

Government of Nepal
National Reconstruction Authority (NRA)
Central Level Project Implementation Unit (CL-PIU)
Grant Management and Local Infrastructure (GMaLI)
Jwagal, Lalitpur

Terms of Reference (ToR)
For

Monitoring and Evaluation Specialist, Individual Consultant for district
Contract Identification No.: GmaLI-CLPIU-S-IND-19

1. Background

A magnitude 7.8 earthquake of shallow depth struck central Nepal with an epicenter approximately 77 km north west of Kathmandu on April 25th 2015 causing widespread destruction. On May 12, 2015 a large after shock of a magnitude 7.3 hit Nepal and caused further casualties and damage. As of 3 June 2015, the reported casualties include: 8,702 deaths and 22,493 people injured. As the earthquake sequence destroyed 490,000 houses—mostly traditional mud brick and mud stone built and occupied by the rural poor and rendered another 265,000 houses at least temporarily uninhabitable, the largest single need identified in the Post Disaster Needs Assessment (PDNA) was housing and human settlements, accounting for US\$ 3.27 billion of needs.

The Government of Nepal (GON) has requested support from a number of development partners, including the WB, to address the immediate and medium term impacts of the damage inflicted by the earthquake in Nepal. In response to this, World Bank approved a US\$200 million loan to finance the Earthquake Housing Reconstruction Project (EHRP) approved on 18 June 2015. The project will support in restoring affected houses with multi hazard resistant core housing units in target areas and to enhance government's ability to improve long-term disaster resilience. Initially, the EHRP is to be completed by July 2020. Considering the further need to support GoN, International Development Association (the World Bank) has agreed to support additional US\$300 million loan to finance the Earthquake Housing Reconstruction Project (EHRP). Initially, WB support of loan to finance EHRP was limited 55 thousand households of three severely affected districts namely: Dolakha, Dhading and Nuwakot. The recent loan support will cover another five severely affected districts which will be finalized within the short span of time including numbers of houses to be covered by the said loan amount. The additional finance has anticipated to cover approximately 96,000 houses. As per additional finance agreement, the closing date of the project is delineated on June 30, 2023.

The Government of Nepal has established the National Reconstruction Authority (NRA) for the purpose of coordinating and implementing the post-disaster reconstruction program. Thus a Project management Unit (PMU) has been established within NRA to provide high level oversight and policy decision on project activities. Housing reconstruction activities will be implemented by dedicated Project Implementation Units (PIUs) in Central Level Project Implementation Unit (CLPIU) of Building and in Central Level Project Implementation Unit (CLPIU) of Grant Management and Local Infrastructure (GMAI) under the NRA.

NRA has already established a Central Level Project Implementation Unit (CL-PIU) at centre and District Level Project Implementation Unit (DL-PIU) at districts. As per the requirement, the CL-PIU intends to hire One (1) Individual consultant for each DL-PIU as **Monitoring & Evaluation Specialist**, for district level here after referred to as the Consultant.

2. Objective of the assignment

The NRA/PMU is preparing to restore and improve the living condition of the victims of the earthquake by reconstructing the destroyed and damaged houses with an adequate seismic standard in the districts severely affected by the earthquake, thereby contributing to sustainable socio-economic development of the region and build back better.

The main objective of hiring the Consultant is to assist the DL-PIU to oversee the Monitoring and Evaluation processes for the Project

3. Tasks and responsibilities

- Lead DL-PIU/Project in monitoring and evaluation of the project activities.
- Develop district level Monitoring & Evaluation (M&E) plan, monitoring calendar including work plans by component/activity as indicators of the results framework;
- To collect primary and secondary data and information from related agencies, like NRA, district level offices, CL-PIU including budget and expenditure particularly that not requiring a survey; and maintain the database of collected secondary data by source.
- Develop M&E methods and approaches including M & E tools based on the result framework;
- Adopt monitoring and evaluation process and procedures by using monitoring templates, forms and formats as prescribed by CL-PIU.
- Cooperate and coordinate with external evaluation team appointed by CLPIU or donor agencies.
- Verify the relevancy and reliability of collected data/ information at district level.
- Closely cooperate and coordinate with MIS, financial management specialist, socio development specialist and environment specialist in designing, developing and completion of on-going process and output monitoring, developing analytical

reports, case studies, success stories related to EHRP/GMaLI intervention areas of the district;

- Conduct field based on-going monitoring of activities/outputs and ongoing monitoring and prepare quarterly and annual progress reports and submit the report to M & E Specialist/CL-PIU-GMaLI.
- Develop and maintain a district level M&E database of the project and contribute to the update of GMaLI-CLPIU database.
- Mentor the project team on M&E knowledge and skill;
- Conduct joint integrated fiduciary risk monitoring (comprising of M & E, MIS and Financial Management Specialist and other specialist as per need) for tracking payment and activities of INGOs/NGOs and tracking of fund flow (payment flow) structure and process on a monthly basis.
- Assist M & E Specialist/CLPIU in carrying out periodic monitoring and performance monitoring with the use of innovative ideas in this sector.
- Accomplish others tasks related for preparing, monitoring, evaluation and MIS as per the need of the Project Director.
- Report to the GmaLI/ CLPIU by the use of given templete or as per need.

4. Management of Assignment

The GMaLI, DL-PIUs should report to CLPIU on M & E work performance. The Consultant will work in close coordination with the GMaLI and Building DL-PIUs, DCC, M/RM, etc. In order to accomplish the roles and responsibility in timely manner, s/he has to start the work immediately after signing the contract agreement. The Consultant is responsible for coordination with GMaLI and Building DL-PIUs and other stakeholders. Similarly GMaLI DL-PIU will facilitate the Consultant to coordinate with stakeholders/offices. The Consultant shall perform the task under the guidance of GMaLI DL-PIU. S/he will report to the CLPIU through GMaLI DL-PIU and s/he will be required to spend the entire assignment period on proposed district, with frequent visit to project site as per the requirement.

5. Selection of the Consultant

The consultant shall be selected following the procedure for Selection of Individual Consultants set forth in Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011, revised July 2014

6. Duration of Assignment

The duration of the consultant's services shall be 30 months. The contract may be extended if the project needs the consultant's service.

7. Payment to Consultant

Payments toward monthly remuneration will be made based on the time sheet supported by progress reports. The out of pocket expenses shall be paid after completion of said task and upon submission of bills or invoices and said reports.

8. Office Space, Equipment and other Logistic Support

The office space, equipment and other relevant facilities shall be provided by DL-PIU as per the contract agreement. The DL-PIU office will assist in obtaining all available reports, materials and data necessary and facilitate the Consultant for access to stakeholders/offices for the efficient execution of the assignment.

9. Minimum Qualification Requirements

Competencies:

- 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;
- 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 projects.

Academic Qualifications:

- Master's degree in Social Science, Economics, Management, governance, development studies or related field combined with extensive experience in similar responsible position is considered as equivalent;

Experience:

- At least 7 years of work experience in a field related to 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 under take regular field visits in different conditions is required;
- Computer literacy in Micro soft packages (MS Word, MS Power point, MS Excel, MS Access), GIS and SPSS is an asset;

- Experiences in creating and managing performance monitoring plans and leveraging performance monitoring data for improving on going 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 English and Nepali is essential.

10. Indemnity

The Consultant shall be responsible for taking out any appropriate insurance coverage.

11. Taxation

The Consultant is fully responsible for all taxes applicable as per the rules and regulations of Government of Nepal and for that the taxes shall be deducted at the source at the time of payment. All payments shall be made after deducting taxes.

12. Disposition of Facilities

At the end of the project, the Consultant shall hand over to the DL-PIU office all equipment, apparatus or other things procured by the project funding used by the Consultant during the assignment. All items handed over to the DL-PIU office shall be in good operating condition but fair wear and tear is expected. Items, which have become unserviceable due to negligence or causes other than fair usage, shall be replaced at the Consultant's expense.