

TERMS OF REFERENCE (TOR)
For
Hiring Individual Consultant (Monitoring and Evaluation Specialist) for IWWRMP - LK-MOMDE-524045-CS-INDV
Integrated Watershed and Water Resources Management Project (IWWRMP)
Ministry of Agriculture, Land, Livestock and Irrigation

1 Background

The Integrated Watershed and Water Resources Management Project (IWWRMP) is a World Bank–funded initiative implemented under the Ministry of Agriculture, Land, Livestock and Irrigation. The project aims to strengthen watershed planning, improve water infrastructure, enhance institutional capacities, and ensure effective project management.

The project is structured around **four main components**:

- 1. Watershed and Water Resources Planning**
- 2. Infrastructure Improvements**
- 3. Contingent Emergency Response (CERC)**
- 4. Project Management**

The Project Management Unit (PMU) intends to recruit a qualified **Monitoring & Evaluation (M&E) Specialist** to support comprehensive monitoring, reporting, and evaluation across all components.

2 Objective of the Assignment

The objective of this consultancy is to design, implement, and maintain a robust Monitoring & Evaluation system that ensures effective tracking of project activities, outputs, outcomes, and impacts across all four components. The specialist will ensure timely reporting and evidence-based decision-making in compliance with World Bank guidelines and project requirements.

3 Scope of Services and Key Tasks

The M&E Specialist shall be responsible for, but not limited to, the following:

3.1 Establishment and Management of M&E System

- Review the Results Framework, PAD, and project indicators.
- Develop and operationalize the M&E Plan aligned with all four components.
- Develop data collection tools, reporting formats, and performance monitoring protocols.
- Ensure the M&E system complies with World Bank results-based management standards.

3.2 Monitoring of Project Activities

- Track implementation progress of activities under all components.
- Collect, verify, and analyze data from Implementing Agencies (IAs), project field teams, consultants, and contractors.
- Maintain a centralized database of all project indicators and results.
- Conduct routine field monitoring visits to verify progress and data accuracy.

3.3 Monitoring Component-Specific Activities

3.3.1 Component 1: Watershed and Water Resources Planning

- Monitor development of watershed plans, modeling activities, and technical studies.
- Track progress of stakeholder consultations and institutional capacity-building activities.

3.3.2 Component 2: Infrastructure Improvements

- Monitor physical and financial progress of construction and rehabilitation works.
- Verify quality of works and completion status against targets and timelines.
- Track contractor performance and compliance with safeguards.

3.3.3 Component 3: Contingent Emergency Response (CERC)

- Establish rapid monitoring mechanisms for emergency-related activities (if activated).
- Track emergency expenditures, outputs delivered, and compliance with CERC guidelines.

3.3.4 Component 4: Project Management

- Monitor PMU performance, procurement plans, financial progress, and disbursement trends.
- Track cross-cutting activities such as gender, safeguards, and capacity-building indicators.

3.4 Monitoring and Reporting

- Prepare Quarterly and Annual M&E Reports summarizing achievements, issues, risks, and recommendations.
- Provide updated indicator tracking tables (ITTs) for World Bank review.
- Prepare inputs for:
 - Implementation Status & Results Reports (ISR)
 - Aide-Mémoires
 - Project completion reports

- Document success stories, case studies, and best practices.

3.5 Coordination and Capacity Building

- Work closely with technical specialists under each component.
- Provide training on M&E tools, reporting formats, and data quality assurance to IA staff and field officers.
- Facilitate coordination between PMU, field units, consultants, and other stakeholders for data collection and verification.

3.6 Reporting & Deliverables

- The consultant will report directly to the **Project Director – IWWRMP** or a designated representative
- Attendance sheet for the each month with daily records shall be submitted along with the approved advance programme. Payment will be made on monthly basis for the work done.
- The Consultant will work closely with the technical team and field staff.

The Consultant shall deliver the following additional outputs:

- **M&E Implementation Plan**
- Updated **Results Monitoring Framework (all components)**
- Quarterly and Annual M&E Reports
- Field Monitoring Visit Reports
- Indicator Tracking Table (ITT) updates
- Contributions to World Bank Missions (ISRs, Aide-Mémoires)
- End-of-year results summary and lessons learned documentation

4 Duration

The Consultancy assignment expected to be completed within one year from the date of commencement.

5 Qualification Requirements

5.1 Academic Qualifications

- Bachelor's Degree in Economics, Statistics, Development Studies, Engineering, Social Sciences, or a related field.
- A Master's Degree in M&E, Project Management, Statistics, or a related discipline will be an added advantage.

5.2 Experience

- Minimum **7 years of relevant M&E experience** in development projects.
- Demonstrated experience in results-based monitoring for multi-component projects.
- Experience with **World Bank or other donor-funded projects** is highly desirable.
- Experience in data analysis and preparation of high-quality reports.

5.3 Skills and Competencies

- Proficiency in Excel, database tools, and M&E software.
- Strong analytical, data management, and evaluation skills.
- Good understanding of project management and World Bank guidelines.
- Excellent communication and report-writing skills.
- Ability to conduct frequent field visits and coordinate with multiple stakeholders.

6 Facilities Provided by the Client

The PMU will provide:

- Office space, furniture, and utilities as required.
- Access to project transport for field missions (subject to availability).
- Access to project data, documentation, and reports.
- Administrative support as necessary.

7 Confidentiality and Ownership

All documents, reports, designs, and data produced during this assignment shall remain the property of the IWWRMP. The Consultant shall maintain confidentiality of project information.

8 Selection Method

The Consultant will be selected according to the **Individual Consultant (IC) Selection Method** under the World Bank Procurement Regulations for IPF Browsers – July 2016 revised November 2017 and August 2018.