

- 06 -

NATIONAL BOARD OF REVENUE (NBR)
ACCELERATING TRANSPORT AND TRADE CONNECTIVITY IN EASTERN SOUTH
ASIA – BANGLADESH PHASE 1 PROJECT

Terms of Reference for Consulting Services

Monitoring and Evaluation Specialist (individual National Consultant)

Package No. SD-17

1. Background

The Government of Bangladesh's 8th Five Year Plan through promotion of prosperity and fostering inclusiveness places importance on reforms to improve trade competitiveness and enable trade-led growth. In this regard, the deepening of the relationship between Bangladesh, Bhutan, India, and Nepal (BBIN countries), as reflected by an increasing number of subregional and bilateral connectivity agreements, suggests there is momentum to advance the regional transport and trade facilitation agenda. A regional transport and trade facilitation program, with support from the World Bank, aims to develop efficient and resilient trade and transport along selected corridors in Bangladesh.

The program will seek to address the main drivers of high trade and transport costs. It will support the transformation of the cross-border clearance ecosystem through the provision of digital and automated systems for trade, transport and trade-enabling infrastructure, and capacity building and technical assistance to streamline policy, regulatory, and procedural impediments that constrain freight movement.

National Board of Revenue as one of the implementing agencies for Phase 1 of the program seeks the services of a Monitoring and Evaluation (M&E) Specialist to help it with routinely monitoring of the project activities for timely delivery and in anticipated quality as well as periodic evaluation of the deliverables against the project level indicators.

2. Objectives

Main objective of this consultancy services is to assist PIU-NBR in strengthening its monitoring and evaluation systems and practices and generate evidence-based feedback for program planning and policy formulation. The Financing Agreement for the project and the Project Implementation Manual will serve as the key-instruments for the purpose.

3. Scope of Services

Under the immediate supervision of the Project Director NBR, the M&E Specialist will perform the following tasks:

- a. Assist the NBR-PIU to develop its Monitoring and Evaluation Framework and Plan.
 - Assist to develop sector specific M&E framework in consultation within NBR, customs agents, shipping agencies, freight forwarders, and other stakeholders.
 - Based on the framework develop simple and user category wise monitoring format and its guidelines to be used in monitoring process.
 - Assist to implement the framework, guidelines and other tools.
 - Assist to develop subcomponent-wise process, output, outcome and impact level indicators based on the indicators for the component.
 - Assist to prepare annual M&E Plan based on the framework.



- b. Develop Recording and Reporting Forms and Formats
- Assist to develop recording and reporting templates and formats that meet reporting requirement to NBR, Ministry of Finance, Planning Commission, other government agencies, and the World Bank.
 - Assist in designing data collection forms to be fed into the prescribed monitoring app for remote monitoring purpose.
 - Ensure the supervision consultants for the facilities being developed are using the prescribed remote monitoring app in prescribed frequency and detail.
- c. Capacity Building of on Monitoring and Evaluation.
- Conduct M&E need identification survey among Bangladesh Customs staff and identify M&E capacity gaps.
 - Develop appropriate training package in consultation with the Project Director and organize the training.
- d. Prepare Monthly, Trimester and Annual Reports
- Consolidate the information provided by the Construction Supervision Consultants for facilities being developed, reports submitted by the experts at the PIU, Project Accounts Officer and the filled forms received from the remote monitoring app.
 - Prepare Monthly, Trimester and Annual Reports as well as Special Highlighted Reports.
- e. Field Monitoring and Monitoring Report Writing
- Assist the Project Director in monitoring the activities in the field: including functioning of Chattogram Customs, Customs and VAT Training Academy, as well as the relocation and construction activities.
 - Prepare field visit reports.
- f. Assist in Project Evaluation
- Assist in drafting TOR for non-consulting services on User Satisfaction Survey to be conducted at different phases of the project.
 - Guide and monitor the service providers of User Satisfaction Survey and quality control their output.
 - Evaluate the project outputs and outcomes based on the indicators provided in the Project Implementation Manual.
 - Assist in conducting mid-term and final evaluation of the project.
- g. Perform other tasks assigned by the Project Director.

4. Qualifications

- a. Education: Master's degree in social science/statistics/business administration preferably in development planning, economics, commerce or management. Bachelor's Degree in Civil Engineering will be an added advantage. Sound knowledge in development planning process and development plans in Bangladesh.



- b. Experience: At least 5-year experience in monitoring and evaluation, results-based management. Experience working within development agencies preferably in government system. Excellent writing and analytical skill in drafting concept notes and reports. Good presentation, interpersonal and communication skills including command in English and local languages. Good command in basic IT applications.

5. Duration of Services

The consultant will be appointed from the date of signing the agreement until June 2028, and the contract will be renewed each fiscal year based on project requirements and the consultant's performance.

6. Supervisor and Reporting Requirements

The consultant shall report to the Project Director. She/he shall prepare monthly and quarterly reports as well as highlighted report on specific issues as prescribed by the PIU and the World Bank.

7. Remuneration and Compensation

The consultant shall be provided with the remuneration and benefits as per the contract. The contract will mention a lump sum amount of remuneration per month, which shall include all his overhead, social charges and other associated costs including local transportation within Dhaka and insurance premium costs.

The normal government calendar and the working hours shall be applicable. The consultant shall be stationed at the NBR PIU office, but required to make frequent visits to works sites.

The consultant shall be responsible to clear all taxes including the income tax as applicable in Bangladesh.

In case of travel outside Dhaka for project-related assignments, the consultant shall be reimbursed for travel and lodging expenses on actual-cost basis and a subsistence allowance as per contract to cover all other expenses.


8. Facilities to be provided by the Employer

The consultant shall be provided with working space at the PIU with basic furniture, internet access, stationery and photocopying facility.

The Consultant is expected to bring his own laptop with required software to render the expected services.

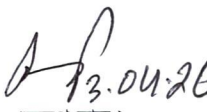
9. Selection Process

Selection of the consultant will be carried out in accordance with the approved selection methods for Individual Consultants as stated in the "World Bank's Procurement Regulations for IPF Borrowers, World Bank regulation 7th Seventh edition September, 2025


13.04.2026
(মুহাম্মদ নূরুল হাসান)

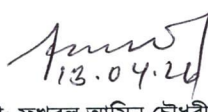
সহকারী প্রকল্প কর্মকর্তা ও
সদস্য

বিনির্দেশ ও প্রাক্কলন কমিটি, SD-17


13.04.26
(অনুপ রায়)

প্রকল্প কর্মকর্তা ও
সদস্য সচিব

বিনির্দেশ ও প্রাক্কলন কমিটি, SD-17


13.04.26
(মো: ফখরুল আমিন চৌধুরী)

উপ প্রকল্প পরিচালক ও
সভাপতি

বিনির্দেশ ও প্রাক্কলন কমিটি, SD-17