

Terms of Reference (ToR)

for

Monitoring and Evaluation (M&E) Specialist

Background


Department of Social Services (DSS) is a government department responsible for carrying out social services, social safety nets, and welfare programs in Bangladesh. In recent times, Bangladesh has achieved some remarkable achievements related to development. As the socio-economic position increases over time, Bangladesh is also in transitional growth phases. Vision 2041 has a number of strategies, programs and policies that will steer Bangladesh along this truly inspirational path of development. Bangladesh is growing enormously in terms of global socio-economic indicators. Recently the country has achieved lower middle-income status with huge potential to reach middle-income level by the year of 2023. Thus, from every aspect the government is trying to focus on employment generation, production and market expansion for sustainable economic growth. The country needs to provide more focus on poverty elimination and employment creation. In view of this the Government of the People's Republic of Bangladesh has taken a project named Cash Transfer Modernization (CTM) Project funded by International Development Association (IDA) which will provide direct support to the Department of Social Services (DSS) under the Ministry of Social Welfare for technical assistance.

Objective

DSS intends to utilize part of the Credit for the services of an individual consultant who will work as a Monitoring and Evaluation (M&E) Specialist. The main objective of the consultancy is to ensure adherence of project planning and implementation to the Monitoring and Evaluation activity in the field level under CTM in accordance with policies of the Government and the World Bank, as applicable.

Scope of Service

The Monitoring and Evaluation (M&E) Specialist will be responsible for the overall Monitoring and Evaluation (M&E) of the DSS implemented component(s) under the Project and will support the agency in strengthening its working capacity. Key responsibilities include, but are not limited to:

- Design result based Monitoring & Evaluation plan and lead its implementation;
 - Developing a Monitoring Framework.
 - Contribute to annual/semi-annual project reviews, manage participatory impact assessments, process monitoring, operations monitoring and lessons-learned workshops;
 - Contribute to the process for continuous monitoring of the project activities involving frequent field visits ;
 - Manage monitoring and evaluation of project activities to be performed by the field offices as per results framework.
 - Responsible for collection of data on the key performance indicators and regular monitoring of project input, output/outcome/impact.
 - Prepare periodic progress reports by collecting data from concerned units and assist in preparing the IMED & other monitoring reports;
 - Monitor the work of consultants/firms carrying out Operational Review (Spot Checks), Publicity Training, OPC Piloting and PEI piloting of the project ;
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- Work independently and maintain all relevant files and documents;
- Work closely with other relevant staff of DSS on the monitoring and evaluation of project activities;
- Provide technical support for enhancing the analytical and report writing capacity of the M&E staff;
- Any other related tasks as assigned by the authority

Qualifications & Experience

- At least Master's degree in Economics, Statistics, Mathematics, Public Administration, Sociology, Anthropology, ICT, or Social Science and other related subjects.
- Minimum 10 years work experience in planning and organizing monitoring & evaluation programs in government/autonomous/ private/international organization.
- Minimum 3 years work experience in M&E and related activities in donor/IDA funded development projects.
- Must have experience in log-frame, output and outcomes indicators and monitoring format development and other strategic approach of M&E;
- Well experienced in strong analytical skill.
- Proven knowledge of computerized data processing and management such as Statistical Program for Social Science (SPSS) and Stata;
- High level of proficiency in written and spoken English and report writing.

Duration

The duration of the contract will be up to 19 months or until the Project closing date of March 31, 2025, whichever comes first. However, the duration of the assignment may be increased or decreased based on the performance of the consultant and the project needs.

Reporting

The consultant will report directly to the Project Director, CTM, and work with the Project implementation team as required and assigned.

Remuneration

There will be two parts of the payments - Remuneration and Reimbursable, which will be fixed during the negotiation. Remuneration will be paid on monthly basis (inclusive of local taxes that will be added during the negotiation along with the consultant's take home remuneration).

Selection Method

Selection of the Consultant will follow the procedures for Selection of Individual Consultants as described in the World Bank Procurement Regulations for IPF Borrowers.

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