

Terms of Reference of Individual Monitoring & Evaluation Specialist

Contract: NP-DoCR-24924-CS-INDV			
Project	SSSPCR - Strengthening Systems for Social Protection and Civil Registration Project		
Expertise/Position: Individual M&E Specialist			
Source	National	Category	Individual
1. Background:			
<p>STRENGTHENING SYSTEMS FOR SOCIAL PROTECTION AND CIVIL REGISTRATION (SSSPCR) is a national project implemented by the Department of National ID and Civil Registration (DONIDCR) under the Ministry of Home Affairs (MoHA) and supported by the World Bank. The project supports the DONIDCR’s Civil Registration (CR) and the Social Security Allowance (SSA) program and aims to improve the coverage of SSA and CR, and the delivery of SSA. Over a five-year period, the project is expected to support: (a) the establishment of a comprehensive National Population Register and expanded coverage of CR and SSA; and, (b) improved delivery of SSA via transition to e-payments in selected districts and improved overall business process for SSA service delivery. These will be supplemented by institutional strengthening at both central and local levels to ensure sustainability of the gains of the first two objectives.</p> <p>The DONIDCR is the agency charged with the responsibility of managing CR and administering the SSAs in Nepal. The SSA is the largest of the social assistance programs in Nepal. The five SSA schemes on old-age pension, single woman’s pension, the child grant, disability grant, and endangered ethnicity grant together reach more than 2.2 million individual beneficiaries. For the SSA program, MOHA has relied on manual recording of beneficiary information and benefit payments by local officials. The manual and decentralized record keeping of beneficiary information is a major hurdle for addressing issues of duplication, under-coverage, and weak oversight facing the administration of the SSA program.</p> <p>Nepal’s CR system started operating in the late 1970s and captures five vital events—birth, death, marriage, divorce, and migration. Besides its linkages to the SSA program, the CR system would also be a foundation for people’s legal identities and their access to a range of public and private services. However, Nepal’s CR system is under developed. The decentralized and paper-based recording of documents collected during registrations limits the potential usage of the information to generate vital statistics for planning and other purposes. Limited awareness among the population and difficulty in accessing local body offices have led to low registration rates and coverage. Transitioning to a digital CR system that is linked to a population register and the SSA Beneficiary Register would facilitate improved coverage and delivery of both CR and SSA.</p> <p>The project would contribute to the Government’s long-term plan to strengthen administrative capacities to manage its most fundamental service delivery responsibilities, CR and SSA. Improved delivery is an essential, if not sufficient, condition to strengthen the impact of Nepal’s social programs in protecting the vulnerable from adverse risks and shocks. Furthermore, comprehensive and up-to-date CR would facilitate people’s access to legal identity and public services beyond SP (for example, primary education).</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 SSSPCR project. S/he will assist and report to the Project Director regarding the Monitoring and evaluation of project activities implemented by the project. The M&E Consultant’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:			
<p>The incumbent will work as part of the SSSPCR PMU (Project Management Unit) under the supervision and guidance of a Project Directors, Project Manager and the Project Technical Committee, Project Steering Committee for the</p>			

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 based on project documents and results framework and VCDP and associated work plans for each component/activity (as reflected in the results framework),
- Design and oversee quality, development and completion of all assessments, analytical reports and evaluations,
- Collect and review monitoring data and contribute to performance and impact evaluations through questionnaire development
- Prepare service unit M & E plan, develop standard template for service unit M & E, compile service unit M & E report, ensure implementation of service unit M & E plan.
- 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.
- Interpret outcomes of implementation of SSSPCR through data or other evidenced-based sources and provide program recommendations as needed
- Assist in the management of field monitoring, evaluation design, empirical and statistical analysis, and management of information systems to the department
- Support the World bank Missions and the development, maintenance as well as quality control of implementing partners' M&E Plans and outputs
- Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and advising M&E technical assistance.
- 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 coordinate with component director for the design, quality, development and completion of all assessments, analytical reports, case studies, success stories.
- Ensure the incorporation of information on local level indicators into SSSPCR Project reports and provide recommendations to the PMU; be the focal person at the PMU for coordination between project level M&E and SSSPCR Project.
- Maintain a detailed knowledge of all relevant issues impacting his/her field of Monitoring & Evaluation.
- 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;
- Ensure monitoring of Vulnerable Community Development Plan (VCDP)
- Accomplish others tasks related for preparing, monitoring, and evaluation as per the need of project assigned by Project Director.
- Consolidate all progress of activities as envisaged in annual program as well as project implementation plan

- Prepare the monthly/Trimester/Half-yearly/Annual report for Project technical committee, Project Steering committee, Ministry, World Bank and other stakeholder entity.

5. Required Qualifications

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 and Skill

- At least 5 years of work experience in a field related to M & E, 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, government, INGOs and civil society is desired;
- Computer literacy in Microsoft packages (MS Word, MS Power-point, MS Excel, MS Access), GIS and SPSS is an asset;
- 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 verbal English and Nepali is essential.

6. Duration of Service:

The consultant will be assigned for full time for current fiscal year and part time basis from the next year for project period (Nov 2021) and the contract will be renewed annually before the beginning of each new fiscal year of the GoN and possibility of extension during project period in case of satisfactory performance. The consultant is expected to deliver the result as per department and donor requirements. Consultant has to visit office on scheduled days which will be two months in each trimester for the tenure of six months per year from second year, be available in M&E related meeting and be present on behalf of department if required. Travel to field for testing of designed M&E tools if required. Schedule will be prepared considering two months in each trimester and the tenure will be six months per year.

7. Selection Criteria:

A consultant will be selected in accordance with the procedures set out in the World Bank's 'Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers', published by the World Bank in January 2011, revised July 2014."

8. Duty Station: Kathmandu (SSSPCR-PMU/DoNIDCR), Nepal with field visit as per requirement.

9. Financial Conditions:

- The consultant salary is negotiable but will not be more than the estimated value per month. A monthly lump sum amount of remuneration per month will 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 and within Nepal for project related assignments, consultant shall be paid travel expenses as per actual and DSA will be paid equal to section officer, Government of Nepal.

10. 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 Framework and implementation plan for the project
- TORs for surveys, Monitoring and Evaluation
- Inputs to SSSPCR 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.

All reports should be in English or Nepali as directed.

11. Facilities to be Provided by SSSPCR-PMU/DoNIDCR:

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

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