

Government of the People's Republic of Bangladesh  
Ministry of Local Government, Rural Development and Cooperatives  
Local Government Division

Improvement of Urban Public Health Preventive Services Project  
(World Bank financed Urban Health, Nutrition and Population Project, IDA cr. 7402-BD)

Terms of Reference (ToR)  
for  
**Monitoring and Evaluation (M&E) Specialist(National)**

## **1.0 Background**

The Government of the People's Republic of Bangladesh ("GoB") has received a credit from the International Development Association ("IDA") for implementation of the "Urban Health, Nutrition and Population Project", implemented by the Ministry of Health and Family Welfare ("MoHFW") and the Ministry of Local Government, Rural Development & Cooperatives ("MOLGRD&C"). The Project has two components – the Second Component is being implemented by the Local Government Division ("LGD") under the Project Name – **"Improvement of Urban Public Health Preventive Services Project (UPHPSP)"**. The main goal of the Project (Component 2) is to develop systems and capacities of LGD, City Corporations and Municipalities (i.e., called "Pourashava") for delivering public health preventive services such as vector (mosquito) control, outhouse medical waste management, mitigating air and sound pollution and climate change effects on public health, behavior change communications to promote healthy lifestyles and creating awareness as well as community-driven interventions for addressing non-communicable diseases ("NCD"). The geographical areas of the project are Dhaka North City Corporation ("DNCC"), Dhaka South City Corporation ("DSCC"), Chattogram City Corporation ("CCC"), Savar Municipality ("SM") and Tarabo Municipality ("TM") areas.

UPHPSP (i.e., Component 2) will support delivery of environmental health and preventive services primarily in the above mentioned locations through: (a) development and implementation of a comprehensive strategy for integrated vector surveillance and management, including capacity building and institutional strengthening of local bodies; (b) support for behavior change communication and outreach interventions in the citizens of the urban areas, including for air and noise pollution effects among the stakeholders; (c) tree planting for climate change; (d) revision and/or development and implementation of strategy, arrangements, practices, guidelines, policies, and standards for outhouse medical waste management ("MWM"); and (e) support for day-to-day administration, management, monitoring, and coordination of the project, including financial management, procurement, monitoring and evaluation ("M&E"), citizen engagement, and environmental and social ("E&S") management.

LGD is the lead implementing agency of the Project (Component 2). The LGD is establishing a Project Management Unit ("PMU") headed by a Project Director. He will be assisted by one Deputy Project Director ("DPD"), other Project staff and outsourced staff including a team of twelve (12) individual consultants. The PMU will be responsible for core project management functions and the coordination of Project activities. The team of consultants will assist the PMU and report to the Project Director.

The LGD intends to apply a part of the proceeds of this credit to hire a Monitoring and Evaluation (M&E) Specialist for the project as an individual national consultant.

## **2.0 Objective of the Assignment**

The main objective of this consultancy assignment is to assist the PMU in carrying out project activities, monitoring the project activities, evaluating the outcomes of the project in compliance with the provision of the Development Project Proforma (DPP) and the project design, suggesting to revise the project plan based on feedback and achieve the target, and preparing regular progress reports to be submitted to the World Bank on implementation progress and key challenges as well as the project completion report ("PCR") including lesson learned from the project.

### 3.0 Scope of Services

The M&E Specialist will closely work with the PMU staff, consultants, and stakeholders to help implement the project successfully together. The Specialist will review the DPP, the Financing Agreement, the Project Appraisal Document and other Project documents and determine his/her duties, roles, responsibilities and scope of services under the Project. However, the brief tasks of the Specialist include, but are not limited to, the following tasks.

**Task 1:** The M&E Specialist will undertake to perform the services with the highest standards of professional and ethical competence and integrity and try his/her best efforts to achieve the desired goal and objectives of the project.

**Task 2:** The M&E Specialist will assist the PMU to (i) monitor project activities, (ii) procuring a firm to carry out baseline, mid-term and endline impact evaluation of the project, and (iii) to prepare regular reports on project implementation to be submitted to the World Bank as well as the PCR. The Specialist will help the Procurement Specialist in procuring the services of a firm for project impact evaluation (baseline, midterm and endline) by contributing to the procurement documents and contract management of the firm.

**Task 3:** The M&E Specialist will develop the M&E guidelines, manual (if required), framework, tools and reporting format for the project, assist the MIS specialist in designing a web-based Monitoring Information System for the project, collect and summarize data, analyze information to support informed decision making for the PMU.

**Task 4:** The M&E Specialist will, in consultation with the PMU, monitor and evaluate the project activities to ensure effective implementation of the project as per the implementation schedule as prescribed in the DPP, prepare monthly, quarterly, half-yearly, annual and interim report (or other frequency) after collection of data/information and field visits, and submit those to the PMU, the IMED and the World Bank or any other government organizations.

**Task 5:** The M&E Specialist will closely coordinate with the project staff and stakeholders (i.e., City Corporations and Municipalities) of the assigned areas and provide necessary support in monitoring results and documenting the activities.

**Task 6:** The M&E Specialist will monitor and evaluate the progress of the project, identify the bottlenecks at different levels that setback the project progress to meet the time and quality requirements and prepare reports for the PMU and advise the PMU to remove such bottlenecks.

**Task 7:** The M&E Specialist will support capacity building training in M&E activities for the PMU staff, selected staff for three city corporations and two municipalities under the project (Module 8 as suggested as part of the core training in the DPP).

**Task 8:** The M&E Specialist will assist the PMU in preparing reports, documents, factsheets or similar instruments for discussion and decision in the Project Implementation Committee (PIC) and the Project Steering Committee (PSC) meetings and the World Bank Supervision Mission meetings.

**Task 9:** The M&E Specialist will carry out any other task relating to monitoring and evaluation of the Project, City Corporations and Municipalities (as cited in the Project) as and when required or assigned by the PMU.

### 4.0 Reporting and Deliverables

The M&E Specialist will prepare and submit the following reports/documents on a one-time and/or recurrent basis to the Project Director and the PMU for his/her duties and responsibilities.

- (a) Inception report within one (1) month of the effectiveness of his/her contract.
- (b) Reports and/or Documents as mentioned in Paragraph 3.0 as and when required.
- (c) Any other reports relating to monitoring and evaluation and knowledge management.

## **5.0 Duration of the Assignment**

The duration of the assignment for the M&E Specialist will be [48] calendar months. The Project duration is estimated up to 30 June 2028. The duration of the assignment may be increased or decreased depending upon the performance of the M&E Specialist, the needs and budget allocated for the Project and the duration of the Project. The PMU will carry out performance assessments of the incumbent on an annual basis. The satisfactory performance of the M&E Specialist will ensure the continuation of the contract.

## **6.0 Academic Qualifications and Experiences**

The M&E Specialist must have at least a Master's Degree in Social Sciences/Statistics/ Economics /Mathematics/Business Administration or any other relevant discipline. The M&E Specialist should have at least fifteen (15) years of general work experience of which seven (7) years of experience in monitoring and evaluation of development partner/ GOB assisted development project under public sector. The incumbent should have practical experience in developing and formulating M&E tools for project monitoring and evaluation. The incumbent should have experience in M&E reporting, survey or similar activities in Bangladesh. The incumbent should have high level of proficiency in written and spoken Bangla and English, report writing and computer literacy and skills including data analysis and interpretation. The incumbent should have experience of working in a team environment.

## **7.0 Institutional Arrangement**

The M&E Specialist will carry out his/her responsibilities and duties under the general supervision and guidance of the Project Director and work in close collaboration with other officials/consultants of the Project. He/she will report to the Project Director. The duty station will be at the PMU established in Dhaka city.

## **8.0 Facilities and Services to be provided by the PMU**

The PMU will provide the necessary office space, office equipment and furniture, stationery, data, information, documents in connection with the Project and other logistics. The PMU will provide transportation facilities for field trips, as needed.

## **9.0 Selection Method**

The M&E Specialist will be selected following the Selection of Individual Consultants as set forth in accordance with the World Bank Procurement Regulations for IPF Borrowers, Fourth Edition, November 2020 (the "Procurement Regulations"), the Public Procurement Act, 2006 and the Public Procurement Rules, 2008 (together the "National Procurement Laws").