

Terms of Reference

of

Senior Monitoring and Evaluation (M&E) Specialist

1.1 Background:

The Local Governance Support Project- 3 (LGSP-3) will provide increased grant funding directly to all 4550 Union Parishads (UPs) through the multi-year MTBF and institutionalize local government's accountability to citizens through regular ward-level meetings, open budgeting, regular performance monitoring and assessment. The development objective of the LGSP-3 is to strengthen inclusive and accountable local government institutions through empowering communities to make choices on their development priorities and basic needs for local services, and empowering local governments to respond to community priorities. These objectives are expected to be pursued through four components: (i) Institutionalization of Union Parishad Fiscal Transfers, (ii) Audits and Performance Assessments, and Management Information system, (iii) Piloting Expanded Block Grants (EBGs) to Pourashvas, and (iv) Capacity Building and Project implementation.

Under Audits and Performance Assessments, and Management Information system component as mentioned above one of the transformational activity of the project is to develop/institutionalize integrated web-based management information system (MIS) linking UPs and LGD for on-line reporting of data collected by the UPs.,

1.2 Objective of the assignment:

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.

1.3 Scope of the Service :

- Design a harmonized M&E system for the project and for the MIE wing based on MIS data base;
- Provide technical assistance input to the MIE wing to strengthen its capacity;
- Accumulate the lessons & findings of the project in relation to existing policy and best practices and assist the PD in policy change and reforms;
- Track, measure and compare the impact of devolved funding, participatory planning and implementation arrangements with alternative service delivery arrangements
- Prepare an Annual Work Plan (AWP) each year for project activities;
- Assist in implementation of the AWP and monitoring the implementation progress;
- Assist the DS (MIE) in implementing the M&E plan of the project;
- Coordinate with Sr. MIS regarding reporting, Data Analysis, GIS database analysis and overall act as a single team.
- Prepare six monthly reports on project progress based on MIS data base;
- Prepare the annual progress report, the project performance evaluation reports and the



project terminal report;

- Collate and compile data on annual implementation progress of schemes implemented by the UPs in terms of both physical and financial aspects
- Prepare Terms of Reference for conducting Mid-term and Final Evaluation Survey through outsourcing.
- Preparation of reports on findings and lessons from project innovations;
- Design and assist in action research activities related to Local Government;
- Organize capacity building activities for MIE wing staff related to MIS and M&E;
- Assist in organizing, workshops, seminars and other such events;
- Arrange capacity building training for DDLGs and District Facilitators in the implementation of project activities;
- Assist the FP and the PD in PEG activities as and when necessary;
- Report regularly to the PD on the progress of the project; and
- Support functioning of the UP Helpline by providing relevant LGSP-3 related information.

1.4 Duration of the Assignment

The duration of the assignment will be 29 person months. There will be an annual performance assessment of the incumbent by PMU, LGSP-3/LGD. Satisfactory performance will be a condition for continuation of the contract.

1.5 Qualification& 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.

