

Government of Nepal
Ministry of Agriculture and Livestock Development
Rural Enterprise and Economic Development (REED) Project

Terms of Reference for

**RECRUITMENT OF MONITORING & EVALUATION SPECIALIST
(INDIVIDUAL CONSULTANT)**

Assignment title	Recruitment of Monitoring & Evaluation Specialist
Contract ID	NP-MOALD-343950-CS-INDV-OPD
Type of Contract	Time Based
Assignment duration Contract period	March 2023 to 15 July 2025
Primary assignment location	Project Headquarter (Lalitpur) and with frequent travel in the project command districts and selected Sub-Project Sites, Economic Corridor Offices (ECOs)
Funding source(s)	Credit 6787-NP
Contracting entity	Rural Enterprise and Economic Development (REED) Project, Hariharbhawan, Lalitpur, Nepal Phone: +977 1 5901736, 5900356 Website: reed.moald.gov.np Email: procurement.reed@gmail.com

(March, 2023)

1. Context and Rationale

The Government of Nepal with assistance from the World Bank is implementing the Rural Enterprise and Economic Development (REED) Project under the Ministry of Agriculture and Livestock Development (MOALD) to stimulate the development of rural enterprises by strengthening market linkages among smallholder producers and players in agricultural commodity value chains; and by strengthening the enabling environment for the development of enterprises in five key economic corridors covering six provinces (Provinces 1, Madhesh, Bagmati, Gandaki, Lumbini, and Sudurpashchim). The economic corridors are:

- a. Mid-hill Highway (Province No. 1, Bagmati and Gandaki)
- b. East-West Highway (Madhesh)
- c. Postal Highway (Madhesh)
- d. Bhalubang-Rolpa Highway (Lumbini)
- e. Mahakali Highway (Sudurpashchim)

The Project will, among others, provide funding for productive partnership & SMEs start-up business plans, upgrading and building demand-driven market centers, value chain related infrastructures and semi-public infrastructures and facilities at local level to support the partnerships and their communities and construct market and export promotion infrastructure in the form of regional market centers and agriculture centers of excellence.

The project has five components: 1) Strengthening Market Linkages through Productive Partnerships; 2) Strengthening the Entrepreneurship Ecosystem in the Federal Structure; 3) Restoring and Strengthening COVID-19-Disrupted Food Supply Chain and Local Economy; 4) Project Management; and 5) Contingent Emergency Response Component. It is designed to support market linkages, enhance the entrepreneurship ecosystem and restore COVID-19-disrupted food and agriculture supply chain.

The Project Development Objective Indicators shows following targets to be achieved during whole project periods:

- Beneficiary interventions - 24,000 numbers (out of which 9,600 female)
- Number of SMEs and agritech startups reached - 100 numbers (Out of which 20 female)
- Increase in the average gross value of sales of producer organizations under productive partnerships – 20 percentage
- Increase in the average gross value of sales of producers under productive alliances - Female – 35 percentage
- Jobs created by COVID-19 intervention – 5700 number (out of which 2850 female)

The project areas are 171 municipalities in 6 provinces through which the economic corridor passes.

The Office of the Project Director (OPD) and Economic Corridor Offices (ECOs) under MoALD are the project implementing units of the project. The four ECOs are located at Pakhribas, Dhankuta (for Province No. 1 and Bagmati); Bardibas, Mahottari (for Madhesh Province); Butwal, Rupandehi (for Lumbini and Gandaki Province) and Dadeldhura (for Sudurpashchim Province) with 2 focal offices each at Kaski (Pokhara) and Dhulikhel (Kavre)

The OPD is responsible for overseeing the overall implementation of project activities, coordinating with stakeholders, and providing guidance and training to staff of the Economic Corridor. The OPD is led by the Project Director, who is the Joint Secretary heading REED project within Ministry of Agriculture and Livestock Development, and consists of permanent government staff and consultants for different assigned task. The OPD will also be staffed with Monitoring & Evaluation Specialist to support the implementation, monitoring, Evaluation and reporting of project activities. OPD is currently seeking to recruit a Monitoring & Evaluation Specialist for the OPD.

2. Objectives

The main objective of this assignment is to assist the project to implement MIS and update its M & E Framework and result framework (RF) and to undertake other M and E related activities (including reporting) so that the project would remain on track to achieve its development objective as well as the outcomes and targets set in the project's Results Framework.

3. Scope of Services

The scope of service of the consultant shall include but shall not necessarily be limited to the following:

- The M&E expert is responsible for guiding the overall M&E strategy implementation within the Project and providing timely and relevant information to the Project Director, OPD and Project stakeholders upon analysis of data. This requires close coordination and communication with the Economic Corridor Offices, municipalities, and field staff as well as Technical Assistance (TA) firm.
- Critical tasks for the M&E Expert is to ensure a highly effective, fully functional, and robust project management information system (PMIS) and prepare AWPB and reports as per the requirements for GoN and WB
- The position will support the project management to conduct regular evidence-based review of progress and decision making, including using data and analysis generated from the project M&E and MIS.

Major Tasks and Responsibilities

- Revise and update the existing M&E strategy and action plans as required and ensure its smooth operation in effective and timely manner.
- Liaise and coordinate with MIS firm during design and development of the project's MIS to ensure the project's PDO and Intermediate indicators and, the component's workflow processes are adequately incorporated in the MIS.
- Prepare Annual Work Plan and Budget (AWPB) in consultation with the project team ensuring alignment with result framework and ensure regular analysis on AWPB implementation, project performance, outcomes, and impact.
- Prepare quarterly, half-yearly and annual progress reports, thematic survey reports, and ad-hoc technical reports in accordance with approved reporting formats and ensure their timely submission to Government of Nepal (GoN) and World bank (WB)
- Analyze data for routine evidence-based project management and discuss in review meetings of OPD in terms of implications for future action.
 - Regular update of Log frame indicators to be submitted periodically to WB.
 - Participate in review workshops and planning workshops at different levels to get feedback for planning to the next cycle.
 - Prepare required training modules and provide training and continuous support to all project staff in order to ensure data quality and reliability and properly understand M&E/MIS system and reporting requirements
 - Ensure MIS are up to date with data from all components/subcomponents on regular basis and review the quality of existing data and take measures as needed and ensure data generated from the MIS are linked with project log frame and Result Framework.
 - Organize systematic process for routine field visits and verification of the accuracy, validity and completeness of M&E data; and collect formal and informal feedback from project beneficiaries on their satisfaction with project activities.
 - Prepare TORs for conducting periodic studies, thematic surveys and project completion surveys including the description of the proposed survey methodology (sampling frame and sample size, draft

questionnaire) and provide the appropriate guidance to the selected service providers in order to ensure timely and reliable survey reports.

- Support to operate the MIS modules in the respective Municipalities and build capacities for its sustainable operation.
 - Any other tasks related to the assignment assigned by the Project Director to support the implementation of project activities.

4. Reporting and Deliverables

The consultant will work under the direct supervision of Monitoring and Evaluation Section of the OPD and in collaboration of other concerned project staff for the accomplishment of his/her assignment.

The Consultant shall delivery the following output to the project:

The Monitoring and Evaluation Specialist recruited will be required to submit a short and concise monthly, quarterly and detailed end of assignment report to the project. Besides these reports, s/he will be responsible to produce the following deliverables as shown below in Table 1. below:

Table 1: Summary of deliverables

Expected Outputs/Deliverables	Primary work location	Schedule
Progress report as per result framework	REED, OPD	Monthly
Updated progress on the agreed actions	REED, OPD	Monthly progress assessment and prior to the initiation of the next mission
Assignment progress report	REED, OPD	Monthly
Compile the quarterly project implementation progress report in preparation for the subsequent Bank mission	REED, OPD	As per Bank mission schedule
Assignment progress report	REED, OPD	Annual
Assignment completion report	REED, OPD	At the end of contract
Updated summary table of Matching Grant Scheme (overview of Matching Grant Scheme)	REED, OPD	Monthly
Updated distribution of MGs by ECOs	REED, OPD	Monthly

5. Consultant qualifications and expertise required

- Candidate should have Minimum Master's degree in Agriculture, Agribusiness, Management, Information management or other related academic discipline with minimum 8 years of overall experience and minimum 5 years of experience in planning, design and implementation of M&E systems of government/development organizations.
- A minimum of one year of specific experience in design and implementation of M&E systems in the World Bank funded agriculture project.

- Familiarity with M&E system of Government of Nepal and development partners; the Bilateral/Multilateral Donor Partners.
- Sound Knowledge of M&E methods and approaches with experienced in M&E development and implementation
- Preference will be given to candidate with experience in managing M & E and MIS system within development Project preferably projects/Projects funded by multilateral donor partners
- Able to work in complex situations and challenging geographic locations.

6. Duration of the Service

The consultant will be assigned for about 25-person month over the project period, i.e. 15 July, 2025 with a provision of renewal of contract, in case of satisfactory performance and requirement of the service. The consultant is expected to work full time during office hours be based at OPD with occasional visits to the ECOs and project areas and within Nepal on project related matters

7. Selection of the Consultant

The consultant shall be selected based on the Individual Consultant Selection method set forth in World Bank's Procurement Regulations for IPF Borrowers, fourth edition November 2020.

8. Facilities and logistics to the consultant by the Client:

The consultant will be provided with the office space, internet facilities, and office furniture. Necessary stationery, printing and copying facilities will also be provided by the Client. Necessary computer/laptop need to be managed by the Consultant.