

**PROJECT DIRECTORATE – IDB ASSISTED PROJECTS**  
**Elementary & Secondary Education Department, Govt. of AJK**

**(Terms of References)**

**Monitoring & Evaluation Specialist**

**1.0 OBJECTIVES**

The objective for provision of services of an M&E Consultant is to ensure transparent & efficient monitoring of all activities of following two IDB Assisted Projects which are being implemented under E&SE Department, GoAJK;

1. Basic Education for All (*IDB Assistance No 0145-0146*)
2. Reconstruction & Rehabilitation of 277 Flood Damaged Schools Buildings in 10-Districts of AJ&K (*IDB Assistance No 0148-0149*)

**2.0 PURPOSE OF THE ASSIGNMENT**

1. The Elementary & Secondary Education Department of Government of AJK has established a Project Management Unit for the execution of two projects with the financial assistance of Islamic Development Bank. These projects are planned to be completed by June 2019. Main scope of both the projects is as under:
  - a. The Project “Basic Education for All” will construct 60 new primary school buildings, provision of furniture, other facilities and capacity development of teachers in 10 districts of AJK; thereby introducing the Public Private Partnership for enhancement of the quality education as well as management of these pilot schools.
  - b. The Project “Reconstruction & Rehabilitation of 277 Flood Damaged School Buildings in 10 Districts of AJK” will benefit about 52,000 students and 2,500 teachers and staff. The project components include (a) improvement of learning environment through reconstruction of 1252 classrooms in 277 schools (b) quality and service delivery improvement through provision of textbooks, teaching and learning materials, education management information system and strengthening of school management committees and (c) support to project management by covering the cost related to consultancy services, project management unit.
  - c. Support to project management by covering the costs related to consultancy services, project management unit.

For roll out of the programme and effective utilization of Technical Assistance, a Project Management Unit (PMU) has been established under the IDB Assisted Project within Elementary & Secondary Education Department, GoAJK. Project Management requires services of a M&E Specialist with requisite qualification and experience for the said PMU.

### **3.0 SCOPE OF WORK**

3.1 The objective of the assignment is to appoint a Monitoring and Evaluation Specialist who will serve as the main focal person for all monitoring and evaluation related activities of both IDB Assisted Project's. S/he will support the Project regarding the monitoring and evaluation activities. S/he will sign a 2 year's contract initially with possibility of extension based on satisfactory performance. S/he will be located within the Project Management Unit of the IDB ASSISTED PROJECTS in the E&S Education Department, with frequent travels to the all districts. It is expected that the M&E Specialist would be in post by the end of January, 2017.

### **4.0 RESPONSIBILITIES/DETAIL OF TASKS**

4.1 The M&E Specialist would work closely with internal and external stakeholders (i.e all the Wings/Sections of PMU, Planning & Development Department GoAJK, E&SE Department at State, Division & District level, representatives from primary stakeholder, external consultants and field staff) and will coordinate and support all data collection and reporting arrangements on project progress in accordance with the Project Results Framework.

4.2 The M&E Specialist will perform the following duties and responsibilities, but not limited too:

- a) Lead the development of and oversee the review of project level Monitoring & Evaluation (M&E) plan and associated work plans for each component/activity (as reflected in the results framework);
- b) 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;
- c) Be responsible for sourcing data and information for specific M&E needs directly from other implementing agencies and stakeholders particularly for indicators not requiring a survey;
- d) Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and providing M&E technical assistance;
- e) Oversee and participate in evaluations and assessments.
- f) The M&E Specialist may also serve as the evaluation team member of selected evaluations conducted;
- g) Develop and maintain a M&E database for the project and contribute to the maintenance of a database of IDB Assisted Project;
- h) Maintain a detailed knowledge of all relevant issues impacting his/her field of Monitoring & Evaluation;
- i) Ensuring mentoring and training of project team to foster capacity building on M&E knowledge.
- j) Support monitoring and evaluation missions commissioned by the donors on the project;
- k) Review monitoring and evaluation system/mechanism, process and procedures of the project and forms and formats for project activities under its various components;

- l) Monitor project progress through field visit as may be required, offer feedback and keep regular communication with related field and center level staff.
- m) Attend, participate and provide necessary inputs for preparation of and during project meeting, Workshops and trainings;
- n) Serve as focal point for providing M&E inputs on Implementation Progress Reports (IPRs);
- o) Prepare and submit M&E inputs as per the Results Framework to the consolidated quarterly/ annual project implementation progress reports meeting the deadline as per the requirement of project and World Bank;
- p) In close collaboration with PMU of IDB, support the design and implementation of an integrated M&E system with EMIS involved in IDB Assisted Projects reforms;
- q) Provide quarterly M&E reports to the Project Director of PMU;
- r) Guide the process for identifying the key performance indicators and parameters for monitoring and comparing them to targets, and design the format for such performance reports
- s) Prepare consolidate progress reports for project management to submit to the relevant stakeholders, in accordance with approved reporting formats and schedule;
- t) Support other relevant staff of the Project to support the Dy. Project Director & M&E Officer in coordinating the preparation and consolidation of annual work plans, monthly and quarterly, Project reports and other deliverables;
- u) Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations;
- v) Tracking progress made on the Project's Results Framework during project implementation;
- w) Undertake relevant field visits to ensure achievement of the objectives of his/her assignment;
- x) Support the coordination of Implementation Support Missions, Technical and Review Missions including logistical arrangements thereof as agreed by the GoP and the IDB, and follow up on the implementation of agreed actions arising from those missions;
- y) Accomplish others tasks related for preparing, monitoring, evaluation and management information system as per the need of project assigned by the Project Director.
- z) Other duties as may from time to time be assigned him/her, relevant to M&E.

As the focal person for the M&E at the PMU, the M&E specialist will work closely with all other staff of the PMU and work in close coordination with relevant Officers of the key stakeholders/Consultants.

## **5.0 REPORTING/DELIVERABLES**

5.1 The M&E Specialist will report directly to the Project Director and will be expected in addition to his/her tasks for providing /preparing following deliverables, among others:

- a) Preparation of Monthly/Quarterly/Yearly Project Implementation Progress Report;

- b) M&E implementation plan for the IDB Assisted Projects;
- c) TORs for surveys
- d) Inputs to IDB ASSISTED PROJECTS program and component level indicators; M&E inputs to good practice case studies
- e) Monitoring and Supervision report as per the requirement.
- f) Prepare and submit Guidelines/Manuals of concerned fields as per the need of the project.
- g) Reports and proceeding of seminars, workshops and training

## **6.0 QUALIFICATIONS & EXPERIENCE**

- a) Master's degree in economics, statistics, business or, public administration public policy or the social sciences. Exceptional Candidates with other degrees may also be considered.
- b) A minimum of fifteen (15) years of experience providing technical and management support for M&E activities and research studies, preferably for foreign aided projects. Clear understanding of the tools and methods required for M&E, with a focus on participatory processes, joint management, and the gender issues.
- c) Eight years relevant work experience in M&E five of which must have been at a managerial level within an internationally funded project or NGO. Experience working in areas directly related to public sector reform would be a plus;
- d) Experience in developing quantitative and qualitative instruments for data collection and the analysis of data (quantitative and qualitative) from primary and secondary sources.
- e) Experience in the design and/or implementation of an M & E system, preferably in the public sector;
- f) Experience in conducting training and facilitation of M+E activities.
- g) The M&E Specialist should possess excellent technical skills in socio-economic research and program and project performance assessment.
- h) Excellent data analytical skills and interpretation. S/he must have ability to write clearly and concisely, and have sound quantitative skills (managing, analysing and interpreting data).
- i) Demonstrated experience in monitoring and evaluation of development project activities.
- j) Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment. S/he must be able to respond quickly to requests for information
- k) S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- l) Fully proficient in the following software applications: Word, Excel and Power Point.
- m) Broad knowledge and understanding of public sector reform, public financial management performance assessments would be a plus;
- n) Very strong planning, system development and organizational skills including results based management.

## 6.2 Other Qualities or Requirements

- Willingness and ability to work effectively under pressure and ability to multi-task;
- Strong conceptual and analytical skills and demonstrated organizational, management & supervisory skills;
- Willingness and ability to work in a team;
- Excellent interpersonal skills, strong verbal and written communication skills in English;

## 7.0 GENERAL INFORMATION

- This position will be advertised on an equal opportunity basis and qualified women and men are encouraged to apply.
- Market based remuneration and conditions of service will be offered to the successful candidate.
- Employment will be on full-time basis as consultant and contracts will be for one year subject to annual review with a possibility of renewal.