

**Government of People's Republic of Bangladesh
Ministry of LGRD and Co-Operatives
Local Government Division**

**Terms of Reference (ToR)
for
Monitoring and Evaluation Consultant
(Package No.: BMWSSP/SD-08)
under
Bangladesh Municipal Water Supply and Sanitation Project
(30 Pourashavas)**

Department of Public Health Engineering (DPHE)

September 2020

Bangladesh Municipal Water Supply and Sanitation Project (30 Pourashavas)
Terms of Reference (TOR)
Position: Monitoring and Evaluation Consultant
Package no. SD - 08

A. Background

Government of Bangladesh through the Department of Public Health Engineering (DPHE) had been implementing provision of safe and sustainable water services under different Project mainly in Bangladesh. DPHE has taken a World Bank and AIIB financed Project for strengthening the WSS services delivery system along with infrastructure development at selected 30 municipalities.

The Project's approach is part of the national laws and policies to devolving water and sanitation responsibilities to the local governments in order to ensure sustainability and cost-effectiveness. It directly supports the SDG target of improved services (with piped water and fecal sludge management) in municipalities, along-side strengthening institutional capacities of municipalities to provide universal access to improved water and sanitation services in a financially sustainable manner. This involves changing mindsets and operating principles and developing the private sector.

The Project development objective (PDO) is to increase access to improved water supply and sanitation services in selected municipalities and strengthen the municipalities' institutional capacities for delivering water and sanitation services.

The Project components include:

Component 1 – Policy Advisory Support and Capacity Strengthening: This component will comprise three sub-components: (i) building the institutional capacity of the municipalities, to expand private sector services delivery, implement gender action plans (GAPs) focused on women's employment and participation in decision making, and enhance the safe disposal and treatment of fecal sludge, which would improve water quality in the event of flooding or drought; (ii) providing incentives to municipalities, such as performance-linked operation and maintenance (O&M) subsidy grants to promote user charge collection and household enrollment; and (iii) strengthening DPHE's policy and sector management roles.

Component 2 – Investment for Water Supply Infrastructure: This component includes: (i) infrastructure investments for the installation of piped water supply systems in each municipality, comprising bulk water intake, treatment systems, and piped water distribution systems; and (ii) immediate response facility to cope with disasters and climate-induced emergencies, addressing damages to water supply infrastructure or associated contamination. Both the bulk and distribution systems will be operated as a single system by private operators.

Component 3 – Improving Sanitation and Drainage: This component comprises: (i) improving sanitation and septage management, through providing financial assistance to poor households for upgrading to improved toilets, constructing and operating public toilets, supporting informal cleaning workers with equipment and training, and ensuring safe disposal of fecal sludge, and in select municipalities, constructing fecal sludge treatment plants; and (ii) making critical drainage investments to manage climate-change induced flooding.

Component 4 - Project Implementation and Management Support: This component will support key Project management activities ensuring gender and social inclusion, to enable the DPHE in coordinating and implementing Project activities at the national, regional (division/district), and municipality levels, including complying with the World Bank fiduciary procedures and safeguards. A national-level Project Management Unit (PMU) for the Project will be housed in the DPHE. The PMU will be supported by a Technical Support Unit (TSU) consultancy that will place personnel in municipalities, clustered regionally. Behavior change communications to raise public awareness and motivate households to improve household sanitation will be also supported under this component.

Component 5 – Contingent Emergency Response: A provisional zero amount component is included under this Project that will allow for rapid reallocation of loan proceeds from other Project components during an emergency, under streamlined procurement and disbursement procedures.

The Project Management Unit (PMU) will be responsible for project implementation and shall be headed by Project Director (PD), and with adequate staffing along with experienced Consultants. The PMU intends to appoint a “Monitoring and Evaluation Consultant” for carrying out monitoring and evaluation of activities, outputs, outcomes and impacts under each of the project components.

The BMWSSP project management needs to have proper control over the project to ensure that it stays on track towards the achievement of its objectives. This is done by regular monitoring, which is the systematic and continuous collection, analysis and use of information for management control and decision-making. In order to establish a functional MIS in BMWSSP, the Project needs to develop and operationalize a monitoring framework and integrate the project MIS with the DPHE MIS system.

B. Objective

The Monitoring and Evaluation Consultant shall be responsible for developing and implementing the monitoring and evaluation (M&E) system to monitor the progress of different activities under the project. The M&E Consultancy Services shall have two sets of tasks:

- a. Carry out monitoring and evaluation of project progress, including inputs, outputs, processes, outcomes and impacts in relation to the various project components carried out by DPHE;
- b. Provide continuous inputs to the PMU for course correction and improved project management, as well as on any other specific issue as directed by the PD.

C. Key tasks and responsibilities

The Consultant will be responsible for designing and field-testing of monitoring and evaluation system. Based on the field-testing, s/he will improve and enhance the M&E system that can be implemented in a scaled-up to monitor the Project.

As and when required, the consultant will discuss with the PD, other DPHE officers, BMWSSP project team, personnel from municipalities, Local Governments representatives etc. to resolve issues encountered if any, in the pursuit of these tasks.

The Consultant’s scope of services shall include, but not limited to the following specific tasks and responsibilities:

- 1) Develop an effective M&E system (using MS Projects and /or other standard Project Management software) including indicators and tools in consultation with concerned project officers and consultants to monitor program activities at different levels. The consultant will also assist the consulting firm responsible for MIS software development to develop a compatible database for data-entry, query and printing while aligning with DPHE's central data storage and administration i.e. MIS unit to ensure that overall project monitoring activities are fully integrated, and available as a national database.
- 2) Create a comprehensive project monitoring and evaluation framework: The Section VI of Project Appraisal Document presents the overall Results Framework for the BMWSSP. This has been further elaborated upon in Section XX of the Project Implementation Manual (PIM). It includes the outcome indicators for monitoring Project Development Objective, intermediate output indicators for all project components, and tentative baseline conditions for each indicator, year wise achievement of targets against each outcome/output indicator. The Consultant is expected to use these as the base documents for the development of project specific M&E framework, if necessary, by adjusting and fine tuning the indicators and targets. The M&E framework should also include indicators to monitor and evaluate project specific operational risks and risk mitigation measures. The consultant is expected to support the consulting firm responsible for MIS software development to develop MIS data sets; data Analysis and Reporting to ensure that overall project monitoring activities are fully integrated.
- 3) Develop baseline information for the established key project indicators: The Consultant shall be responsible for the establishment of baseline status against all project indicators reflected in the final M&E framework to be able to monitor inputs, outputs, outcomes and impacts.
- 4) Track key indicators (input, output, outcome, and operational risks) during project implementation. Consultant is expected to develop appropriate methods, surveys, tools, data collection formats, and analytical procedures to collect data on, track/ monitor, and report on project inputs, outputs and outcomes generated due to project interventions throughout project implementation.
- 5) Support the BMWSSP Implementation Support Review missions: The Government of Bangladesh, the World Bank and AIIB will carry out implementation support review missions to supervise the project implementation. The Consultant will be expected to carry out analytical work and present reports in agreed format, pertaining to the implementation period and provide projections and recommendations for improved project management.
- 6) Provide assistance to PMU in the review and supervision of project environmental and social safeguard compliance being carried out by the relevant project consultants and contractors.
- 7) Prepare quarterly and semi-annual project reports as per requirement of development partner and confirm its submission to the IDA and AIIB, not later than 45 days after the end of each calendar semester. The reporting format will need to be approved in consultation with PMU and the World Bank;
- 8) Provide reporting to the national Project Steering Committee (PSC) for the project, set up in the Ministry of Local Government, GOB;
- 9) Preparation of Mid Term Review (MTR) Report. The report shall include a comprehensive assessment of the lessons learned, issues and outcomes and recommendations for mid-course adjustments to project design, budget and implementation arrangements etc. to be served as a guide to the Government of Bangladesh - World Bank -AIIB MTR teams;
- 10) Set up a functioning M&E data collection routine from relevant entities and persons, compile information into the M&E system (using software mentioned above) and prepare reports

monthly & quarterly based on DPHE-WB approved format and make the data available to stakeholders and the public on the DPHE and project website;

- 11) Develop in-house Monthly M&E work plan for project activities (all components);
- 12) Implement the M&E activities as per approved implementation plan;
- 13) Participate in the design and development of the computerized project monitoring (using appropriate software) and evaluation system jointly with the consulting firm responsible for MIS software development and DPHE MIS Unit. The Consultant will work with the project's MIS team and DPHE MIS Unit to develop a simple web interface for project monitoring info. that can be accessed through internet (the project specific interface can use DPHE's existing MIS portal);
- 14) Conduct diagnostic analyses and identify delay, bottlenecks, inefficiency, slippage etc. and provide remedial measures;
- 15) Provide technical support in data analysis, interpretation, and graphical presentation
- 16) Cooperate effectively with other project staff to enhance the effectiveness of the M&E system;
- 17) Perform other Assignments (such as manage consultants and/ or prepare on own, project evaluation report, completion report etc.) as and when required by the Project Director;
- 18) Preparation of report on M&E as and when required by the Project Director;
- 19) Provide continuous inputs to the PMU of the above activities as well as on any other specific issue as directed by the PD.
- 20) Assist the PD in project-related activities and reporting as needed to implement the project smoothly.

D. Key Qualifications

Academic Qualifications and Professional Experience of the Consultant:

a) Educational Qualification

- B.Sc. in Engineering (Civil, Water resources or Environmental) or Master's in economics /statistics / business administration/environmental science/finance;

b) Experience

- At least 10 years of experience in development projects in public and/ or private sectors;
- The consultant should have at least 5 years of experience in project monitoring and evaluation, preferably with water sector infrastructure projects;
- Demonstrated proficiency and experience (at least 2 years) in the use of Project Management Software e.g. Microsoft Projects, or software (or freeware) of equivalent capability
- Experience in designing M&E formats, data input and analysis (using computer software) and writing reports;
- Experience in Impact Evaluation Techniques/ Result Based Monitoring. Experience in Monitoring and Evaluation of Water Supply and Sanitation projects will be an added advantage;
- Experience in development partner assisted project will be an added advantage;
- Age of the applicant may not be more than 55 years, at the time of application.

E. Duration of the Assignment

The duration of the assignment will be throughout the project's duration of 48 months or project closing date, whichever is earlier. But it may be extended as per requirement of the project. The chosen candidate will however be subject to bi-annual performance reviews as customary in DPHE projects and renewal of the contract will be done accordingly.

F. Reporting

The Consultant will work under direct control of the PD. S/he will report directly to the PD and work in close collaboration with other officers, consultants and contractors of the Project.

G. Deliverables

- M&E Program Inception Report
- Monitoring and Evaluation Framework Report
- Project Indicators Baseline Report
- Annual, Semi-annual, Quarterly and Monthly Progress Reports
- Reports for Implementation Supervision Missions
- Mid-Term Review Report
- Project Completion Report (PCR)
- Other Reports, as directed by the PD, from time to time

H. Remuneration

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable Taxes and VAT as per law of Bangladesh. Payment shall be made on monthly basis upon satisfactory performance output certified by the PD.

G. Procurement/ Hiring method

The Consultant will be hired and contracted as per the "Selection of Individual Consultant (SIC)" selection method of World Bank Procurement Regulations (PR), July, 2016 (Revised November 2017).