

Host and Rohingya Enhancement of Lives Project (HELP)
Department of Public Health Engineering (DPHE)

Terms of Reference (TOR)
Position: Monitoring & Evaluation Consultant
Package no. SD-6

Background

The Government of the People's Republic of Bangladesh (GoB) has received a grant and loan from the International Development Association (IDA) to fund the Host and Rohingya Enhancement of Lives Project (HELP). This project is being implemented by the Department of Public Health Engineering (DPHE), under the Ministry of Local Government, Rural Development, and Cooperatives (MLGRD&C). The Project Management Unit (PMU) is responsible for overseeing the project, ensuring that the funds are utilized efficiently and solely for the intended purposes, in compliance with the Borrower's obligations. DPHE intends to apply a part of the proceeds of this grant for an M & E Consultant following the World Bank Procurement Regulations.

Objective

The engagement of the Monitoring and Evaluation Consultant is to assist in developing monitoring and evaluation system to monitor the progress of different activities under the project.

Key tasks/responsibility

S/he 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 scaled up to monitor the Project.

The specific tasks/responsibility for the Consultant:

- 1) Assist PMU in Developing effective M&E system including indicators in consultation with concerned project officials and consultants;
- 2) Develop a functioning M&E data collection routine from relevant entities and persons, compile information into the M&E system (GIS & Microsoft Excel Based) and make reports monthly & quarterly based on DPHE-WB approved format and data available to stakeholders and the public;
- 3) Develop monitoring tools to monitor program activities at different levels;
- 4) Develop in-house M&E work plan for project activities (Piped, Non-piped, and Sanitation, Hygiene Promotion etc.);
- 5) Implement the M&E activities as per approved implementation plan;
- 6) Participate in the design and development of the computerized monitoring (Microsoft Excel Based) and evaluation system jointly with the DPHE MIS Unit;
- 7) Cooperate among concerned project staff to enhance the effective M&E system;
- 8) Perform other Assignments (such as project evaluation report, completion report etc.) as and when required and instructed by the Project Director;
- 9) Preparation of report on M&E as and when required by the Project Director;
- 10) Prepare GIS Map identifying relevant location, facilities and other relevant information need for the project.
- 11) Assist the Project Director in the project-related activities and reporting as needed to implement the project smoothly.

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Key Qualifications of Consultant

The consultant for this activity shall have the following minimum qualifications:

a) Educational Qualification

- M.Sc. in Engineering or Masters degree in Social Science/Statistics /Disaster Management or related fields.

b) Experience

- Must have minimum 10 years of experience of government/ semi government/ donor funded organization in this field.
- Should have 5 years of experience in World Bank or development partner's funded project as Monitoring and Evaluation expert.
- Field Based experience of Monitoring and Evaluation program.
- Having enough experience in Geographic Information System (GIS) of public or private sectors.
- Experience in conducting social survey.
- Experience in designing M&E formats, data 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.
- Preference will be given to candidates with experience working on projects or funds related to Forcibly Displaced Myanmar Nationals (FDMN).

Monitoring and reporting

The Consultant shall review and endorse all monitoring reports, prepared by the social team of respective firms. When necessary or required, the monitoring reports shall be field verified by the Consultant and DPHE officials. The Consultant shall consolidate the relevant information on social safeguard including social monitoring report, site-specific environmental and social management plans, screening report for high-risk operation, GRM records and accident report and report to the World Bank through PD in a timely manner. The Consultant will be responsible to ensure social safe guard relevant issues are rightly be addresses in the preparation and delivery of quarterly/half yearly environmental and social monitoring reports.

Ensure the regular and timely update in the ICT monitoring systems

The Consultant will provide support to the M&E consultant to ensure the regular and timely update of the social issues, points and reports in the ICT monitoring systems. S/he will be responsible to coordinate with ICT experts and confirm the above.

Duration of the Assignment

The Consultant shall perform the Services for 42 months or the project closing date which come earlier considering the satisfaction of performance. The duration of the assignment may be extended based on the consultant performance, budget availability and project requirements.

Institutional Arrangement:

The position is full-time, based in Cox's Bazar, with periodic extensive visits to Bhasan Char, Noakhali. The role includes providing support to the Regional Project Management Unit (RPMU). The Consultant will work under the direct supervision of the Deputy Project Director and will report to them while closely collaborating with other project officials. The Consultant will be accountable to the Deputy Project Director for daily activities.

Counter facilities

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The project will provide office space along with necessary logistic supports in line with project provision. Relevant documents and information required for the assignment will be made available & accessible to the consultant.

Deliverables

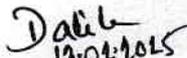
- I. Monitoring and evaluation tools from the very beginning of his assignment.
- II. Monitoring and evaluation plan with consent of concerned authority in the very first month of his joining.
- III. Quarterly progress report.
- IV. Maintaining dashboard live through uploading relevant latest data & documents.
- V. S/he has to provide support in any other activities as and where required by the project concerned authority.

Remuneration

The Consultant fee will be based on negotiated consolidated remunerations, inclusive of all applicable Taxes and VAT as per existing laws of Bangladesh. Payment shall be made on a monthly basis based on satisfactory performance or output certified by the Project Director.

Procurement/ Hiring method

The Consultant will be hired and contracted as per the "Individual Consultant (IC)-Open" Selection method of World Bank Procurement Regulation (PR), 2016, updated in September 2023.


13/02/2025
(Dalila Afroze)

Executive Engineer, Arsenic Management Division &
Member, ToR Committee, DPHE.


13/02/25
(Md. Shafikul Alam)

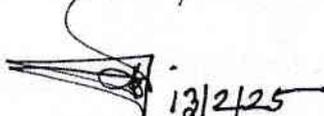
Executive Engineer, Ground Water Division &
Member, ToR Committee, DPHE.


13/02/2025
(Sharmistha Debnath)

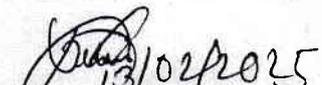
Executive Engineer, Design Division &
Member, ToR Committee, DPHE.


13/02/2025
(Shishir Kumar Biswas)

Executive Engineer, SIR Division &
Member Secretary, ToR Committee, DPHE.

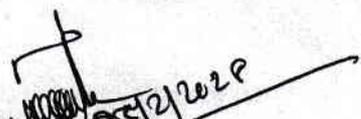

13/2/25
(Noor Ahmed)

Project Director, DPHE
Host and Rohingya Enhancement of
Lives Project (HELP) &
Convener, ToR Committee, DPHE.


13/02/2025
(Bidhan Chandra Dey)

Superintending Engineer, Ground Water Circle,
Project Director &
Convener, ToR Committee, DPHE.

Approved


13/02/2025
Tuskar Mohon Shaikh Khan
Chief Engineer
Department of Public Health Engineering
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