

Government of the People's Republic of Bangladesh
Ministry of Local Government, Rural Development & Cooperatives
Local Government Division
Local Governance Support Project-3 (LGSP-3)
City Centre (Level 10), 90/1 Motijheel C/A, Dhaka-1000

No.46.00.0000.018.07.086.19-28

Date: 18.07.2019

Request for Expression of Interest (EOI) for Selection of
Senior Monitoring and Evaluation (SM&E) Specialist
(Contract Package No.S 04-1)

The Government of the People's Republic of Bangladesh has received a credit (IDA Credit No. 5946-BD) from the International Development Association (IDA) towards the cost of Local Governance Support Project-3 (LGSP-3) and intends to apply a part of the proceeds to cover eligible payments under the contract for providing consultancy services by hiring a Senior Monitoring and Evaluation (SM&E) Specialist for the project as an individual national consultant.

The Objective of the assignment is to assist the MIE wing LGD in establishing an effective M&E system. The M&E system will be developed in a way that it can be used to monitor the functioning of all local government institutions like district councils, Upazila Parishads and Pourashabhas once the project is over.

The Senior Monitoring and Evaluation Specialist will report to the DPD (Field Operations)/PD.

The scopes of services are but not limited to the following: (i) Design a harmonized M&E system for the project and for the MIE wing based on MIS data base; (ii) Provide technical assistance input to the MIE wing to strengthen its capacity; (iii) Accumulate the lessons & findings of the project in relation to existing policy and best practices and assist the PD in policy change and reforms; (iv) Track, measure and compare the impact of devolved funding, participatory planning and implementation arrangements with alternative service delivery arrangements; (v) Prepare an Annual Work Plan (AWP) each year for project activities; (vi) Assist in implementation of the AWP and monitoring the implementation progress; (vii) Assist the DS (MIE) in implementing the M&E plan of the project; (viii) Coordinate with Sr. MIS regarding reporting, Data Analysis, GIS database analysis and overall act as a single team; (ix) Prepare six monthly reports on project progress based on MIS data base; (x) Prepare the annual progress report, the project performance evaluation reports and the project terminal report; (xi) Collate and compile data on annual implementation progress of schemes implemented by the UPs in terms of both physical and financial aspects; (xii) Prepare Terms of Reference for conducting Mid-term and Final Evaluation Survey through outsourcing; (xiii) Preparation of reports on findings and lessons from project innovations; (xiv) Design and assist in action research activities related to Local Government; (xv) Organize capacity building activities for MIE wing staff related to MIS and M&E; (xvi) Assist in organizing, workshops, seminars and other such events; (xvii) Arrange capacity building training for DDLGs and District Facilitators in the implementation of project activities; (xviii) Assist the FP and the PD in PEG activities as and when necessary; (xix) Report regularly to the PD on the progress of the project; and (xx) Support functioning of the UP Helpline by providing relevant LGSP-3 related information. Details are provided in the Terms of Reference (TOR) of the assignment.

The qualifications and experiences required for the assignment are:

Qualification and Experience

A master's degree in Planning or Public Administration and Public Financial Management, Economics, Development Studies, or any other field for project management principles

- At least 10 years of experience in project monitoring and evaluation including a minimum 2 year's experience as monitoring and evaluation specialist in development project.
- Familiarity with Bangladesh Government process and procedures.
- Excellent data analysis and computer skill

- Skills in GIS systems (such as ArcGIS, QGIS) and database management (DBMS) /MIS would be an advantage
- Strong analytical skills.
- Substantial experience in capacity development, training, advising, coaching and mentoring is highly desirable.
- Knowledge of Bangla and excellent English writing and editing skills.

The Local Government Division now invites eligible Applicants to indicate their interest in providing the services. Applicants are invited to provide information indicating that they are qualified to perform the services (complete CV with other details and expected remuneration).

The Consultant will be selected using the Selection of Individual Consultants method in accordance with "The World Bank's Procurement Regulations for IPF Borrowers (July 2016)". It is expected that the services will be commenced in August, 2019 and shall be completed on December, 2021 at the office of the undersigned.

Interested Applicants may obtain the Terms of Reference (TOR) upon request from the address provided below either by e-mail or in person during the office hours. The TOR is also available at the LGSP-3 website (www.lgsplgd.gov.bd) and LGD website (<http://www.lgd.gov.bd>).

Expression of Interest (EOI) (2 copies) must be submitted, *along with copies of certificates and supporting documents*, by the applicant on or before **4th August, 2019** within 2:00 PM in a sealed envelope delivered to the undersigned and be clearly marked **"Expressions of Interest for Selection of Senior Monitoring and Evaluation (SM&E) Specialist"**. In addition, submission of EOI in soft copy through email to lgsp3.lgd@gmail.com or in CD/DVD *along with the hard copy of EOI* is encouraged.

The Procuring entity reserves the right to accept or reject any or all EOI's received without assigning any reason thereof.

 18.07.19

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Project Director

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