

**Rural Water, Sanitation and Hygiene for Human Capital Development
Project
Terms of Reference (TOR) (Draft)
Position: Monitoring and Evaluation Consultant**

A. Background

The Government of The People's Republic of Bangladesh has received 200 million Credit from the International Development Association (IDA) – a member of the World Bank Group – for financing the cost of the *Rural Water, Sanitation and Hygiene for Human Capital Development Project*, being jointly implemented by the DPHE and PKSf. Now the DPHE intends to engage part of the IDA Credit for procuring the services of a Monitoring and Evaluation Consultant for its Project Implementation Unit (PMU).

The Rural WASH for HCD Project is a first step in the World Bank's support designed to help the government achieve better human development outcomes through WASH interventions and uses a convergence approach. The proposed project will invest in WASH infrastructures that meet the 'safely-managed' service standard in remote areas and public places. The project will be supported through Investment Project Financing (IPF) on IDA terms. The government has committed to investing in 'safely-managed' WASH facilities, which are in line with the service standards needed for meeting SDG 6 and maximizing human capital development.

The Project Implementation Unit (PMU) will be responsible for implementation and supervision of preparatory works, headed by Project Director and with adequate staffing along with experienced Consultants.

B. Objectives of the Service:


The main objective of appointing the Monitoring and Evaluation Consultant is to make smooth and stress-free monitoring and appropriate and time to time Evaluation of project work according with the national and the World Bank guidelines. The Consultant will assist PMU assessing the Project's performance, outputs, outcomes and impact, i.e. M&E system which will serve as a management and monitoring tool of the project.

C. Scope of the Service:

The Consultant's scope of services shall include, but not limited to the areas/issues in the following. As and when required, the consultant will be discussed with DPHE officials, team project personnel, Local Governments representatives etc. on issues encountered in to pursuit of the activities related to the work.

The specific tasks/responsibility for the Consultant:

- a) Develop project monitoring forms and templates based on Project Result Framework;
- b) Develop project evaluation forms and templates;

Nazim R SK ✓ K9 

- c) Develop structure of computer based project monitoring system; also use software for monitoring of the project.
- d) Setting up the M&E system based on the project result framework and the project M&E plan and ensuring its efficient and effective implementation;
- e) Develop the overall framework for project M&E in accordance with the project indicator and World Bank's requirement;
- f) Identify sources of data, collection methods, persons collecting data, and frequency of data collection;
- g) Identify the core information needs of PMU, identify the requirements for collecting baseline data, prepare detailed M&E budget, prepare calendar of M&E activities;
- h) Prepare report based on the feedback received from PMU;
- i) Prepare consolidated progress reports for project management including identification of problems, causes of potential bottlenecks in project implementation, and providing specific recommendations;
- j) Coordinate preparation of progress reports. Assist PMU in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission including quarterly progress reports, annual project report, and ad-hoc technical reports;
- k) Check that monitoring data are discussed in the review meeting and in a timely fashion in terms of implications for future action. If necessary, arrange discussion forums to fill the gaps;
- l) Provide technical advice for the revision of performance indicators;
- m) Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed;
- n) Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities;
- o) Monitor the follow up of evaluation recommendations;
- p) Guide and supervise consultants or contractors that are contracted to implement activities required for evaluating project effects and impacts.

D. Key Qualifications

Academic Qualifications and Professional Experience of the Consultant:

a) Educational Qualification

Bachelor in any Engineering discipline or Master's in economics/statistics/finance/business administration/management or other relevant subjects;

b) Experience

The consultant should have at least 10 years of experience and understanding on strategic planning and implementation, project monitoring and evaluation preferably with water sector infrastructure projects

Nazim @

SK

✓

AS



S/He should have sound knowledge in computer system, besides this experience in database management, statistical packages, and spreadsheets will be an advantage.

E. Duration of the Assignment

The duration of the assignment will be throughout the project's duration of 58 months or project closing date, whichever is earlier. But it may be extended as per requirement of the project. However, this will depend on performance of the individual in the position.

F. Institutional Arrangement

The Consultants will work under direct control of the Project Director. S/he will report directly to the Project Director with close collaboration with other officials of the Project. The Consultant shall be accountable to the Project Director for his day to day activities. She/he will be posted with the PMU with a requirement to visit project site as and when required.

G. Reporting Obligations

- Monthly Activity Report
- Quarterly Summarized report
- Final Report.
- Any other reporting as required & directed by the PD/PMU.

H. Selection Method

Selection of the Monitoring and Evaluation Consultant will follow the procedures for selecting Individual Consultants described in the World Bank's Procurement Regulation for IPF Borrowers, July 2016 (Revised November 2017 and August 2018). Consultant's Contract will be Time-Based.

Nazim B. ✓ H. ✓

I. Remuneration

The Monitoring and Evaluation Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment will be made on the availability of funds as well on monthly basis upon satisfactory performance output certified by the Project Director.

Nazia Tasmin
09/08/2021

(Nazia Tasmin)
Executive Engineer, Training Division
Department of Public Health Engineering,
Dhaka &
Member Secretary, ToR Approval Committee,
DPHE

Dalila Afroze
09.08.2021

(Dalila Afroze)
Executive Engineer, Design Division
Department of Public Health Engineering,
Dhaka &
Member, ToR Approval Committee, DPHE

A. H. M. Khalequr Rahman
9.8.21

(A. H. M. Khalequr Rahman)
Executive Engineer, R&D Division
Department of Public Health Engineering,
Dhaka &
Member, ToR Approval Committee, DPHE

Mohammed Anwar Eusuf
9/8/2021

(Mohammed Anwar Eusuf)
Superintending Engineer, Planning Circle
Department of Public Health Engineering,
Dhaka &
Member, ToR Approval Committee, DPHE

Md. Saifur Rahman
09.08.2021

(Md. Saifur Rahman)
Superintending Engineer, Ground Water Circle
Department of Public Health Engineering,
Dhaka &
Member, ToR Approval Committee, DPHE

Md. Sarwar Hossain
9/8/21

(Md. Sarwar Hossain)
Addl. Chief Engineer (Works)
Department of Public Health Engineering,
Dhaka &
Convener, ToR Approval Committee, DPHE

CE, DPHE

Proposed TOR may be approved.

Sh. Nazim
09/08/21

প্রকৌশলীঃ শান্তনু বড়ুয়া
সহকারী প্রকৌশলী
প্রধান প্রকৌশলীর কার্যালয়
জনস্বাস্থ্য প্রকৌশল অধিদপ্তর, ঢাকা

Approved.

MD. SAIFUR RAHMAN
16/8/21
MD. SAIFUR RAHMAN
Chief Engineer
Department of Public Health Engineering
Govt. of Bangladesh, Dhaka.