
TERMS OF REFERENCE
Monitoring & Evaluation Specialist
Khyber Pakhtunkhwa Human Capital Investment Project (KP-HCIP)
Elementary & Secondary Education Department
Government of Khyber Pakhtunkhwa

Background

The Khyber Pakhtunkhwa Human Capital Investment Project was approved by the World Bank Board in July, 2020 and became effective in March, 2021. The project is designed to support the Government of Khyber Pakhtunkhwa in Human Capital Investments in the Education & Health Sector and aims to improve investments in people for greater equity and economic growth.

The Project includes three components:

- Component 1. Improving Delivery of Quality Primary Health Care Services
- Component 2: Improving Availability and Quality of Education Services
- Component 3: Strengthening Community Engagement and Accountability

To support the implementation of Component II and III, the Government of Khyber Pakhtunkhwa and World Bank has agreed to establish a Project Management Unit (PMU) in Elementary & Secondary Education Department.

Project Development Objective

The objective of the Project is to improve availability, utilization, and quality of primary healthcare services and elementary education services in Selected Districts of Khyber Pakhtunkhwa.

Structure and Staffing of the PMU

The PMU will be led by a Director to implement the project and provide guidance to PMU staff for effective implementation of components to achieve desired results.

The PMU will be staffed by qualified professionals in core project management functions such as procurement, financial management, monitoring and evaluation, social safeguards, education, infrastructure etc.

Scope of Work

The Monitoring & Evaluation Specialist will lead the M&E related activities of Component II. The M&E Specialist will also provide guidance to the Project Management Unit (PMU) on all M&E related activities.

The M&E Specialist shall be responsible for the project on the related aspects but not limiting to the following which are directly related with Components II & III related Activities:

The duties and responsibilities of the M&E Specialist would include:

- Develop the Monitoring and Evaluation Framework for the interventions under KPHCIP.
- Assist in the development of Log-frames, Annual budgeted Monitoring Plans and relevant data-collection processes, for tracking and monitoring of E&SED activities for KPHCIP and get necessary approvals from management for implementation. Keep the aforementioned documents updated, in accordance with project activities and timeframes, as relevant.
- Identify key performance indicators in line with the objectives of the project and use those for developing monitoring tools and a systematic M&E dashboard.
- Collect and analyze the data on a monthly/quarterly basis on project activities, and report to the wider team of the PMU.
- Conceptualize the collection and use of data at the district level etc.
- Conduct primary and secondary data analysis and develop high quality reports to inform project leads in timely manner on project delivery and progress
- Develop mechanism to effectively communicate data to delivery teams and provide remedial strategies in case of challenges
- Undertake regular monitoring visits to project districts to monitor the intervention.
- Assume responsibility with field support to ensure activities are conducted as per E&SED requirements and standards.
- Track progress of the intervention as per work plans, identify lags and issues, and advise management on corrective actions needed to ensure timely achievement of milestones and deliverables.
- Identify and document lessons learnt from monitoring, routine data collection, short-term assessments and share those with the management and project team for accommodating necessary changes in the design of future interventions.
- Aid in proposal design and project reporting related to research and monitoring and evaluation reporting requirements.
- Develop an M&E capacity building plan for the key staff at all supervisory and reporting levels.
- Design and develop ToRs for procurement of consultancy services for surveys, assessments including Mid/End-Term evaluations, operations review (spot checks and process evaluation)
- Liaise effectively with other sub departments and entities within PMU and E&SED to effectively meet timelines for project deadlines.
- Participate in technical evaluation of bids including pre-bid and negotiations meetings for various procurement activities related to M&E functions.
- Review inception and other payment related deliverables submitted by consultants/vendors, share feedback and accept deliverables based on achieving desired level of satisfaction.
- Keep record of the monitoring reports.
- Provide support to the wider Monitoring and Evaluation Team at PMU in designing a robust monitoring mechanism related to Education in KP Province.
- Develop case studies, reports and success stories to capture qualitative outputs and impacts of interventions.
- Set-up a collaboration and coordination mechanism with M&E wings of Implementing partners for KPHCIP.
- Assist the Project Director in preparing detail yearly plan of action including implementation and monitoring / supervision, evaluation, report writing and reporting to

the identifying channels in-line with PC-I.

- Assist the Project Director in designing Monitoring & Evaluation strategy of the project and its implementation including field visits.
- Technical Support to the districts in implementation of the project activities.
- Coordinate and conduct progress review meeting with the program managers and DEOs
- Assist the District Education Officers of the project districts in implementation of the proposed activities.
- Develop Efficient Complaint Redressal Mechanism with regard to Project Implementation Activities.
- Any other task assigned by the Project Director

Qualifications and Experience

- Master's degree in Statistics/Demographics / Public Policy / Education/Social sciences or any other relevant subject.
- At least 07 years' experience of Monitoring and Evaluation, research, conducting surveys in the education sector.
- Demonstrated experience in:
 - developing logical framework,
 - sampling design,
 - conducting assessments and surveys,
 - data quality assessments and oversight,
 - managing and providing training to partners,
 - facilitating and serving as the project liaison for externally managed evaluations.
 - writing reports with quantitative analysis.
- Experience in development sector will be preferable.
- Excellent command of written and spoken English with an equally good command over communication, report writing and analytical skills.
- Donor funded Project M&E experience would be preferred.
- Monitoring and Evaluation of public education Programs and projects would be given preference.

Skills

- Demonstrated ability to analyze large volumes of data and draw inferences from it.
- Demonstrated report-writing skills.
- Strong and demonstrated capacity for planning, organization, and management with excellent reporting and coordination skills.
- Ability to work in a team, develop synergies and establish effective working relations with various stakeholders.
- Strong interpersonal and communications skills, resourcefulness, initiative, tact and ability to cope with challenging situations.
- Written and oral fluency in the English language.
- Proficient in using MS Office (Word, Excel, & Power Point).
- Proficient in statistical software packages: SQL, STATA, SPSS.

Reporting

The M&E Specialist will work in PMU to perform the assigned tasks and will report to the Director.

Duration of Assignment

The initial contract will be given for one (1) year extendable on annual basis subject to annual performance review. The position is based in Peshawar.

Selection Process:

An individual consultant will be selected on competitive basis in accordance with process stipulated in in accordance with “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” July 2016 (Revised November 2017 & August 2018).

Facilities to be provided by the Client

Office space and other facilities such as computers will be provided to the Consultant as required during the assignment period.