

TERMS OF REFERENCE FOR MONITORING AND EVALUATION SPECIALIST

Contract: PPCR/DHM/S/IND-6			
Project	PPCR-BRCH (Building Resilience to Climate Related Hazards)		
Expertise: Monitoring and Evaluation Specialist			
Source	National	Category	Independent
1. Background:			
<p>GoN has prepared a Strategic Program for Climate Resilience (SPCR), which was approved by Climate Investment Fund (CIF). SPCR, Nepal identified five projects for investment. Among them, one of the projects is "Pilot Project for Climate Resilience- Building Resilience to Climate Related Hazards (BRCH). Under BRCH, component A, B and C are being implemented by Department of Hydrology and Meteorology (DHM) under the Ministry of Science, Technology and Environment and component D is being implemented by Ministry of Agriculture Development. A dedicated Project Management Unit (PMU) has been set up in DHM for the implementation of project component A, B, and C. For overall coordination, monitoring, supervision and reporting of the DHM BRCH project activities, DHM requires consulting service from individual consultant with the capacity of Monitoring and Evaluation Specialist.</p> <p>More broadly, the <i>Climate Change Program Coordination Committee</i> is the coordination modality of eight dedicated climate change projects (including the PPCR program). This committee is chaired by the National Project Director (NPD) for PPCR at MoSTE and is responsible for ensuring integration of project-specific monitoring and evaluation (M&E) frameworks, consolidation of project lessons learned, and facilitation in information, data and output sharing amongst the climate change programs. Close coordination between monitoring and reporting for the BRCH project and program level indicators is important to assess the overall impact of climate adaptation related projects in Nepal.</p>			
2. Objective/Purpose of the Assignment:			
<p>The Monitoring and Evaluation Specialist will serve as the main focal person for all monitoring and evaluation related activities for the BRCH project. S/he will assist and report to the National Project Director (NPD) regarding the Monitoring and evaluation of project activities implemented by the project. The M&E Specialist's responsibility is to coordinate and support implementation of monitoring and evaluation all the project activities to be conducted in accordance with the Results Framework of the Project.</p>			

3. Scope of Work:

The incumbent will work as part of the DHM PMU (Project Management Unit) under the supervision and guidance of a high-level inter-ministerial steering committee, National Project Director, National Project Manager and the Project Technical Committee for the attainment of project's goal.

4. Duties and Responsibilities of Consultant:

- Lead development of and oversee the review of project level Monitoring & Evaluation (M&E) plan and associated workplans for each component/activity (as reflected in the results framework),
- Develop TORs for M&E tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods.
- Be responsible for sourcing data and information for specific M&E needs directly from other agencies, PMU etc (such as budgets, staff capacity and other internal data) particularly for indicators not requiring a survey.
- Support completion of processes to hire consultant firms for M&E related tasks

- Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and advising M&E technical assistance.
- Oversee and participate in evaluations and assessments.
- The M&E Specialist may also serve as the evaluation team member of selected evaluations conducted under this contract.
- Ensure quality control of M&E outputs (e.g surveys etc), including by contributing substantively to the design and field testing of the monitoring methodology, review, supervise design and implementation of the survey, participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks conducted under this contract.
- Closely cooperate and coordinate with social communication specialist for the design, quality, development and completion of all assessments, analytical reports, case studies, success stories.
- Review and provide advice related to log frames and indicators on proposals submitted by the partner.
- Ensure the incorporation of information on BRCH project level indicators into PPCR program level reports and provide recommendations to the PMU; Be the focal person at the DHM PMU for coordination between project level M&E and PPCR program level M&E.
- Develop and maintain a M&E database for the project and contribute to the maintenance of a database of PPCR-BRCH project.
- Maintain a detailed knowledge of all relevant issues impacting his/her field of Monitoring & Evaluation.
- Coordinate and cooperate with social and communication specialist for promoting information sharing on all aspects related to project activities among stakeholders.
- Ensuring mentoring and training of project team to foster capacity building on M&E knowledge.
- Support monitoring and evaluation missions commissioned by the donor (World Bank

Nepal).

- Review monitoring and evaluation system/mechanism, process and procedures of the project and forms and formats for project activities under its various components;
- Monitor project progress through field visit, offer feedback and keep regular communication with related field and centre level staff.
- Attend, participate and provide necessary inputs for preparation of and during project meeting, Workshops and trainings;
- Serve as focal point for providing M &E inputs on Implementation Progress Reports (IPRs); Prepare and submit M&E inputs as per the Results Framework to the consolidated trimester/ annual project implementation progress reports meeting the deadline as per the requirement of project and World Bank;
- Accomplish others tasks related for preparing, monitoring, evaluation and MIS as per the need of project assigned by Project Director.

5. Competencies:

- The M&E Specialist should possess excellent technical skills in socio-economic research and program and project performance assessment.
- Demonstrated experience in monitoring and evaluation of development project activities.
- Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment. S/he must be able to respond quickly to requests for information
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- S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- Excellent data analytical skills and interpretation. S/he must have ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data).
- Experience on planning, monitoring and evaluation of community based projects and having good computer knowledge on database softwares like MS Excel, SPSS, GIS will be given priority.
- Broad knowledge and understanding of adaptation to climate change, climate resilience would be a plus.

6. Required Qualifications:

A. Academic qualifications:

- Masters degree in Agricultural Sciences, Social Science, Management, Environment Sciences, Natural Science or related field combined with extensive experience in similar responsible position in rural community is considered as equivalent.

B. Experience:

- At least 7 years of work experience in a field related to rural development, livelihoods, agriculture promotion, and planning or project management.
- At least 3 years of experience in M&E design and implementation at the project level

would be preferable. Previous successful involvement with, and good knowledge of, CBOs, I/NGOs and civil society is desired.

- Willingness to undertake regular field visits in different conditions is required.
- Computer literacy in Microsoft packages (MS Word, MS Powerpoint, MS Excel), GIS and SPSS is an asset.
- Experiences in creating and managing performance monitoring plans and leveraging performance monitoring data for improving ongoing project management are under consideration.
- Knowledge in designing and field testing surveys and other data collection instruments are required.
- Contribute in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting.
- Good knowledge of concepts and framework for monitoring and Evaluation and Result Measurement
- Both written and spoken in English is essential.

7. Duration of Service:

- The consultant will be contracted initially for 12 months with the possibility of extension based on performance evaluation and expected to work full time (office hours) within Kathmandu valley, except otherwise situation demands travel outside Kathmandu valley on project related matters.

8. Selection Criteria:

The consultant shall be selected based on the Individual selection method of the World Bank's consultant selection guidelines. Main criteria for the selection will be relevant work experience and qualifications.

9. Duty Station: Kathmandu, field travel as and when required.

10. Financial Conditions:

- The consultant shall be paid a lump sum amount of remuneration per month, which should include all his overheads, social charges and other associated costs including local transportation within Kathmandu Valley and insurance premium costs. .
- The consultant shall be responsible for all taxes and duties including income tax applicable as per Government of Nepal rules and regulations.
- In case of travel requirement outside Kathmandu Valley within Nepal for project related assignments, consultant shall be paid travel expenses and hotel expenses on actual basis and suitably determined subsistence allowance to cover all other costs.

11. Output/Reporting Requirements:

The consultant will report to the Project Director and Project Manager. In addition to the regular tasks, the consultant should be responsible for providing /preparing following documents and reports during assigned period.

- M&E inputs to Monthly/Trimester/Yearly Project Implementation Progress Report;
- M&E implementation plan for the BRCH project

- TORs for surveys
- Inputs to PPCR program level indicators; M&E inputs to good practice case studies
- Monitoring and Supervision report as per the requirement.
- Prepared and submit Guidelines/Manuals of concerned fields as per the need of the project.
- Reports and proceeding of seminars, workshops and training
- Final Report

All reports should be in English and in Nepali as necessary. As the focal person for the M&E at the DHM PMU, the M&E specialist will work closely with all other members of the PMU including the national project manager, technical coordinator, Systems Integrator Firm, and also work in close coordination with M&E specialist at the MoAD PMU. The M&E specialist will also closely coordinate with relevant officials at MoSTE with respect to coordination on M&E with the PPCR program.

12. Facilities to be Provided by DHM:

DHM shall provide following facilities to consultant during his tenure of service:

- Office space with computer and furniture
- Email and internet access
- Required office stationary
- Photocopying facilities

Places of Assignment: Kathmandu	Days Estimated Dates: Initially for 12 months	
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TOTAL DAYS (state if Intermittent) Not applicable