Terms of Reference (ToR): Individual Consultant – National Consultant, Monitoring & Evaluation (M&E)

Item	Details
Assignment title	Individual Consultant – National Consultant, Monitoring & Evaluation (M&E)
Project	Promoting Energy-Related Low Carbon Urban Development (LCUD) in Bangladesh (UNDP/GEF)
Implementing agency	Sustainable and Renewable Energy Development Authority (SREDA), Power Division, MoPEMR, with UNDP Bangladesh (GEF-financed, NIM)
Contract type	Time-based individual consultancy contract (Selection of Individual Consultant – SIC)
Level of effort	From contract signing to 31 March 2029 [extendable subject to need, performance, and approval]
Duty station	Project Management Unit (PMU), SREDA, Dhaka, with travel to partner City Corporations as required
Supervision	Overall guidance of the Project Directorate, LCUD Project; Day-to-day supervision and reporting to the Project Manager

1. Background

The LCUD project aims to reduce greenhouse gas (GHG) emissions by enabling investments in renewable energy (RE) and energy efficiency (EE) that support urban development in Bangladesh. It is implemented by SREDA under the Power Division, with GEF financing through UNDP Bangladesh under the National Implementation Modality (NIM).

The project is structured around three outcomes:

- **Outcome 1:** City-level integration of energy-relevant low-carbon urban development plans and programmes, including LCUD concepts in regulations (BNBC 2020, BEEER) and capacity of national and city government entities.
- **Outcome 2:** Increased investments in EE and RE in buildings and the built environment, including identified and implemented low-carbon investments in public and private buildings and waste-to-energy (WTE).
- **Outcome 3:** Increased knowledge of practitioners and awareness of city dwellers on low-carbon development, including the LCUD Centre of Expertise, the Bangladesh Low Carbon City Network (BLCCN), knowledge management and **Output 3.3: Monitoring and evaluation**.

The project must comply with GoB monitoring procedures (IMED 03 and 05 formats), UNDP standard monitoring and evaluation requirements (UNDP POPP and Evaluation Policy) and the GEF M&E Policy. This includes annual monitoring of the Project Results Framework, the GEF Project Implementation Report (PIR), GEF-7 Core Indicators (notably Core Indicator 6 on GHG emissions avoided and Core Indicator 11 on gender-disaggregated beneficiaries), an independent Mid-term Review (MTR) and a Terminal Evaluation (TE).

To meet these requirements, the TAPP (Annexure II) provides for a National Consultant – M&E to develop and run the project monitoring system and support evidence-based reporting and adaptive management.

2. Objective of the Assignment

The objective is to design, set up and operate a results-based monitoring and evaluation system for the LCUD project. The system must track progress against the Project Results Framework, Annual Work Plans (AWP) and budgets, and generate timely, accurate evidence for GoB, UNDP and GEF reporting. It should also support adaptive management and capture and share lessons learned.

3. Scope of Services and Key Responsibilities

Under the overall guidance of the Project Directorate and the day-to-day supervision of the Project Manager, the consultant will perform the following tasks.

3.1 M&E framework and system set-up

- Develop and set up the overall project M&E framework, building on the M&E plan in the TAPP and the Project Results Framework.
- Review indicators, baselines, end-of-project targets and means of verification, and propose refinements for validation at the Project Inception Workshop.
- Prepare an M&E Operational Manual covering indicator reference sheets, data sources, collection frequency, responsibilities and data quality checks.
- Design data collection tools and a project M&E database or dashboard, linked where possible with the GHG inventory and building energy performance databases developed under the project.
- Define the data responsibilities of implementing partners, partner City Corporations, consultants and contracted firms.

3.2 Monitoring plans and progress tracking

- Prepare monthly, quarterly and annual monitoring plans for project activities, aligned with the AWP.
- Monitor and evaluate actual progress and performance against the work plan and expected quality.
- Analyse the effect of actual performance on the project timetable and budget.
- Monitor Project-supported EE, RE and WTE investments and their compliance with regulations, voluntary guidelines and green building rating systems (Activity 2.2.2).

- Track gender-disaggregated data and results under the Gender Action Plan and Stakeholder Engagement Plan.
- Support monitoring of the risk log, the Social and Environmental Screening (SESP), the Environmental and Social Management Plan (ESMP) and the grievance mechanism.

3.3 Reporting

- Prepare reports for project management identifying problems, causes of potential bottlenecks and their implications.
- Recommend measures to reduce the impact of deviations from work plans.
- Assist the Project Manager in preparing monthly and quarterly progress reports, annual reports and the project completion report.
- Prepare GoB progress reports in IMED 03 and IMED 05 formats and inputs for PIC and PSC meetings.
- Ensure Results Framework indicators are measured annually in time for the GEF PIR (July–June reporting period) and provide inputs to the PIR.
- Support the Project Manager in updating the GEF-7 Core Indicator worksheet before the MTR and TE, in particular GHG emissions avoided (Core Indicator 6) and gender-disaggregated beneficiaries (Core Indicator 11).

3.4 Evaluations

- Prepare the ToRs for the independent Mid-term Review and Terminal Evaluation in line with UNDP IEO and GEF guidelines.
- Compile documents, data and the evidence base for MTR and TE teams, and facilitate their missions and stakeholder consultations.
- Track implementation of the management responses to MTR and TE recommendations.
- Support baseline and end-of-project assessments carried out by the contracted firm under Activity 1.1.3 by reviewing methodology and data quality.

3.5 Knowledge management and lessons learned

- Design and implement a system to identify, analyse and disseminate lessons learned.
- Contribute M&E evidence to case studies, knowledge products and BLCCN content under Outcome 3.
- Facilitate exchange of experience with UNDP/GEF projects of similar focus, and identify and take part in relevant scientific or policy networks.

3.6 Coordination and capacity building

- Coordinate with national and international consultants, contracted firms, partner cities and other stakeholders on data collection and reporting.
- Orient PMU staff and partners on the M&E system, tools and reporting formats.

3.7 Other duties

- Perform any other related duties assigned by the Project Directorate and Project Manager.



4. Deliverables

SL	Deliverable	Timeline
1	Inception note and individual work plan	Within 15 working days of joining
2	Project M&E framework and M&E Operational Manual (indicator reference sheets, data collection tools, roles and responsibilities, data quality procedures)	Within 6 weeks of joining; updated after Inception Workshop
3	Functional M&E database / results dashboard	Within 3 months of joining; maintained throughout
4	Monthly, quarterly and annual monitoring plans	Monthly / quarterly / annually
5	Prepare a monthly work plan in consultation with the Project Manager and Project Directorate, and share a monthly M&E progress note (progress vs AWP, bottlenecks, recommendations)	Monthly
6	Inputs to quarterly progress reports, IMED 03/05 reports and PIC/PSC papers	Quarterly or as scheduled
7	Annual Results Framework indicator update and inputs to the GEF PIR	Annually, before the PIR deadline
8	Updated GEF-7 Core Indicator data (with Project Manager)	Before MTR and before TE
9	Draft ToRs for the Mid-term Review and Terminal Evaluation; MTR/TE evidence package	As per evaluation schedule
10	Lessons learned log and at least one lessons-learned brief per year	Annually
11	Final assignment report summarising M&E results, data status and recommendations	At contract completion
12	Support any other project activities and documentation assigned by the Project Manager and Project Directorate	As assigned

Payment against monthly or periodic deliverables is subject to approval by the Project Manager and the Project Director, as set out in Section 7.1.

5. Duration, Duty Station and Reporting

5.1 Duration

The assignment will run from contract signing to 31 March 2029, as per the approved procurement plan. The contract may be issued in annual tranches and extended subject to need, performance and approval of the Project Directorate.

5.2 Duty station

The consultant will be based at the PMU, SREDA, Dhaka. Field visits to partner City Corporations and project sites will be made as required and notified by the project. Travel costs will be reimbursed against valid documents as per applicable GoB and UNDP rules.

5.3 Reporting arrangement

The consultant shall work under the overall guidance and supervision of the Project Directorate, LCUD Project, and shall report to the Project Manager for day-to-day supervision. S/he shall coordinate closely with other project consultants, including the Technical Experts and the Technical Adviser, as well as project associates and partner institutions, and shall liaise with the UNDP Country Office and the UNDP-GEF Regional Technical Advisor on M&E matters.

The consultant shall work from the project office at SREDA, observe regular office hours, and comply with the SREDA and UNDP codes of conduct. Any absence from work on a working day shall require the prior written approval of the Project Manager.

5.4 inputs and facilities provided by the Procuring Entity

- Access to the TAPP, Results Framework, AWPs, budgets and other project records.
- Office space, computer, internet and office logistics at the PMU, subject to project policy.
- Institutional support for meetings, data requests and official communication with partners.

6. Qualifications and Experience

6.1 Education

- Master's degree in Development Studies, Statistics, Economics, Environmental Science/Management, Energy, Engineering, Urban Planning, Social Sciences or a related field from a recognised university.
- Formal training or certification in results-based management or monitoring and evaluation will be an advantage.

6.2 Experience

- At least 7 years of professional experience in monitoring and evaluation of development projects.
- Demonstrated experience designing and operating M&E systems, results frameworks, indicator tracking and M&E databases.

- Experience with UNDP, GEF or other development partner-funded projects, including PIR, MTR or TE processes, is strongly preferred.
- Experience with GoB project monitoring and reporting (IMED formats, TAPP/DPP-based projects) will be an advantage.
- Experience in M&E of energy, climate change mitigation, energy efficiency, renewable energy or urban development projects; familiarity with GHG emission reduction tracking will be an advantage.
- Experience in gender-disaggregated data collection and gender-responsive monitoring.
- Has authored at least 3 progress, monitoring or evaluation reports for development partners.

6.3 Skills and competencies

- Strong quantitative and qualitative data analysis skills; proficiency in MS Excel and at least one statistical or data tool (e.g. SPSS, Stata, R, Power BI or KoBoToolbox), and Bangla typing.
- Excellent analytical and report-writing skills in both English and Bangla.
- Ability to coordinate with multiple government agencies, City Corporations, consultants and development partners.
- Facilitation and training skills; ability to work under pressure and meet deadlines.

6.4 Language

- Fluency in reading, written and spoken Bangla & English.

7. Contract Terms

7.1 *Contract type and payment*

The consultant shall be engaged under a time-based individual consultancy contract. Payment shall be made monthly, upon submission of a monthly M&E progress report and timesheet and their approval by the Project Manager and the Project Director. Continuation of the assignment shall be subject to certification of satisfactory performance by the Project Directorate and the Project Manager.

7.2 Confidentiality and ownership of outputs

All reports, data, databases, tools and other outputs produced under this assignment remain the property of the Procuring Entity. The consultant shall keep all official information confidential and not disclose it without prior written approval of the competent authority.

7.3 Conflict of interest

The consultant must disclose any actual or potential conflict of interest and comply with applicable ethics, integrity and procurement requirements throughout the engagement. The consultant shall not take part in the independent MTR or TE teams for this project.