II project areas. Each skilled youth will cover at least four *paras* near his/ her location. The NGO is expected to deliver the following activities:

- (i) Selecting potential youths (at least 30% women), in consultation with relevant stakeholders from CHTRDP I and II project areas or nearby PDCs, who are interested to become an entrepreneur for R&M works of community assets;
- (ii) Provide training to the selected youths on R&M of water supply facilities, i.e. tube-wells, ring-wells, Gravity Flow System (GFS), Infiltration Gallery (IFG), etc. and agricultural equipment and machineries i.e. Power Tiller, Power Pump, Diesel Engines, Eclectic Submersible Pumps, etc.
- (iii) Prepare R&M manual for the above items as an integral part of the training
- (iv) Provide training on entrepreneurship development and business planning.
- (v) Provide necessary toolkits following the training and initial seed money as a onetime grant to buy essential parts to start their entrepreneurship
- (vi) Ensure technical backstopping supports to the trained youths, at least for 6 months, and linking them with relevant government line departments.

To deliver the outputs, the package will include the following indicative positions with key responsibilities:

- (i) **Project Coordinator** (1 national, 12 person-months, continuous): The Project Coordinator (PC) will act as the team leader and will be responsible screening the potential youths, preparing the training plan, and administering the resources required for quality training for R&M works of community assets related to water supply and agricultural equipment. He will explore the market linkage for the graduated youth to make them self-entrepreneurs.
- (ii) **Training Coordinator / Engineer** (1 national, 12 person-months, continuous): The Training Coordinator will work under the PC and will be responsible for organizing and delivery of the technical training. He will design the training modules, identify the appropriate training agencies/ resource persons, and ensure quality and effectiveness of the training.
- (iii) **Administration and Finance Associate** (1 national, 12 person-months, continuous): The Administration and Finance Associate will work under the PC and will be responsible for office management, ensuring all necessary support to the project team and keeping accounts properly.

Duration of the assignment is one year. The NGO must have at least 2 years' experience in skills development or vocational training or similar activities, particularly in CHT region; Working experience with UN agencies or other renowned international organization will get preference. Good understanding of the local culture in CHT area is also desirable.

B. Individual Consultant

3. Rural Infrastructure and NGO Monitoring Specialist (1 National, 3 person-months, Intermittent). The consultant will work closely with and under the guidance of the ADB mission leader of CHTRDP II to: (i) monitor the implementation activities of the NGOs; (ii) assess the effectiveness of the NGO activities and advise on next quarter's work plan for each NGO, (iii) assist in the capacity development of the Project Management Office of CHTRDP II and NGO staff to implement the skills training activities; (v) review quarterly progress reports other survey reports prepared by UNDP, (vi) continue top supervision of UNDP field staff, and (viii) do regular field visits to achieve the above results. The specific roles of the specialist will be as follows:

- (i) Monitor UNDP's recruitment process for selection of the NGOs
- (ii) Prepare a work plan to achieve the targets in Design and Monitoring Framework of the project and coordinate with UNDP and NGOs accordingly;
- (iii) Review the methodology of the NGOs and suggest for the necessary changes for achieving optimum output/outcome under the component.
- (iv) Assist Capacity Development and Government Linkage NGOs in achieving DMF target of strengthening capacity of 300 PDCs on sustainable management of community assets/infrastructures.
- (v) Monitor the creation, operation and sustainability of the user asset fund
- (vi) Attend planning and review workshops organized by UNDP and monitor the performance
- (vii) Provide guidance to the entrepreneurship development NGOs in preparing the training manuals for repair and maintenance (R&M) of all water supply and agriculture equipment;
- (viii) Monitor the efficiency and effectiveness of the skill development trainings to the unemployed youths and ensure their placement at concerned PDCs after the training

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- (ix) Facilitate sustainability of community infrastructure component of CHTRDP II by linking them with the trained youths;
- (x) Undertake M&E activities and contribute to periodic reporting.