

Government of the People's Republic of Bangladesh
Local Government Engineering Department (LGED)
Multipurpose Disaster Shelter Project (MDSP)

Consultancy Services for
Monitoring & Evaluation of Project

Inception Report



November -2016

Submitted by:



Development Project Design & Services Ltd.



ACE Consultants Ltd.

To
The Chief Engineer,
LGED, Dhaka.

Date : 29.11.2016
Our ref : MDSP-M&E/02
Dealt by : M&E Consultant team

Subject : Draft Inception Report on the Consultancy Services for Monitoring & Evaluation of MDSP.

Dear Sir,

In accordance with the contract requirements, I have the pleasure to submit herewith the "Draft Inception Report on the Consultancy Services for Monitoring & Evaluation of MDSP" for favor of your kind disposal.

Sincerely yours,



A.H.M. Mahbubur Rahman
Team Leader, M&E Consultants,
MDSP. Dhaka.

Copy of the 'Draft Inception Report' forwarded with the request to please furnish comments/ observations, if any on the draft report by 15 December 2016:

- | | |
|--|--------|
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EXECUTIVE SUMMARY

Cyclones affect the coastal region with strong winds accompanied by powerful storm surges and widespread inundation over a vast area. Cyclones Sidr, Aila etc. are recent occurrences that hit offshore islands of Bangladesh damaging lives and properties. Destruction is amplified by low-lying physical geography, high-tide at landfall, climate change, high population density, and the low-income status of Bangladesh.

Government of Bangladesh pledged to improve protection of the coastal population. Over the past several years, GOB constructed a network of cyclone shelters in the coastal areas with the aim of providing shelter and protection from high winds and storm surges common during cyclones. The growing network of cyclone shelters has served to save lives and assets in the event of a natural disaster.

After the severe cyclone 'SIDR' GOB with financial assistance of WB started Emergency Cyclone Recovery and Restoration Project (ECRRP). Under ECRRP, a feasibility study was undertaken to prepare future project for disaster shelters and upgrading the rural network. The study consultants redefined the risk-prone areas in terms of cyclone surge, flooding depths of various return periods and identified possible projected population of coastal 20 districts that are likely to be affected by future cyclone events. The Study Consultants estimated that a total of 9,220 shelters would be needed to provide shelter to everybody of all 20 coastal districts by 2025, out of which 3,318 shelters exist in good condition. The government has decided to take up a program of constructing at least 550 additional shelters in the high-risk zones and upgrading at least 450 existing shelters, access roads and the other facilities, and removing deficiencies observed in use of the existing shelters. Multipurpose Disaster Shelters Project (MDSP) has been taken up following recommendation of the Feasibility Study.

The PDO of MDSP is to reduce the vulnerability of the coastal population across selected coastal districts of Bangladesh to natural disasters. The objective will be achieved by improving existing multi-purpose shelters, constructing new disaster shelters, and improving roads and connectivity in the area.

Under Component B2: Monitoring and Evaluation of Project Impact, the Consultant will support LGED in undertaking oversight M&E activities, and in providing feedback to Chief Engineer, LGED, PMU and the WB on Project performance and impact so that corrective actions can be undertaken in a timely manner.

This Inception Report is prepared by the Consultant to present, among others, an outline of the overall M&E methodology and strategy, reporting, work plan and staffing schedule, and activities undertaken to date.

Outline of M&E methodology and strategy

The Consultant's strategic approach and methodology in carrying out the tasks required for this M&E support assignment, as described in detail in its technical proposal, will generally be followed. Necessary modifications and/or additional details to the proposed approach and methodology are explained in this Inception Report.

Review/refinement of the overall Results Framework for the MDSP and the Project Logical Frameworks –

This is deemed necessary to incorporate the developments that have occurred since their preparation up to the present. The comprehensive refinement of the frameworks will be done in collaboration with the PMU, PIUs, the D&S Consultants and the World Bank, thus facilitating the attainment of consensus and promoting ownership of the Results Framework and Logical Frameworks.

Development of comprehensive M&E framework for MDSP– In order to carry out monitoring and evaluation systematically, the M&E framework, which serves as a plan for monitoring and evaluation, will be developed. It will have three main components: (i) refined and updated Results Framework and project components' Logical Frameworks; (ii) matrices of the monitoring and evaluation framework; and (iii) description/explanation on the monitoring and evaluation framework. The M&E Consultant will be responsible for the preparation of the MDSP M&E framework.

Development of baselines for the key indicators for tracking project inputs, outputs, outcomes, and operational risks – During the comprehensive review/refinement of the overall Results Framework and the Logical Frameworks for MDSP, (in collaboration with the PMU, PIUs, D&S Consultants in consultation with the World

Bank), key indicators for tracking project inputs, outputs, outcomes, and operational risks will be identified. The M&E Consultant will establish baseline status of indicators for assessment of project outcome and impact.

Tracking key indicators during project implementation – The tracking/monitoring of project components' inputs and outputs (through their respective indicators), evaluation of progress towards outputs, and reporting to PMU are mainly the responsibility of the D&S Consultants. The M&E Consultant is responsible for the validation, and analysis of these information as to their contribution to progress in the attainment of outcome. To facilitate and for consistency in monitoring, data collection and analysis; appropriate methods, tools, formats/tables, and data collection and analytical procedures will be developed by the M&E Consultants in cooperation with PMU and the D&S Consultant. These methods, tools, formats/tables and procedures will be included in the Detailed M&E Framework/Strategy Report.

Carrying out process & progress monitoring of the Project – M&E will not only be carried out for project inputs, outputs and outcomes but also on the efficiency and effectiveness of the processes underlying the design and implementation of the project. Process & progress monitoring will be anchored on the development objectives outlined in the PAD, ESM Framework of MDSP and may also be linked to M&E of operational risks and governance aspects. The PMU, D&S Consultant and the M&E Consultant will jointly carry out the design and establishment of monitoring process. The D&S Consultant will carry out process & progress monitoring while the M&E Consultant will monitor and evaluate adherence to the prescribed processes. The design, establishment and procedures for the implementation of process monitoring will be included in the Detailed M&E Framework/Strategy Report.

Proposing/recommending appropriate corrective actions and recommendations – The M&E Consultant will continuously analyze the results and findings of: (i) M&E of project inputs, outputs and outcomes (through their indicators) relative to their respective baseline status and targets; and (ii) process and progress monitoring specifically of adherence to the prescribed processes, and the efficiency and effectiveness of the processes. Based on the analysis, the Consultant will provide PMU, the D&S Consultant and the WB with feedback and recommendations that will enable decision makers to take timely corrective actions to: (i) ensure and maintain satisfactory implementation progress; and (ii) ensure timely and satisfactory achievement of outputs and expected outcomes and the overall development objective of the project

Supervision in the implementation and compliance of the ESMF/TDF – ESMF/TDF review and supervision address two questions: (i) implementation: what beneficial and/or adverse impacts is Project implementation having on the society and the environment?, and (ii) compliance: is the Project complying with relevant Government of Bangladesh and World Bank social and environmental management policies, laws, guidelines, and procedures? ESMF/TDF implementation/compliance supervision will commence with a review of the ESMF and following up of the compliance of the SMPs and EMPs to ensure that all required elements are present and up to date.

Preparation and Submission of Reports

The M&E Consultant will prepare and submit reports that incorporate outputs from the abovementioned M&E activities/tasks in accordance with the reporting requirement specified in the TOR. However, the Consultant proposes some initial adjustment to the schedule of submission and contents of some reports, such as: (i) deadline of submission of Detailed M&E Report be with 4 months instead of 3 months; (ii) deadline of submission of Baseline Survey Report be with 6 months instead of 5 months.

ICT Monitoring System

The D&S Consultants, MDSP are primarily responsible for developing a ICT monitoring System based on a platform built around Open data Kit (ODK) that provides an innovative reporting system to the users. The system as already developed by the D&S Consultant includes a mechanism for real time data capture, particularly tracking of project progress and irregularities and suggestions and recommendations for improvements.

The M&E Consultants will collect real time data from the D&S Consultants including the Monthly Progress Report from the D&S Consultants. M&E Consultants will also periodically conduct field visits of project sites.

Based on these activities, M&E Consultants will enter the findings/ observations into the MIS Database. From this database ICT Monitoring System will generate reports for PMU and World Bank. Finally monitoring reports will be published in the website.

Consultancy Services for

Multipurpose Disaster Shelters Project (MDSP)

Component-B2: Monitoring & Evaluation of Project Impact

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Glossary

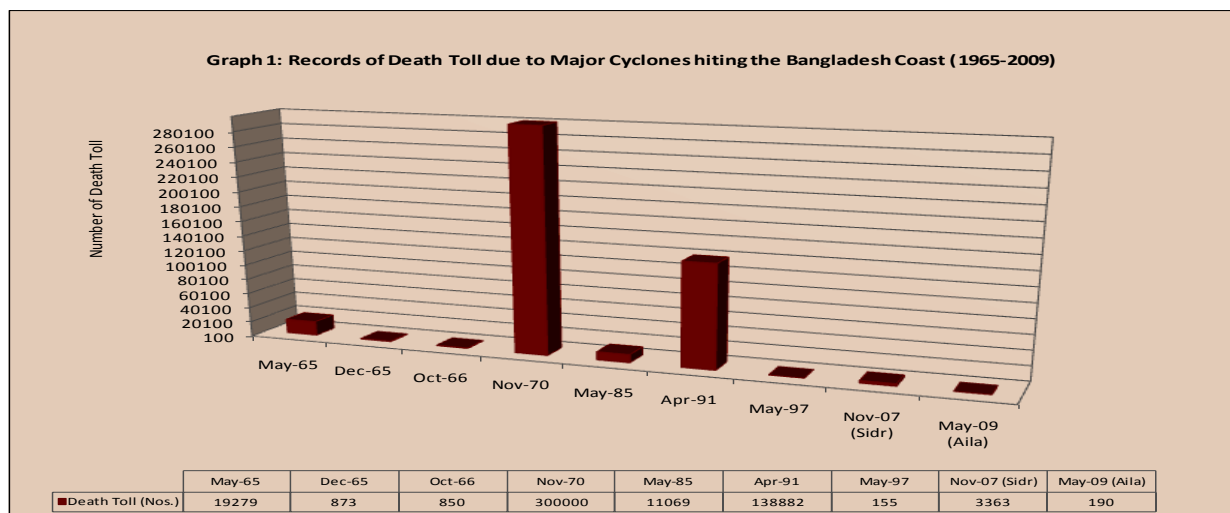
Abbreviations and Acronyms

BMD	Bangladesh Meteorological Department
BWDB	Bangladesh Water Development Board
CPP	Cyclone Preparedness Program
DPD	Deputy Project Director
DPDS	Development Project Design and Services
D&S	Design and Supervision
ECRRP	Emergency 2007 Cyclone Recovery and Restoration Project
EMF	Environmental Management Framework
EMP	Environmental Management Plan
ESMF	Environmental & Social Management Framework
GAAP	Governance and Accountability Action Plan
GIS	Geographic Information system
GOB	Government of Bangladesh
GPS	Global Positioning System
ICR	Implementation Completion Report
ICT	Information and Communication Technology
IDA	International Development Association
IEE	Initial Environmental Examination
JDNLA	Joint Damage, Loss and Needs Assessment
LGED	Local Government Engineering Department
MDSP	Multipurpose Disaster Shelter Project
M&E	Monitoring and Evaluation
MLGCRD	Ministry of Local Governments, Cooperatives and Rural Development
MTRR	Mid-Term Review Report
ODK	Open Data Kit
ORAF	Operation Risk Assessment Framework
O&M	Operation & Maintenance
PAD	Project Appraisal Document
PD	Project Director
PDO	Project Development Objective
PIU	Project Implementation Unit
PMIS	Project Monitoring Information System
PMU	Project Management Unit
PRA	Participatory Rural Appraisal
PSC	Project Steering Committee
RAP	Resettlement Action Plan
SMC	School Management Committee
SMP	Social Management Plan
S/RPF	Social/Resettlement Policy Framework
TDF	Tribal Development Framework
WB	World Bank

1 Introduction

1.1 Background and Rationale

The coast of Bangladesh is approximately 710 km long and is home to nearly 40 million people. Cyclones affect the region with strong winds accompanied by powerful storm surges and widespread inundation over a vast area. Cyclones Sidr, Aila, Mohasen etc. are recent occurrences that hit offshore islands of Bangladesh. The Meghna estuarine region is especially vulnerable to storm surge amplification. **Graph 1** below shows a view of Death Toll due to the devastating cyclones in Bangladesh over the past 50 years [Source: Bangladesh Meteorological Department (BMD) 2007 and Government of Bangladesh (GoB) 2008].



GOB constructed a network of cyclone shelters in the coastal areas, and developed an early warning system for local communities, entitled the Cyclone Preparedness Program (CPP). The growing network of cyclone shelters and the community based early warning system has served to save lives and assets in the event of a natural disaster.

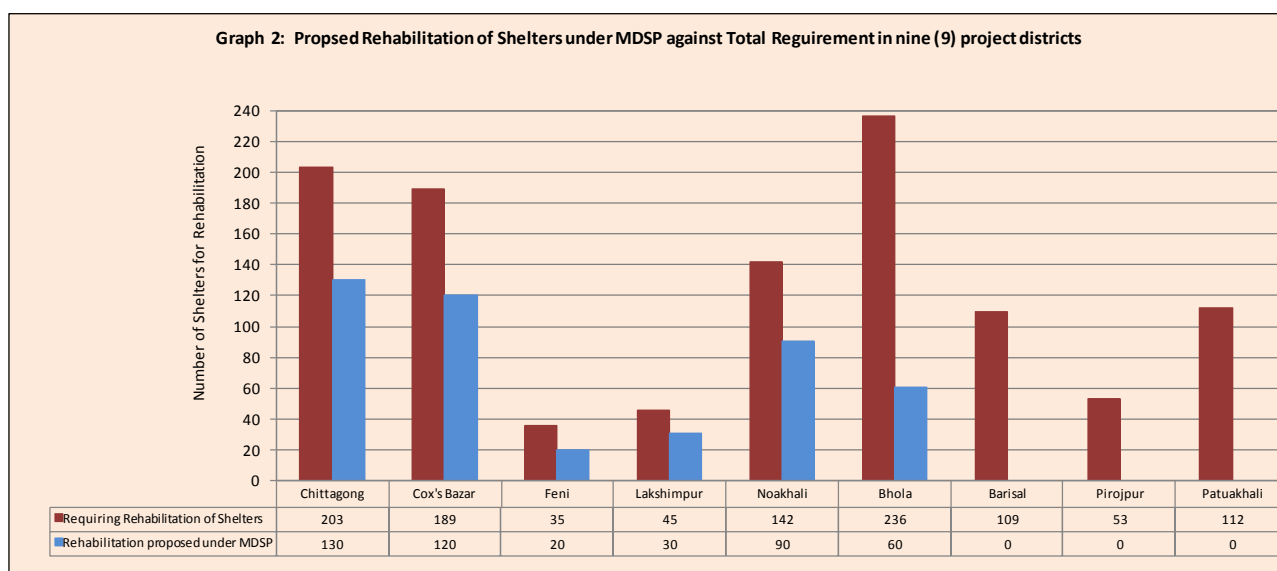
After the severe cyclone 'SIDR', GOB with financial assistance of WB took up 'Emergency Cyclone Recovery and Restoration Project (ECRRP)' to facilitate recovery of livelihoods, repair and rehabilitation of damaged infrastructure of LGED and BWDB. Under ECRRP, a feasibility study was undertaken to prepare future project for disaster shelters and upgrading the rural network. The study consultants reviewed all relevant studies, redefined the risk-prone areas in terms of cyclone surge, flooding depths of various return periods and identified possible projected population of coastal 20 districts that are likely to be affected by future cyclone events. WB funded MDSP has been taken up by GoB. The Study Consultants estimated that a total of 9,220 shelters would be needed to provide shelter to everybody of all 20 coastal districts by 2025, out of which 3,318 shelters exist in good condition. Thus the Consultant recommended constructing 2,772 shelters as a First Priority and 6,448 shelters as Second Priority. The government has decided to update the study and at the same time begin a program of constructing at least 552 additional shelters in the high-risk zones and upgrading at least 450 existing shelters, access roads and the other facilities, and removing deficiencies observed in use of the existing shelters. This project has been prepared in line with the above mentioned recommendation of the feasibility study.

1.2 Description of MDSP

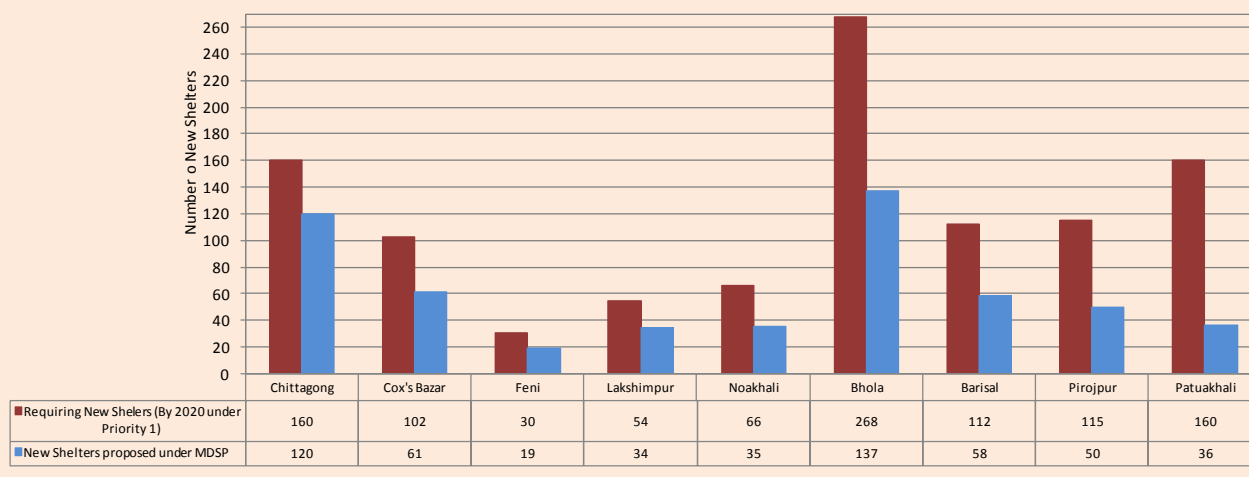
Preparation of a future project for disaster shelters and up-gradation of rural road network was taken up under ECRRP financed by the World Bank. The MDSP is designed to address part of the prevailing needs of multipurpose disaster shelters in nine (9) coastal districts namely, Chittagong, Cox's Bazar, Feni, Lakshimpur, Noakhali, Bhola, Barisal, Pirojpur and Patuakhali.

The MDSP is a large-scale, disaster risk mitigation infrastructure project that strengthens emergency preparedness and will significantly reduce vulnerability to climate change and natural disasters. This builds on initial phases of interventions in multipurpose disaster shelters advanced under ECRRP, which is considered the first phase of investments. The project is expected to have an impact on long-term disaster resiliency in Bangladesh, focused particularly on the coastal region. MDSP would focus on meeting these high priority needs by providing construction of 552 new shelters and the improvement of 450 existing shelters. The project will also invest in connecting roads and communication networks to shelters, increasing accessibility and effectiveness. It is expected that by safeguarding lives and assets, the project will contribute to goals of continued growth and shared prosperity.

1.2.1 Project Approach and Scope: Study under ECRRP, LGED developed a needs assessment of the entire coastal area with the objective of improving the coverage of accessible multipurpose disaster shelters by 2025. This analysis shows that 7,124 multipurpose shelters will be needed by 2025 of which 4,760 will be needed by 2020 to improve the disaster resilience of the population across all fourteen coastal districts. Using a multi-criteria ranking system, the assessment divided the needs into two priority lists- Priority 1 and Priority 2—with the aim of ranking those districts and those locations where the need is highest. Of the fourteen coastal districts, nine were prioritized against this list. This includes four Sidr-affected districts of Bhola, Barisal, Pirojpur and Patuakhali that have also been covered under ECRRP, but still significant needs remaining. MDSP will further expand into five non Sidr-affected districts of Chittagong, Cox's Bazar, Feni, Lakshimpur, and Noakhali with a view addressing the most urgent needs of these areas. MDSP represents a first step in meeting this need, by financing the construction or rehabilitation of around 1,000 multipurpose shelters in these nine coastal districts and aims to achieving coverage of around 80 percent of these districts. The proposed Rehabilitation and Construction of New Shelters under MDSP against Total Requirements in nine (9) project districts are reflected in **Graph 2 and Graph 3**.



Graph 3: Proposed New Shelters Construction under MDSP against Total Requirement in nine (9) project districts



Geographical Coverage: MDSP is designed to address the immediate needs of multipurpose disaster in different upazillas of nine coastal districts of Bangladesh namely, Chittagong, Cox's Bazar, Feni, Lakshimpur, Noakhali, Bhola, Barisal, Pirojpur and Patuakhali.

1.2.2 Project Components

MDSP is designed such that its PDO will be achieved through the implementation of three project components, as follows:

Component A: Reconstruction and Improvement of Multipurpose Shelters (US\$357 million).

Lessons learned and continuous upgrading of the designs has led to a typology of shelters today that feature resilience to high wind speeds, safe haven for animals and livestock, water supply systems, separate sanitation facilities, and safe haven from storm surges. In addition, the shelters serve as primary schools during the year, providing wider community benefit to the coastal population.

This component will finance:

- The construction of around 552 new shelters (US\$222 million);
- The rehabilitation of around 450 existing shelters (US\$ 40.5 million),
- The construction and improvement of around 550 kilometers of rural roads to improve access and communication networks to shelters (US\$71.5 million),
- The implementation of environmental and social management plans (US\$6 million), and
- Design and construction supervision (US\$17 million).

Component B: Project Management, Monitoring and Technical Assistance and Training (US\$19.7 million of which US\$18 million IDA Credit and US\$1.7 GOB contribution).

This component will support the Government in implementing the project, and in coordinating all project related activities, monitoring, technical assistance and training.

It will include:

Subcomponent B1: Establishment and operation of a Project Management Unit (PMU) (headquarters) and field offices within the Local Government Engineering Department (US\$11.7 million of which US\$10 million IDA Credit and US\$1.7 GOB contribution);

Subcomponent B2: Monitoring and Evaluation (US\$3 million); and

Subcomponent B3: Technical assistance and training for LGED in such areas as disaster management and preparedness, construction, contract management, financial management, preparation of environmental and social assessments, and preparation of EMPs, SMPs,,

SEVCDs, and RAPs; training and capacity building support to the School Management Committees (SMCs) and CPP; and preparation of future projects (US\$5 million).

The monitoring and evaluation (M&E) activities would provide continuous feedback to the Government, the Bank, and implementing agencies on the project's performance and impact of its various components, so that corrective actions could be undertaken in a timely manner. It will also supervise implementation of the overall ESMF/TDF, careful review and monitoring of sub-project specific social and environmental management plans, as well as tribal development and resettlement action plans, where applicable, and impact assessments, and supervision of their implementation. This component (Component B) will finance incremental staff to the project. Government staff deputed to the project as well as any costs associated with these staff will be financed from the Government of Bangladesh.

Component C: Emergency Contingent Response Component (US\$0 million).

In case of a major natural disaster, the Government may request the Bank to re-allocate project funds to this component (which presently carries a zero allocation) to support response and reconstruction.

1.3 Implementation Arrangement

The Government of Bangladesh would have overall responsibility for project management and coordination through its Ministry of Local Government, Cooperatives and Rural Development. A Project Steering Committee (PSC) will provide overall guidance, policy advice and coordination of the project activities. PSC will be chaired by the Senior Secretary/ Secretary of the Local Government Division.

The Local Government Engineering Department (LGED) headed by the Chief Engineer will be the Implementing Agency. The Chief Engineer, LGED will be supported by the Additional CE, Implementation, SE (PM&E) and the Regional SEs.

The LGED will be responsible for the implementation of the project through a Project Management Unit (PMU). The PMU will play a central role in carrying out procurement and Financial Management functions. The PMU will also ensure compliance with all WB rules including Financial Management and disbursement of funds and compliance with safeguards standards.

The PMU office led by a Project Director (PD) is located at the headquarters of the LGED in Dhaka. The PD will report directly to the Chief Engineer. In order to ensure smooth integration and continuation of works, MDSP deputed one Deputy Project Director (DPD). The DPD will be supported by one senior technical specialist, one senior procurement specialist, one financial management specialist, one senior environment specialist, one social specialist, one communication specialist and one GIS specialist including support staffs in headquarter at Dhaka. The PMU will be supported by a team of D&S Consultants who will also act 'Engineer'.

In addition, nine existing field level offices headed by concerned Executive Engineers at the project districts will act as PIUs. The PIUs are located in project districts of Chittagong, Cox's Bazar, Feni, Lakshimpur, Noakhali, Bhola, Barisal, Pirojpur and Patuakhali.

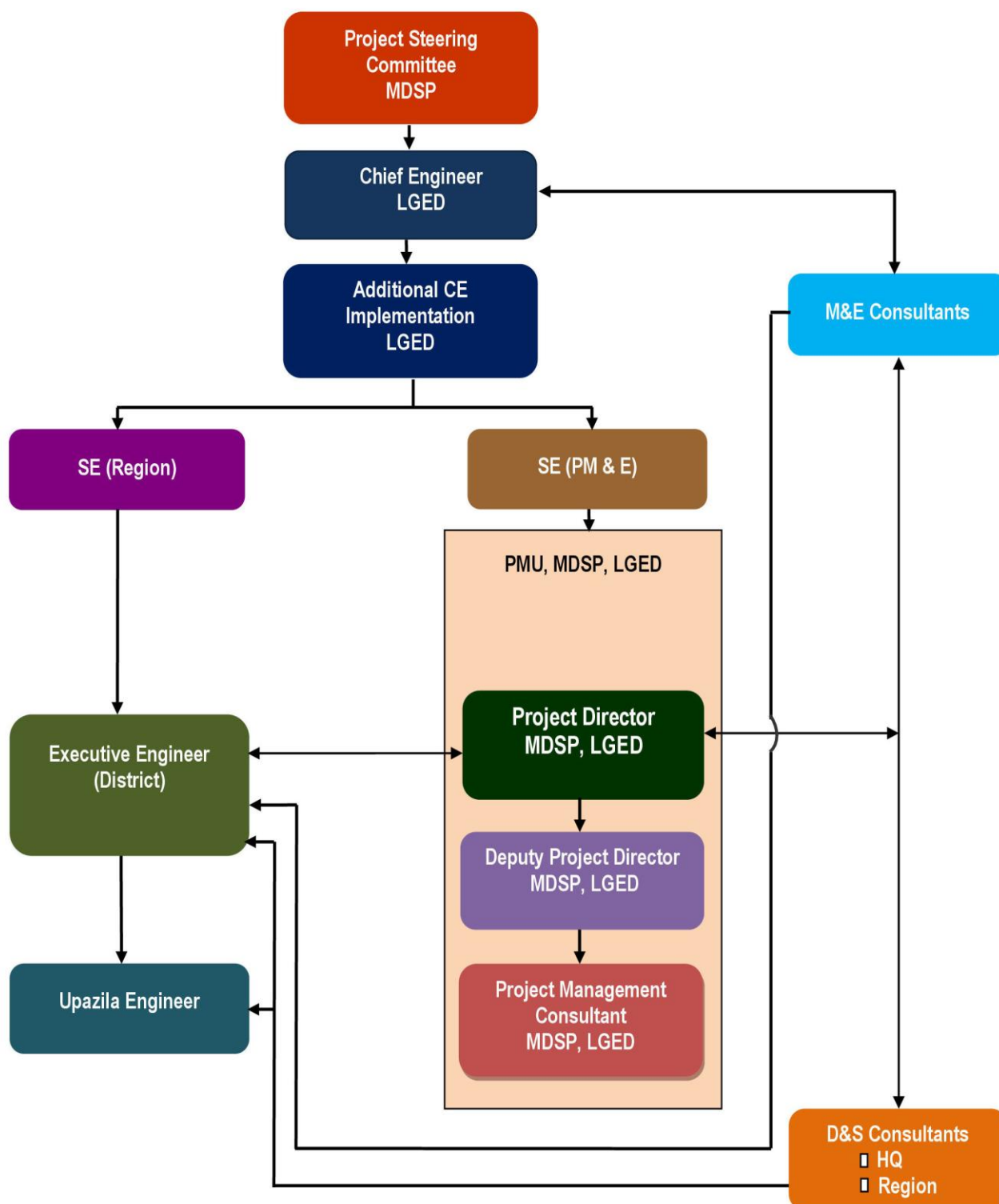
The M&E Consultant would support the PMU on overall project oversight, monitoring and evaluation activities as per TOR including GAAP, EMP, SMP/RAP, TDF etc. It will ensure diligent monitoring and evaluation of project implementation process and progress, delivery of project inputs, outputs and outcomes using the Project Results Framework as the basis. The Consultants would provide continuous feedback to LGED and the Bank on the project's performance and impact so that corrective actions could be undertaken in a timely manner.

The M&E Consultant will also undertake field surveys at different stages of project implementation to evaluate project impact in terms of achieving the targeted PDO.

The M&E Consultant will report to the Chief Engineer, LGED, while the PMU will be responsible for contract management.

Figure 1 is a graphical presentation of the project implementation arrangements of MDSP.

Fig. 1: Implementation Arrangement



1.4 Project Location

Annex 1 shows the map of Bangladesh highlighting MDSP project area, while **Table 1** indicates the Districts and Upazilas covered by the Component A.

Table 1: Coverage of Component by District and Upazila in Chittagong and Barisal Division

Division	District	Upazila	Infrastructure/ Interventions to be Implemented
			under Component A
Chittagong	Chittagong	Sandwip	✓
		Lohagara	✓
		Satkania	✓
		Patiya	✓
		Chandanish	✓
		Boalkhali	✓
		Banskhali	✓
		Sitakundu	✓
		Raojan	✓
		Rangunia	✓
		Mirsharai	✓
		Hathazari	✓
		Fatikchari	✓
		Anwara	✓
	Cox's Bazar	Kutubdia	✓
		Cox's Bazar Sadar	✓
		Chakoria	✓
		Pekua	✓
		Moheshkhali	✓
		Ramu	✓
		Ukhiya	✓
		Teknaf	✓
Barisal	Feni	Daganbhuiyan	✓
		Chhagalniya	✓
		Sonagazi	✓
		Feni Sadar	✓
		Porshuram	✓

Division	District	Upazila	Infrastructure/ Interventions to be Implemented
			under Component A
	Lakshimpur	Fulgazi	✓
		Komol Nagar	✓
		Ramgati	✓
		Raipur	✓
		Lakshimpur Sadar	✓
	Bhola	Bhola Sadar	✓
		Borhanuddin	✓
		Char Fasson	✓
		Daulatkhan	✓
		Lalmohan	✓
		Monpura	✓
		Tajumuddin	✓
	Barisal	Agailjhara	✓
		Babuganj	✓
		Bakerganj	✓
		Banaripara	✓
		Barisal Sadar	✓
		Gaurnadi	✓
		Hizla	✓
		Muladi	✓
		Wazirpur	✓
	Pirojpur	Bhandaria	✓
		Kaukhali	✓
		Mothbaria	✓
		Nesarabad	✓
		Nazirpur	✓
		Pirojpur Sadar	✓
		Zia Nagar	✓
	Patuakhali	Galachipa	✓

Division	District	Upazila	Infrastructure/ Interventions to be Implemented
			under Component A
		Dashmina	✓
		Kalapara	✓
		Mirjaganj	✓
		Patuakhali Sadar	✓
		Dumki	✓
		Bauphal	✓
		Rangabali	✓

2 M&E SUPPORT ASSIGNMENT

2.1 Project Sub-Component B.2: Monitoring and Evaluation of Project Impact

The Monitoring and Evaluation Consultant team of MDSP is responsible for assessment of overall project performance and impact. The M&E Consultant will support LGED through the PMU in undertaking oversight of M&E activities, and providing feedback to LGED, PMU, WB and all related stakeholders on project performance and impact at various stages of project implementation so as to help the decision makers and the donor in taking appropriate decisions and actions in a timely manner.

On 24 September 2016, the Government of Bangladesh through Local Government Engineering Department entered into a contract with Development Project Design and Services Limited (DPDS) and ACE Consultants Ltd., JV Bangladesh (herein the Consultant), for rendering the Monitoring and Evaluation Consultancy Services for MDSP.

2.2 Scope of Works

The scope of work of Monitoring and Evaluation Consultants is to carry out the following activities of MDSP:

- 1) Overall monitoring and evaluation of project implementation;
- 2) Carry out monitoring of project progress, inputs, outputs, outcomes and impacts of project activities;
- 3) Review and monitor specific social and environmental management plans and assessments, supervision of compliance of social and environmental safeguards;
- 4) Evaluate project impact on disaster risk reduction measures on the communities against specified indicators;
- 5) Help reinforce overall transparency and governance during project implementation;
- 6) Monitor compliance of Operation Risk Assessment Framework (ORAF) and Governance and Accountability Action Plan (GAAP), and
- 7) Provide feedback to LGED, PMU, WB on project implementation performance, issues and impact.

2.3 Tasks and Outputs of the Assignment

The M&E Consultant is responsible for overall monitoring and evaluation of project activities and impacts. In particular, the tasks of the Consultant include:

- Task 1: Create a comprehensive monitoring and evaluation framework for MDSP
- Task 2: Develop baselines for the key project indicators for tracking project inputs, outputs and outcomes
- Task 3: Track key indicators during project implementation
- Task 4: Carryout process monitoring of the Project
- Task 5: Integrate the ICT monitoring tools to be designed by the DS Consultants in capturing project implementation status as an input in to the M&E framework for MDSP
- Task 6: Recommend appropriate corrective actions and recommendations
- Task 7: Supervise the implementation of the environmental and social safeguards requirements (including quality control oversight of safeguards documentation prepared by the Design and Supervision Consultants)
- Task 8 : Prepare and submit consolidated semi-annual and annual progress reports to the PMU;

Task 9: Prepare Mid-Term Review Report for MDSP

Task 10: Prepare inputs for the Project Completion Report and Implementation Completion Report (ICR) and

Task 11: Prepare inputs, as needed, to be incorporated into the ICT database

2.4 Deliverables

Besides others, the general outputs from the Consultant in the form of reports include:

- (i) Inception Report,
- (ii) Detailed M&E Strategy Report,
- (iii) Baseline Survey Report,
- (iv) Periodical Reports (Semi Annual and Annual Reports),
- (v) Mid Term Review (MTR) Report,
- (vi) Implementation Completion Report (ICR), and
- (vii) Final Report/ Final Impact Evaluation Report.

2.5 Outline of Overall M&E Methodology and Strategy

2.5.1 General

This section presents the outline of the overall methodology and strategy for the monitoring and evaluation of outcome and impact of MDSP. The outlines for monitoring and evaluation of progress, inputs, outputs and processes in relation to the project components carried out by the project implementing agency, LGED are presented in the subsequent chapters.

The Consultant's strategic approach and methodology in carrying out the tasks required for this M&E support assignment, as described in detail in its technical proposal, will generally be followed. Necessary modifications and/or additional details to the proposed approach and methodology are explained in the succeeding sections.

2.5.2 Review/Refinement of the Result Framework and the Logical Framework for the MDSP

The Results Framework for the Project (as specified in the Project Appraisal Document) and the Logical Frameworks for project components (as spelled out in the Development Project Proposal) were prepared in the latter part of year 2014 based on the needs assessment done through study under ECRRP with the objective of improving the coverage of accessible multipurpose disaster shelters to the entire coastal area by 2025. From the time when the frameworks were prepared up to the present, GOB, a number of donors, and the affected communities themselves are continuing recovery and restoration efforts.

Review/refinement of the MDSP Results Framework and the Project Logical Framework is deemed necessary to incorporate the developments that have occurred since their preparation up to the present. Specifically, the purposes of this activity are: (i) Setting the Results Framework and the Logical Framework functioning by determining the consistency, appropriateness and "cause-effect" linkages of existing activities, outputs, outcome and impact capturing what took place since their preparation up to the present; and (ii) Enhancement of the frameworks by improving on current indicators and, when necessary, defining additional ones that reflect on development that were not incorporated when the original frameworks were prepared.

The observations and suggestions from the initial review of the Results Framework are detailed in **Annex 2A** and summarized below, while the Project Logical Framework is reflected in **Annex 2B**.

- Target values for year 6 (end of project) for each indicator should be determined in Upazilas covered by the Component -A of MDSP (Table 1, Section 1.4 above).
- Additional indicators will be suggested to be able to more reasonably measure the progress in the achievement of the project outcomes and outputs.
- Under the supervision of the M&E Consultants and cooperation of related stakeholders of MDSP, the pre-project baseline status, mid-term status and end of project status would be surveyed by hiring outsourced firm to make assessment of the project impact on the target group and the community as a whole.

The Consultants' observations and suggestions as given in Annex 2A are initial and provisional. The comprehensive refinement of the frameworks will be done in collaboration with the PMU, PIUs, D&S Consultants and the World Bank, thus facilitating the attainment of consensus and promoting ownership of the Results Framework and Logical Framework by the project stakeholders.

2.5.3 (Task 1) Development of a Comprehensive M&E Framework for MDSP

M&E Framework

In order to carry out monitoring and evaluation systematically, the M&E Consultant will formulate an M&E strategy framework, which will serve as a plan for monitoring and evaluation of project activities. The framework will clarify:

- What are to be monitored and evaluated;
- The activities needed to monitor and evaluate;
- Who is/are responsible for monitoring and evaluation activities;
- When monitoring and evaluation activities are planned (timing);
- How monitoring and evaluation are carried out (methods); and
- What resources are required and where they are committed.

The M&E framework will have three main components:

1. Results Framework and Project Logical Framework (Log Frame) – Refined and updated as described in Section 2.5.2.
2. Matrices of the monitoring and evaluation framework – Include the strategies and consolidated information required for monitoring and evaluation, for easy reference.
3. Description of the Monitoring and Evaluation Framework – Explanation on how PMU with the support of the M&E Consultant will undertake monitoring and evaluation, the accountabilities assigned to different individuals and agencies, and other notes regarding the information in the matrices of the M&E framework. It will also indicate, among others, monitoring and evaluation of: (a) project specific operational risks and risk mitigation measures; and (b) implementation and compliance of the overall ESMF/ TDF.

M&E Framework Matrices

Generally, three matrices are used to present the strategies and consolidated information required for monitoring and evaluation, for easy reference. These are:

- *Matrix for outcome and outputs* – shows the: (i) results (outcome and outputs); (ii) indicators for each outcome and output (with baseline and targets) and other key areas to monitor; (iii) means of verification (data source and type) for each indicator; (iv) collection methods (with indicative timeframe and frequency) for each indicator; (v) responsible for M&E and reporting of progress for each indicator; and (vi) risks and assumptions. The general format of this matrix is shown in **Annex 3**.

- *Global Work Plan* – details of the activities to be carried out by the project stakeholders in order to generate outputs in relation to the outcome. It is a Gantt chart that presents the: (i) outputs and their indicators, (ii) activities that are to be undertaken to produce specific outputs, (iii) budget for carrying out the activities, (iv) actual costs for carrying out the activities, and (v) graphic comparison of planned versus actual implementation of activities.
- *Responsibility Assignment Matrix* – specifies the assignment of responsibilities to members of the PIA. It includes the: (i) outputs and their indicators, (ii) activities that are to be undertaken to produce specific outputs, (iii) parties responsible for the actual implementation of activities, and (iv) parties who are responsible for the M&E and reporting of progress.

During the comprehensive refinement of the overall MDSP Logical Frameworks (to be done in collaboration with the PMU and others), key indicators for tracking project inputs, outputs, outcomes, and operational risks and governance issues will be updated, if required. It will also include a matrix that will track the input/ output indicators (i.e., “Achievements vs. targets”). The matrix will be a part of Semi-Annual and annual reporting. The use of intensive field visits, focus group discussions and sample surveys will be adopted for the purpose.

2.5.4 (Task 2) Development of Baselines for the Key Indicators for Tracking Project Inputs, Outputs and Outcomes

During the comprehensive review/refinement of the Results Framework for the MDSP defined in the World Bank PAD and the Project Logical Framework (prepared in collaboration with the PMU and the World Bank), key indicators for tracking project inputs, outputs, outcomes, and operational risks, governance issues etc. will be finalized.

The initial list of outcome indicators defined in the PAD plus some additional indicators is presented in **Table 2** below:

Table 2: Initial List of Outcome Indicators plus *Additional Indicators.

PDO	Outcome Indicators	Information Needs
To reduce the vulnerability of the coastal districts of Bangladesh to natural disasters by (a) providing i) safe shelters to human beings, ii) domestic animals; (b) spreading network of link roads connecting disaster shelters and (c) creating facilities for primary/ other education etc.	Increase in the share of needs met for priority multipurpose disaster in the targeted districts (Percentage)	Needs of the districts as measured by the a multi-criteria analysis including exposure to climate and extreme weather events, population density, population growth to 2020, distance to existing shelters, and deficit of shelters within a 5 km radius. Methodology was developed to analyze all coastal districts under study by ECRRP to develop a priority ranking, and identify the “need” in each district, Given the investments in multipurpose shelters to date, the share of needs met in the targeted districts is, on average, around 60%. MDSP will fulfill the need for shelters in priority districts from 60% to 80% (Upazilas covered by Component A shown in Table 1, Section 1.4).
	Number of project beneficiaries who have access to multipurpose Shelters in targeted districts (Number).	Number of beneficiaries who will be directly benefitted from the construction and rehabilitation of shelters. This is measured by the expected capacity increase in shelters constructed or rehabilitated in project areas.
	*Provide improved facilities (Modern floor, water supply, sanitation, separate toilets for men & women, separate space for disabled and maternity use, store room etc. to existing shelters (Number)	Number of beneficiaries who will be directly benefitted from the repair/ rehabilitation of existing shelters. This will be measured by the number of beneficiaries who will avail improved facilities during disasters due to repair/rehabilitation of existing shelters under the project.
	*Provide space for safe shelter of livestock during disasters (Number of livestock	Capacity of new shelters in the targeted districts. This will be measured by the number of shelters with the capacity of each.

	<p>*Provide additional space and modern facilities for schooling in the shelter cum schools (Increased student enrolment in percentage.</p>	<p>Information will be collected from the new and rehabilitated schools regarding increased student capacity.</p>
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The list of outcome and output indicators, and their respective information needs will be further updated in consultation with the PMU, D&S Consultants and the concerned institutions..

The M&E Consultants will undertake a Baseline Survey as a first step to establish the pre-intervention situation against which progress towards final indicators in the Project Results Framework will be measured.

Baseline Survey

The M&E Consultants in collaboration with the PMU, PIUs, D&S Consultants and other related stakeholders will undertake a Baseline Survey as a first step to establish the pre-intervention situation against which progress towards final indicators in the Project Results Framework will be measured. An experienced firm will be outsourced to take up the survey under the guidance of the M&E Consultants. The Baseline Report will cover the following: a household survey to find out the existing socioeconomic status of the target population, prevailing living conditions of the communities to be served by the shelters and other interventions before start of project works; general perception of the beneficiaries concerning the needs and benefits of shelters, access roads, schools; general perception of their needs; level of awareness among beneficiaries about MDSP interventions etc.

The Baseline will use a quasi-experimental design with the before-and-after-intervention-measures. This design involves the use of treatment and control groups where both groups are deemed similar in that differences could be clearly attributed to the MDSP with a high degree of confidence. The Consultant will design a baseline survey methodology in consultation with the PMU and other stakeholders. Survey data will describe 'before' project conditions.

The baseline survey will be supplemented by secondary data on socio-economic conditions in selected areas as well as environmental, institutional and production profiles, which will be collected from secondary sources such as government offices. The baseline household survey will be supplemented by Key Informant Interviews (KIA).

The sampling design as well as sample size will be determined once the schemes (Construction/ Reconstruction of Shelters, Shelter Connecting Roads etc.) have been selected in consideration of two important elements: the first is the geographic expanse or outreach of selected schemes and the second is the population of farms and households within the geographic expanse of selected schemes. Random sampling techniques will be applied in the field data collection. The survey will be carried out through personal interviews using a pre-tested and structured baseline survey questionnaire. Prior to designing the questionnaire, the M&E Consultant will review formats currently used by Government agencies. The survey questionnaire will be pre-tested and the final one will be subject to the concurrence by the PMU and the Bank.

The output of the baseline survey will be documented in a Baseline Survey Report that will discuss the methodology, analysis and findings on 'before' project conditions.

Baseline Survey Indicators

The baseline survey will include a canvas of indicators that will be examined during the field contacts conducted with various stakeholders. This will comprise of:

- Existing network of shelters and access roads in the project area
- Catchment population under the existing network of shelters in the communities
- Construction/ Reconstruction of the multipurpose disaster shelters and O&M issues
- Construction/ Improvement of communication network including bridges and culverts to the multipurpose disaster shelters and O&M issues
- Catchment population of students in the existing schools
- Institutional, social and tribal issues
- Financial and fiscal aspects
- Economic aspects, long term sustainability, assessment of secondary impact on economic activity in the project area
- Environmental aspects
- Any other key measurable indicators as may be relevant and identified during the project period.

The collected information will be utilized for the monitoring and evaluating of the project performance against the project objectives. In order to collect information, the M&E Consultant will be supported by the field staffs of LGED, D&S Consultants during the entire period of the project.

2.5.5 (Task 3) Tracking Key Indicators during Project Implementation

The tracking/monitoring of project inputs and outputs (through their respective indicators), evaluation of progress towards outputs will be done by the PMU using ICT monitoring as a single-stop instrument to monitor progress of construction, provide visual images to assess quality, and monitor the number and frequency of visits by LGED engineers, D&S Consultants, M&E Consultants and WB teams tasked with supervision.

The M&E Consultants' task is complementary to the ICT tool. The M&E Consultants will be given tools for data capture that will enable them to upload verification information (tagged to each construction site) directly onto the online project database. In addition to the ICT based system, M&E will need to capture and track indicators that are more socio-economic and beneficiary focused in nature, and will therefore need to track appropriate additional indicators.

The Consultant team supported by the LGED field staffs and D&S Consultants is responsible for the consolidation, verification, validation and analysis of this information as to their contribution towards progress in the attainment of outcome. The Consultant's specialists will conduct regular verification/validation of information for quality control purposes with the cooperation of LGED field staffs and D&S Consultants.

A matrix (mentioned earlier) will be used to reflect changes in the values of the key indicators in the M&E Framework. The matrix will be updated at regular intervals and included in the Semi- Annual and Annual Progress Report as: "Actual vs. Target Values for Indicators of Outcome and Outputs". Tracking of Key Indicators is a continuous process and will be continued till end of the project.

Data collection and analysis procedures; appropriate methods, tools, formats/tables, will be developed by the M&E Consultants in collaboration with the PMU and D&S Consultants. These methods, tools, formats/tables and procedures will be included in the detailed M&E Framework/Strategy Report.

2.5.6 (Task 4) Carrying out process and progress monitoring of the Project

The monitoring and evaluation (M&E) activities would include continuous feedback to LGED management, the Bank on the project's performance and impact of its various components, so that corrective actions could be undertaken by the appropriate authority in a timely manner. M&E will not only be carried out for project inputs, outputs and outcomes but also on the efficiency and effectiveness of the processes underlying the design and implementation of the project Components, such as:

- For Component A – Site selection for new shelters, design, implementation (i.e. construction of new shelters, improvement of existing shelters, construction of access roads etc.).
- For Component B– Supporting LGED in implementing the project, and in coordinating all project activities, monitoring technical assistance and training that include:
 - Subcomponent B1: Operation of the Project Management Unit (PMU) (headquarters) and field offices, D&S Consultants under the Local Government Engineering Department;
 - Subcomponent B3: Technical assistance and training for LGED in such areas as disaster management and preparedness, construction, contract management, preparation of environmental and social assessments, and preparation of EMPs, SMPs, SEVCDs, and RAPs; training and capacity building support to the School Management Committees (SMCs) and CPP; and preparation of future projects.

Process and progress monitoring will be anchored on the processes prescribed in the concept of each project component and the Inception Report of D&S Consultants. It may also be linked to M&E of operational risks and governance aspects. The design and establishment of process and progress monitoring will be jointly carried out by the PIUs, PMU, D&S Consultant and the M&E Consultant. The PMU, PIUs & the D&S Consultant will carry out process monitoring in their respective component, while the M&E Consultant will monitor and evaluate adherence to the prescribed processes. The design, establishment and procedures for the implementation of process and progress monitoring will be included in the Detailed M&E Framework/Strategy Report.

2.5.7 (Task 5) Integration of ICT monitoring tools designed by the D&S Consultants as an input into the M&E framework for MDSP

The objective of ICT monitoring of MDSP is to improve the effectiveness of the project by directly monitoring the progress of implementation. It will be specifically used (a) to check the quality of construction works through the visual images that will be facilitated by the reporting system, and (b) to monitor the number and the frequency of visit made by the supervisory staff to the sites.

Development of ICT Monitoring Tool by the D&S Consultants

The D&S Consultants, MDSP are primarily responsible for developing a ICT Monitoring System based on a platform built around Open Data Kit (ODK) that provides an innovative reporting system to the users. The system as already developed by the D&S Consultant includes a mechanism for real time data capture, particularly tracking of project progress and irregularities and suggestions and recommendations for improvements. The platform will be designed to use multiple customized formats suitable for different stages of the project implementation and activities, and reflect reporting dates and times, identities and photos of the reporting personnel, GPS coordination as well as the photos of the reported locations, which are transmitted by the reporting person via a mobile device to an online database. In geographic areas without mobile internet, the transmission materials will be stored in the phone memory for subsequent transmission at a later time when and where mobile signal will be available.

Integration of ICT Monitoring by the M&E Consultants

The related tasks 5 and 11 of the M&E Consultants' TOR are to integrate the D&S Consultants developed ICT Monitoring Tool into the M&E Consultants ICT Monitoring System. The details of integration plan supplementary to the monitoring tool will be reflected as an input into the M&E Strategy Framework for MDSP. The M&E Consultants will establish a sound ICT data capturing system that provides all information on the planned and ongoing project related activities. This would provide a useful tool to the M&E Consultants that will enable them to upload verification information (tagged to each construction site) directly in the online project database. At the same time, it would serve as a useful tool to monitor project specific interventions. The monitoring strategy framework will be prepared in consultation with related stakeholders including the D&S Consultants with particular cooperation with the System Analyst of D&S Consultant.

The indicators for field data collection during various levels of project evaluation will be utilized for designing the web based application software and the database formats. These indicators will be used during baseline survey, mid-term survey, end of project survey and periodic M&E evaluation works.

The various indicators that will be included in the on-line monitoring and evaluation system are:

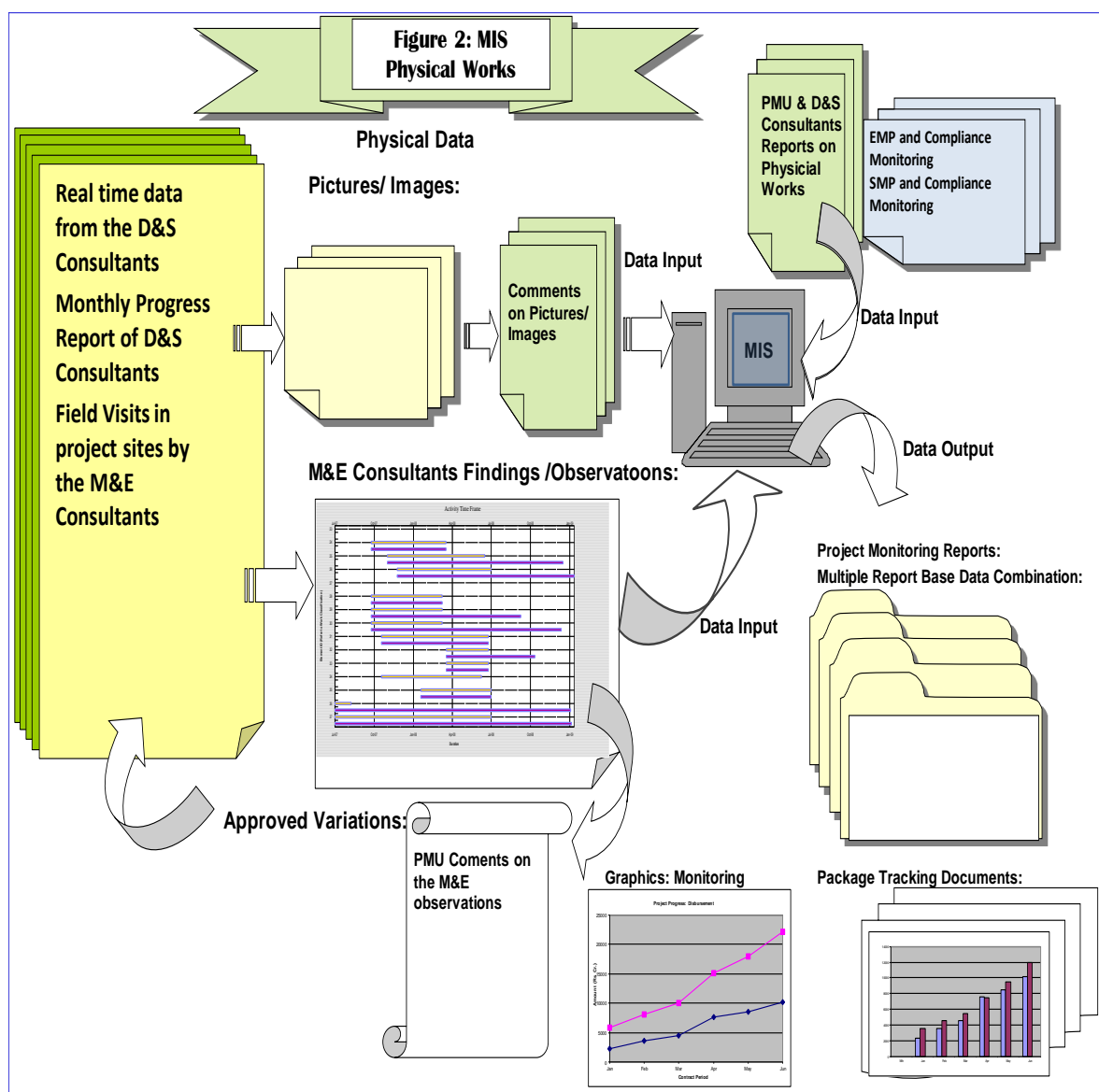
- Technical and engineering;
- Environmental and social;
- Institutional;
- Input, output and outreach; and
- Any other relevant indicator as identified during project implementation.

The collected data will be periodically entered into the on-line system for viewing by the project authorities for providing timely decisions, so that any contingency situations could be addressed and appropriate, effective implementation and management.

The M&E Consultant will develop a web-interface linked data capturing system. This system will not only be based on computing hardware but also will consist of a system that allows data analysis and reporting.

The M&E MIS will be considered as a sub-system (Shown as Flowchart in **Figure 2**) that will process data on indicators of results including the physical progress of implementation. During the development phase, the M&E Team will prepare the design of data collection instruments, process flow, data processing and report generation system etc. in consultation with PMU & D&S Consultant.

Figure 2: MIS Physical Works



The M&E consultant will also highlight the results of reviews on process and progress monitoring for uploading to the M&E website.

However, at our inception stage, we have the following suggestions to make on the ICT Monitoring tool:

- 1) It is proposed that the online database will be accessible to permitted users .Along with others, the M&E Consultant may please be included in the list of the permissible users ;
- 2) D&S consultants have made arrangement to establish availability of access to GSM Mobile Internet Network and mobile phones .System has already been established with 20 Android phones with dedicated servers. To permit online monitoring, 5 Android phones of the M&E Consultants may also be given the above facility.

2.5.8 (Task 11) Prepare inputs, as needed, to be incorporated into the ICT database

The following inputs have been identified to be incorporated into the ICT Data Capturing System of M&E Consultant:

- 1) Uploading of MDSP Result Framework / Logical Framework for tracking project outputs, outcomes in terms of targets vs. achievements.
- 2) Uploading of the status of compliance of the Operational Risks Assessment Framework'
- 3) Infrastructure based Information (General Information) of the followings:
 - a. New Construction of Multipurpose Disaster Shelters
 - b. Repair/ Rehabilitation of Existing Shelters.
 - c. Shelter Connecting Rural Roads.
- 4) Process Monitoring (Pre-Construction Activities) for the following infrastructures:
 - a. New Construction of Multipurpose Disaster Shelters
 - b. Repair/ Rehabilitation of Existing Shelters.
 - c. Shelter Connecting Rural Roads.
 - d.
- 5) Progress Monitoring (Construction Activities) for the following Infrastructure
 - a. New Construction of Multipurpose Disaster Shelters
 - b. Repair/ Rehabilitation of Existing Shelters.
 - c. Shelter Connecting Rural Roads
- 6) SMP and Compliance Monitoring on Social Safeguard Issues.
- 7) EMP and Compliance Monitoring on Environmental Safeguard Issues.
- 8) Uploading of Photographs
 - i) Quality control of Works and Construction Materials covering the following:
 - a. New Construction of Multipurpose Disaster Shelters
 - b. Repair/ Rehabilitation of Existing Shelters.
 - c. Shelter Connecting Rural Roads.
 - ii) Photographs related to environmental management issues.
 - iii) Photographs related to social management issues.
 - iv) Photographs of other issues, if any.
- 9) Periodical Uploading of the following Reports prepared by the M&E Consultant:
 - a. Inception Report
 - b. Detailed M&E Strategy Report
 - c. Baseline Report
 - d. Field Visit Reports
 - e. Semi-Annual Reports
 - f. Annual Reports
 - g. Mid- Term Review Report (MTR)
 - h. Implementation Completion Report
 - i. Final Impact Evaluation Report

Besides, GPS positioning (Latitudes & Longitudes) of project interventions will be uploaded on maps/ images (Collected from LGED).

2.5.9 (Task 6) Proposing/Recommending Appropriate Corrective Actions and Recommendations

M&E Consultants will review the status of project implementation, identify lessons learnt and make general recommendations for enhancement of project performance. For this purpose, the M&E Consultants will undertake extensive field visits.

Analyzing the collected information from project sources and field visits, the Consultant will make reviews on: (i) the project inputs, outputs and outcomes (through their indicators) relative to their respective baseline status and targets; and (ii) monitoring specifically of adherence to the prescribed processes and their efficiency and effectiveness. Based on above, the Consultant will provide required feedback to LGED, D&S Consultant and the Bank on the project's performance and impact through FVRs and periodical reports:

- Feedback regarding implementation process and progress as against set targets and work plans;
- Feedback on progress towards attainment of outputs and outcomes;
- Feedback on the efficiency and effectiveness of the implementation processes and approaches particularly on environmental and social safe guard issues;
- Periodical compliance report on the projects' "Operational Risks Assessment Framework(ORAF)" and "Governance and Accountability Action Plan(GAAP)" identified in the PAD
- Proposal/recommendation of corrective actions on implementation strategies and practices, if any;
- If necessary, recommendations on changes in the project scope, interventions, implementation processes, etc. will be made for consideration of LGED and the PMU.

The above feedback and proposals/recommendations will enable LGED/PMU to take timely corrective actions to: (i) ensure and maintain satisfactory implementation progress; and (ii) ensure timely and satisfactory achievement of outputs and expected outcomes and the overall development objective of the project.

2.5.10 (Task 7) Supervise the implementation of the environmental and social safeguards requirements (including quality control oversight of safeguards documentation prepared by the Design and Supervision Consultants)

Eligibility for funding of the project interventions under MDSP will require following up of the World Bank's safeguard policies as also environmental and social legislation of GOB. LGED Interventions under MDSP consist of new construction, rehabilitation of existing school cum shelters with horizontal and vertical extension buildings where necessary and construction of school cum shelter connecting rural roads. The potential environmental impacts of the MDSP construction works being relatively minor fall under 'Orange B' category of Environment Conservation Rules. In order to addressing environmental and social safeguard issues covering WB and GOB policies, the "Environmental & Social Management Framework (ESMF)" has been exclusively prepared for MDSP.

Subproject specific assessment of environmental and social impacts due to construction works will be carried out following the ESMF prior to taking up physical construction works.

Environmental Assessment

All the sub-projects to be funded under MDSP will be subject to an environmental screening in order to prevent execution of projects with significant negative environmental impacts. Environmental screening is a part of the IEE/EIA. The purpose of the environmental screening is to get relevant concerns addressed early on to ensure that actions to mitigate environmental hazards or enhance environmental opportunities are budgeted for. The major activities to be carried out for IEE/EIA (including EMP) include: (i) Environment Screening (identification of possible impacts) (ii) Description of Surrounding Environment (establishment of “baseline environment” against which impacts of the proposed sub-project would be evaluated); (iii) analysis of alternatives; (iv) identification of major sub-project activities during both construction and operational phases; (v) assessment, prediction and evaluation of impacts of major project activities on the baseline environment; (vi) carrying out public consultations; (vii) preparation of environmental code of practice (ECoP); and (viii) identification of mitigation measures and preparation of impact specific environmental management plans (EMP) including monitoring requirements.

Social Assessment

The Social Assessment will be made in compliance with the Bank OP 4.12 on involuntary resettlement and OP 4.10 for resettlement of indigenous people following the legal framework active in the country for acquisition of land. The social assessment is aimed at addressing social safeguard compliance issues prior to and during implementation phase to ensure social justice to stakeholders. LGED will assess social issues related to site selection, subproject design, methods of obtaining lands for subprojects, identify impacts of project interventions to prepare Social Management Plan (SMP) for all subproject packages, and Resettlement Action Plan (RAP), where required, following the agreed social assessment procedure. A grievance redress mechanism (GRM) will be in place at each subproject site for receiving complaints and suggestions, and settlement of subproject related grievances from the communities and project affected persons (PAPs). It will also address social risks; gender issues during project implementation and participation of local communities and civil society, poor and vulnerable; capacity building of key stakeholders.

Environmental and Social Assessment Procedure

The D&S Consultants in collaboration with the PIUs will be responsible for timely preparation of the subproject specific Environmental and Social Assessment Reports including EMPs and SMPs, tribal development and resettlement action plans, where applicable in the light of ESMF. The Assessment Reports, among others should contain a) Pre-construction photographs of existing structures and surroundings and b) Site plan showing presence of prevailing structures such as playground, graveyard, religious establishments, road network likely to be affected by the interventions. The cost of mitigation measures will be included in the Bill of Materials.

The M&E Consultants' personnel (Environmental/ Social Specialist) will be responsible for reviewing all environmental and social screening, assessment, mitigation measures and costing prepared by the D&S Consultant to ensure that all required elements are present and up to date. The review will be undertaken in cooperation with the Environment and Social Specialists of D&S and Project Management Consultants. The review will provide an opportunity to build a shared understanding of Project environmental and social safeguard objectives, processes, and systems; identify any potential issues or necessary modifications; to identify any additional information and instruments needed by safeguards implementers to successfully to undertake the required work.

The M&E Consultants will make suggestions for up gradation, where necessary and recommend to the PMU clearance of the Environmental and Social Assessment Reports. PMU will obtain concurrence from the Bank for funding of the subprojects.

The Implementing Contractor, D&S Consultants and the PIUs will be primarily responsible for implementation of the environmental and social mitigation safeguard measures. The D&S Consultant will prepare overall quarterly progress report on environment/social compliance of the contracts under implementation.

The M&E consultant will have the responsibility to oversee compliance of the implementation of the EMPs, SMPs and RAPs etc. and report in the form of Field Visit Reports and Semi-annual and Annual reports. .

2.6 (Tasks 8, 9 & 10) Preparation and Submission of Reports

Table 3 indicates the reports that are to be prepared and submitted by the Consultant within the duration of the M&E assignment.

Table 3: List of Deliverables by the M&E Consultants

Deliverable	Description	Schedule (months after signing of contract)
Inception Report	Outline of overall methodology to be used, Work plan Deployment schedule of key officials and staff Monitoring and Evaluation Strategy, Initial list of key indicators to develop baselines, Methodologies for surveys, Formats for reporting etc.	2 months
Detailed M&E Strategy Report	Identification of indicators and surveys required, Methodologies for survey, M&E methodologies Formats for reporting etc.	4 months
Baseline Survey Report	Detailed Baseline Status of each indicator	6 months
Semi Annual Reports	Summary of work completed in last six months and cumulative since inception, Status of environment and social management plan implementation, Work expected to be done in next six months, Key issues for attention of PMU/World Bank, Process & Progress monitoring, Presentations/documentation/video etc.	As of June 30 th of each year.
Annual Reports	Summary of work completed in last six months and cumulative since inception, Status of environment and social management plan implementation Work expected to be done in next six months, Key issues for attention of PMU/World Bank, Process & Progress monitoring, Presentations/documentation/video etc.	As of December 31 st of each year.
Mid-term Evaluation Report	Project Impact Assessment at Mid-term. Undertake mid- term survey, make analysis and findings of project outputs and outcomes compared to baseline information and submit report.	3 years into the project implementation.
Draft Final Impact Evaluation Report/ Draft Implementation Completion Report	Prepare Final Project Impact Assessment Report at project completion. Undertake field survey, make analysis and findings of project outputs and outcomes compared to baseline situation. Reflect\ Project implementation experiences, Suggestions for improvement, sustainability and exit strategy. Prepare draft ICR in collaboration with PMU and D&S Consultant.	64 months
Final Report/ Implementation Completion Report	Submission Final Reports after incorporating suggestions/ observations on the Draft Final Reports.	66 months

Considering the: (i) present status of implementation of MDSP; and (ii) information that are required to be included in the reports; the Consultant proposes the following initial adjustments to the schedule of submission of some reports:

- Deadline for submission of Detailed M&E Strategy Report be within 4 months instead of 3 months as the M&E framework/strategy would be developed with collaborative efforts of the PMU, D&S Consultant, World Bank and the M&E Consultant. This participatory approach will promote ownership of the M&E framework/strategy by all related stakeholders to facilitate the enhancement of M&E capabilities. To effectively carry out this activity, more time will be needed.
- For the same reason, the time for undertaking and submission of Baseline Survey Report would be 6 months instead of 5 months

2.7 Team Mobilization, Staffing and Work Schedules

As of End of November 2016, all members of the Consultant team have been mobilized except for the Environment Specialist for which a request for a replacement has already been submitted to LGED for approval. Shown in **Annex 4A** is the revised staffing schedule incorporating the actual mobilization of specialists and staff .

Presented in **Annex 4B**, is the revised work schedule of the Consultant incorporating the actual mobilization of specialists and staff.

2.8 Activities Undertaken To Date

2.8.1 Meetings with PMU, DS Consultant, World Bank, PIUs, and review of relevant reports/documents

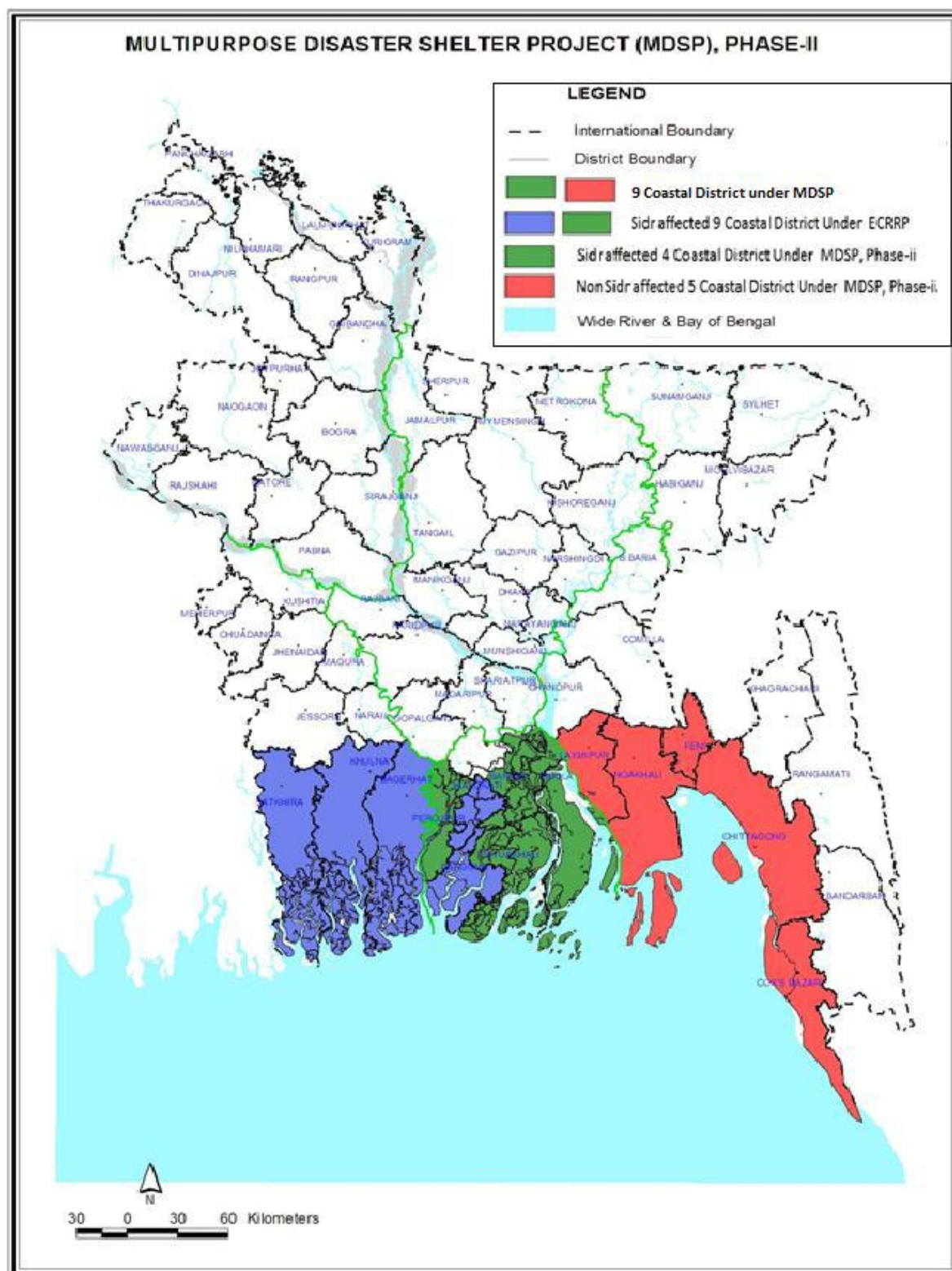
During the inception stage of the Consultant assignment, meetings with the PMU, & D&S Consultant were carried-out as an initial step in developing communication, coordination and collaboration. The Consultant also undertook desk review of relevant reports/ documents. The lists of persons met, and relevant reports/documents reviewed, are shown in **Annexes 5A and 5B**, respectively.

3 OBSERVATIONS AND SUGGESTIONS/ RECOMMENDATIONS

The following are the Consultant's initial suggestions/ recommendations:

- 1) Review/refinement of the Result Framework and the Project Logical Frameworks for MDSP is deemed necessary to incorporate the developments that have occurred since their preparation up to the present. This will be done in collaboration with the PMU as well as the D&S Consultants and with the World Bank.
- 2) The PMU, the D&S Consultant and the M&E Consultant will jointly develop and implement the M&E Framework for MDSP to facilitate the attainment of consensus and promote ownership of the framework by all concerned.
- 3) Initial adjustments to the schedule of submission and contents of some reports be made, such as: (i) deadline for submission of Detailed M&E Strategy Report be within 4 months instead of 3 months and (ii) deadline for submission of Baseline Survey Report be within 6 months instead of 5 months.
- 4) Before start of work, PMU in collaboration with the D&S Consultants and the M&E Consultants may initiate training of the Contractors, LGED field supervision personnel, D&S Consultant field staff in respect of the preparation of the Social and Environmental Assessment Reports in the light of ESMF/ TDF and implementation of the identified SMPs, RAPs and EMPs.
- 5) Task 7 of M&E Consultants' TOR: "Prepare and submit consolidated semi-annual and annual progress reports to the PMU". We would propose preparation of quarterly progress reports instead of semi-annual and annual progress reports depicting overall monitoring and supervision of the implementation and impact (including environmental and social) of project works and individual EMPs and SMPs.

Annex 1: Map of Bangladesh, Highlighting MDSP Project Area



Annex 2A: Multipurpose Disaster Shelter Project (MDSP) Results Framework

PDO	Outcome Indicators	Baseline	Cumulative Target Values						Initial Observations
			Yr. 1	Yr. 2	Yr. 3	Yr.4	Yr.5	End Target (Yr.6)	
To reduce the vulnerability of the coastal population to natural disasters across selected coastal districts of Bangladesh.	Increase in the share of needs met of priority multipurpose disaster shelters in the targeted districts (Percentage)	60.00	60.00	65.00	70.00	75.00	80.00	80.00	End Target for Yr.6 is the percentage increase in the share of needs met of priority multipurpose disaster shelters in upazilas covered by MDSP. Baseline value from PAD has been considered.
	Number of project beneficiaries who have access to multipurpose shelters in the targeted districts (Number)	0.00	121,500.00	314,500.00	557,500.00	968,500.00	1,236,500.00	1,236,500.00	End Target for Yr.6 is number of project beneficiaries who have access to the multipurpose disaster shelters in upazilas covered by MDSP. Zero value for baseline has been considered. In fact, the project beneficiaries who have access to multipurpose shelters will be benefitted by MDSP in two ways: (i) Providing improved facilities by the repair/ rehabilitation of existing shelters (With or without horizontal/ vertical extension) and (ii) Increasing shelter capacity by the construction of new shelters. Accordingly, there will be a baseline value of population who use the existing shelters in the targeted districts during disasters. However, this outcome indicator will be reviewed and elaborated during refinement of the MDSP Result Framework in collaboration with the PMU and the World Bank and will be included in the M&E Framework/ Strategy Report.

Annex 2A: MDSP Results Framework

Intermediate Output Indicators	Baseline	Target Values						Initial Observations
		Yr. 1	Yr. 2	Yr. 3	Yr.4	Yr.5	End Target (Yr.6)	
Number of new multipurpose shelters constructed (Number)	0.00	50.00	150.00	250.00	350.00	552.00	552.00	End Target for Yr.6 is the total number of newly constructed multipurpose shelters with improved design standards and connectivity upgraded in upazilas covered by MDSP.
Road constructed, Rural (Kilometers)	0.00	50.00	100.00	300.00	450.00	550.00	550.00	End Target for Yr.6 is the total length in kilometer of shelter connecting rural roads constructed with improved design standards and connectivity upgraded in upazilas covered by MDSP.
Number of additional classrooms built or rehabilitated at the primary level resulting from project interventions (Number)	0.00	300.00	750.00	1350.00	2325.00	3000.00	3000.00	End Target for Yr.6 is the total length in kilometer of shelter connecting rural roads constructed with improved design standards and connectivity upgraded in upazilas covered by MDSP.

Participants in consultation activities during project implementation (Number)		2000.00	5000.00	10000.00	13500.00	20000.00	20000.00	End Target for Yr.6 is the total nos. of participants who attended in the consultation activities/ meetings held in the upazilas covered by MDSP.
Participants in consultation activities during project implementation- Female (Number)	0.00	1000.00	2500.00	5000.00	6750.00	10000.00	1000.00	<p>End Target for Yr.6 is the total nos. of female participants who attended in the consultation activities/ meetings held in the upazilas covered by MDSP.</p> <p>Note: Year wise cumulative target values of the above indicators will be reviewed in collaboration with the PMU and the World Bank during refinement of the Result Framework of MDSP. Initial Observations/Comments from the M&E Consultant will also be brought under consideration during refinement of the Result Framework of MDSP.</p>

Annex 2B. Project Logical Framework for MDSP

Narrative Summary	Objectively Variable Indicators	Means of Verification	Important Assumptions
Goal of Project:	Goal Level Targets:	Goal Level Monitoring:	Goal Level Assumptions
Providing Safe shelters to all inhabitants residing in coastal Bangladesh	<ul style="list-style-type: none"> Reduced casualties due to future natural hazards 	<ul style="list-style-type: none"> Damage survey report 	
<u>Project Objectives</u> <ul style="list-style-type: none"> To increase number of shelters for saving lives and their domestic animals Facilitate communication network to Shelters Facilitate primary / others education. Generate employment for women and men in rural sector. 	<ul style="list-style-type: none"> Increased saving of lives of Population and livestock by increasing Shelter capacity, Reduce Cyclone damage Increase enrollment in primary education Increase employment opportunities for the poor. 	<ul style="list-style-type: none"> Statistical Data Comparison of damage after and before construction 	<p>Affecting purpose to Goal Link:</p> <ul style="list-style-type: none"> Adequate annual allocation. No unusual price hike of construction materials and labour wages.
<u>Outputs</u> <ul style="list-style-type: none"> New disaster shelters construction with facilities for men and women, Existing shelter improvement, Shelter connecting Roads construction. Generate employment for women and men in rural sector. 	<p>By 2021</p> <ul style="list-style-type: none"> 556 nos, new disaster shelters including 50 steel structure will be constructed 450 nos, existing shelter including Vertical/ Horizontal Extension will be improved. 550km roads with 500 m Bridge/culverts will be constructed, Will increase direct & indirect employment opportunities. 	<ul style="list-style-type: none"> Damage Survey records. Local interview. On the spot survey 	<p>Affecting output to purpose link:</p> <ul style="list-style-type: none"> Natural calamity during Implementation of the Project. Fund flow from World Bank/GOB in time. Co-operation of all concerned bodies.

<p><u>Inputs:</u></p> <ul style="list-style-type: none"> • Special equipment in connection with the construction of the Cyclone shelter. • Special construction materials needed for the Disaster shelters. • Skilled manpower • Money: Around Tk.293500.00 lakh. 	<ul style="list-style-type: none"> • Construction of all components of Cyclone shelter in full conformity with the technical specification. • Uninterrupted flow to technical and financial recourses. 	<ul style="list-style-type: none"> • Project Director's records & report. • XEN's record & report. • D&S and M&E Consultant's record and reports. 	<p>Affecting input to output link:</p> <ul style="list-style-type: none"> • Fund flow from World Bank/GOB • Timely decision made by the authority. • All Consultant personnel recruited in time. • No change in GOB policy of supporting people living in the coastal region to adopt to the effects of climate change;

Annex 3. Format of M&E Framework Matrix for Outcome and Outputs*

Results (outcome and outputs)	Indicators (with baseline & targets) and other Key Areas to Monitor	Means of Verification: Data Source & Type	Collection Methods (with indicative timeframe & frequency)	Responsible for M&E and Reporting of Progress	Risks & Assumptions
Consequence of MDSP Result Framework & Project Logframe	<p>From results framework & logframe</p> <p>Indicators should also capture key priorities such as capacity development and gender.</p> <p>In addition, other key areas need to be monitored, such as the risks and governance issues identified in the planning stage as well as other key management needs.</p>	Primary and secondary sources.	<p>How is data to be obtained? Example: through a survey, a review or stakeholders meeting, etc.</p> <p>When and how often are the data to be collected?</p>	<p>Who is responsible for organizing the data collection?</p> <p>Who is responsible for verifying data quality and source?</p> <p>Who is responsible for reporting of progress?</p>	<p>What are the risks and assumptions for carrying out the planned monitoring activities?</p> <p>How may these affect the planned monitoring events and quality of data?</p>

* Detailing will be done during preparation of M&E Framework.

Annex 4A: Staffing Schedule

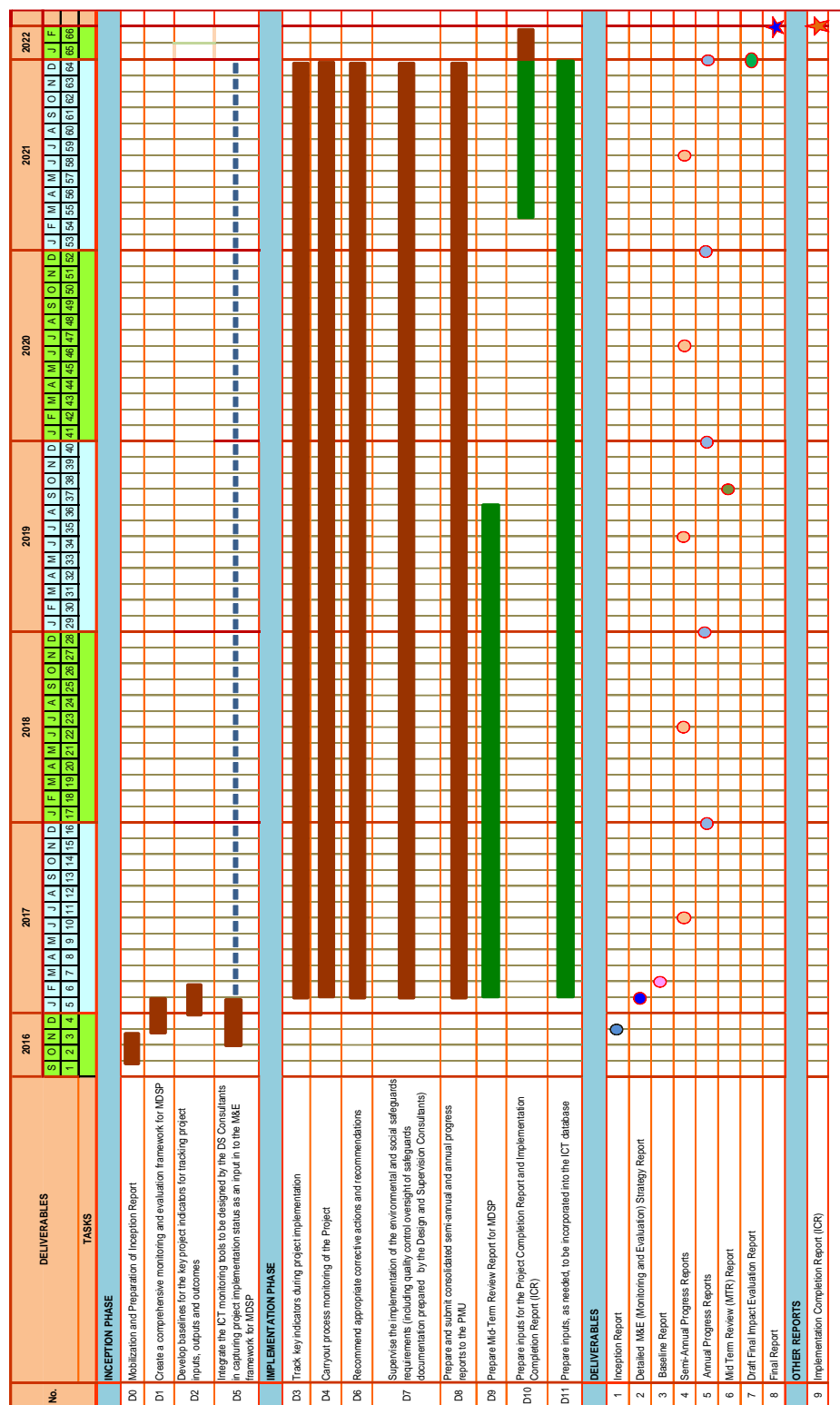
ANNEX 4A: STAFFING SCHEDULE (2016-2022)

No.	Name of Staff	Position	Home Field	
			2016	2017
			2018	
			2019	
			2020	
			2021	
			2022	
			1	2
			3	4
			5	6
			7	8
			9	10
			11	12
			13	14
			15	16
			17	18
			19	20
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			35	36
			37	38
			39	40
			41	42
			43	44
			45	46
			47	48
			49	50
			51	52
			53	54
			55	56
			57	58
			59	60
			61	62
			63	64
			65	66
			Total PW	

Key Professional Staff - Local	
KM-1	A.H.M Mahubur RAHMAN
KM-2	Md. Ahmedur Rahman TALUDDER
	Specialist (National)
KM-3	Md. Matur RAHMAN
	Civil Engineer / M&E Specialist (National)
KM-4	Dr.M. Khurshed ALAMI
	Social Specialist (National)
KM-5	Dr.Md. Ashrudul ALAMI
	Environment Specialist (National)
Non- Key Staff	
1	Md. Saman AHMED
2	Ms. Farzana AKTER
3	Md. Sabuj SARKER
4	Md. Habibur RAHMAN
Total	

Annex 4B: Work Schedule and Planning

Annex 4B : Work Schedule and Planning for Deliverables



Annex 5A: List of Persons Consulted

<u>Name</u>	<u>Designation</u>	<u>Agency</u>
Md. Abdur Rashid Khan	Project Director	MDSP, LGED
Md. Javed Karim	Deputy Project Director	MDSP, LGED
Sheik Anisur Rahman	Deputy Project Director	ECRRP, LGED
Arun Kumar Chowdhury	Executive Engineer	ECRRP, LGED
Mohammad Atikul Islam	Senior Assistant Engineer	LGED
Md. Dalil Uddin	Senior Procurement Specialist	MDSP, LGED
Dr. Bahnmi Shikha Das Purkayastha	Social Safeguard Specialist	MDSP, LGED
Shah Mohammad Hashem	Communication Specialist	MDSP, LGED
Susil Somasiri	Team Leader	Design and Supervision Consultants (DSC), MDSP/ LGED
Dr. S.M. Parvez Mohit	Deputy Team Leader	Design and Supervision Consultants (DSC), MDSP/ LGED
Ziaul M. Hussain PMP	System Analyst	Design and Supervision Consultants (DSC), MDSP/ LGED
Md. Rashed Sarowar	Data Management Expert	Design and Supervision Consultants (DSC), MDSP/ LGED
Md. Zakir Hossain	Junior Design Engineer	Design and Supervision Consultants (DSC), MDSP/ LGED

Annex 5B: Relevant Documents/Reports Reviewed

Bangladesh: Multipurpose Disaster Shelters Project

- Development Project Proforma (DPP) for Multipurpose Disaster Shelter Project (MDSP), February, 2015
- Project Appraisal Document on a proposed credit in the amount of SDR 253.7 million (US\$375 million equivalent) to the People's Republic of Bangladesh for a Multipurpose Disaster Shelter Project (The World Bank Document, November 11, 2014)
- Environmental & Social Management Framework (ESMF), Multipurpose Disaster Shelter Project (MDSP), Local Government Engineering Department (LGED), August, 2014.
- Request for Proposal: Monitoring and Evaluation (M&E) Consultant, Loan 5567 BD. Contract Package: MDSP-SD-03 (Local Government Engineering Department, January 2016)
- Inception Report, Design and Supervision Consultancy Services for Multipurpose Disaster Shelter Project (MDSP), Local Government Engineering Department (LGED), January 2016.
- Quarterly Progress Report (Report No.11), Design and Supervision Consultancy Services for Multipurpose Disaster Shelter Project (MDSP), Local Government Engineering Department (LGED), September 2016.
- Description of Approach, Methodology and Work Plan for Performing the M&E Assignment (DPDS & ACE Consultants Bangladesh Ltd. JV)