

Terms of Reference for Third-Party Monitoring & Validation Contract

Khyber Pakhtunkhwa Human Capital Investment Project (KPHCIP)

A. Background and Introduction

The World Bank's Khyber Pakhtunkhwa Human Capital Investment Project (KPHCIP), in collaboration with the Government of Khyber Pakhtunkhwa (GoKP), intends to improve the availability, utilization, and quality of primary and elementary education services in selected districts of KP.

The project has planned interventions in the following areas:

1. Improve access to elementary and secondary education (with a special focus on girls),
2. Improve the quality of teaching and learning in targeted districts' schools
3. Enhance community engagement and accountability

Activities under each area/ component are listed below:

1. Improve access to elementary and secondary education (with a special focus on girls):

- a. Improve and enhance infrastructure in existing schools;
- b. Expand the availability of schooling opportunities to areas with no prior access including through services like the Accelerated Learning Pathways program;
- c. Increase provision of elementary and high schools through upgradation from primary to middle schools and from middle to high schools;
- d. Improve utilization of existing infrastructure through double shifts and other innovative models.

2. Improve quality of teaching and learning in targeted districts' schools

- a. Invest in infrastructure and capacity building for improved teacher training and feedback mechanisms;
- b. Improve the effectiveness of incoming Assistant Sub-divisional Education Officers, ASDEOs (school leaders) by providing training and effective tools for school management;
- c. Provide technical assistance to relevant E&SED formations to enhance teacher recruitment and ensure delivery of quality education for all.

3. Enhance community engagement and accountability.

- a. Provide technical assistance to Education Management and Information System (EMIS) aimed at developing provincial and district dashboards, community scorecards and a Human Resource (HR) system for the E&SED;
- b. Provide technical assistance to strengthen Parent Teacher Councils (PTCs);
- c. Raise awareness at the community level of the importance of education;
- d. Develop and operationalize an education hotline to provide a feedback and grievance redress mechanism for communities engaged in the project;

B. Project outreach

The project scope includes activities in four districts of Khyber Pakhtunkhwa with concentrated pockets of Afghan Refugees. These are Peshawar, Nowshera, Swabi, and Haripur.

C. The Project Results Framework with Indicators and Targets

The project results framework along with targets against Project Development Objective (PDO) indicators and Intermediate Results Indicators (IRIs) is reproduced in the table below:

Results Framework (Education)						
Indicator	Baseline	Targets				
		Y1	Y2	Y3 (ending Dec 2023)	Y4 (ending Dec 2024)	EOP Target (ending Jun 2025)
Project Development Objective (PDO) indicators						
Availability of education services						
Additional classrooms constructed (Number)		-	-	350	900	1,400
Additional classrooms constructed in girls' schools (Percentage)		-	-	50	50	50
Utilization of education services						
Children benefiting from direct interventions to enhance learning (Number)	-	-	-	69,080	122,360	164,680
Girls benefiting from direct interventions to enhance learning (Percentage)	-			50	50	50
Refugee Children benefiting from direct interventions to enhance learning (Number)				TBD	TBD	TBD
Refugee girls benefiting from direct interventions to enhance learning (Percentage)						
Quality of education services						
Children's literacy as measured by provincial assessment (Percentage)		-	-	-	3	5
Girls' literacy as measured by provincial assessment (Percentage)		-	-	-	3	5

Results Framework (Education)

Indicator	Baseline	Targets				
		Y1	Y2	Y3 (ending Dec 2023)	Y4 (ending Dec 2024)	EOP Target (ending Jun 2025)
Children's numeracy as measured by provincial assessment (Percentage)		-	-	-	5	7
Girls' numeracy as measured by provincial assessment (Percentage)		-	-	-	3	5
Intermediate Results Indicators by Components						
Component 2: Improving availability and quality of education services						
Schools upgraded - primary to middle (Number)	-	-	-	-	70	200
Girls' schools upgraded - primary to middle (Percentage)	-	-	-		50	50
Schools upgraded - middle to high (Number)					24	80
Girls' Schools upgraded - middle to high (Percentage)					50	50
Solar System Provided				429	506	1,120
Classrooms equipped with teaching and learning materials (Number)	-	-	-	350	900	1,400
Pre-school classrooms equipped with ECE infrastructure (includes furniture and teaching and learning materials) (number)		-	-	500	1,000	1,000
Pre-school classrooms equipped with ECE infrastructure (includes furniture and teaching and learning materials) in girls' schools (Percentage)		-	-	50	50	50
Number of ALP centers established				327	327	327
Girls' ALP centers established (percentage)				50	50	50
Schools operating in double shifts (Number)	-	-	-	150	150	150

Results Framework (Education)						
Indicator	Baseline	Targets				
		Y1	Y2	Y3 (ending Dec 2023)	Y4 (ending Dec 2024)	EOP Target (ending Jun 2025)
Girls Community schools established (Number)	-	-	-	200	400	400
Teachers trained (Number)	-	-	-	9,964	9,964	9,964
Female teachers trained (Percentage)	-	-	-	45	45	45
School leaders trained (Number)	-	-	-	-	2,000	2,500
Female school leaders trained (Percentage)	-	-	-	-	40	40
Project classrooms with Student Classroom Ratio less or equal to 40:1 (Percentage)	-	-	-	-	75	85
Project classrooms in girls' schools with Student Classroom Ratio less than or equal to 40:1 (Percentage)	-	-	-	-	75	85
Component 3: Strengthening community engagement and accountability						
Complaints received by the Grievance Redress Mechanism resolved within stipulated service standard for response time (%)	-	-	-	20	50	70
Campaigns to increase girls' participation in education completed (No)	-	-	-	1	3	5

D. Project Activities (sub-projects)

The Human Capital Investment Project (Edu) is being implemented by the Elementary and Secondary Education Department (E&SED) through the services of several implementing partners, consulting firms, and organizations. The TPVM firm will be required to monitor the activities of some implementing partners which are given in Section F (Scope of the contract).

Following is a list of activities/ sub-projects with targets to be implemented under the KP-HCIP project scope.

- a) Civil Works/ Infrastructure Development Activities
 - i) Construction of additional classrooms (1400)

- ii) Upgradation of schools
 - a. Primary to middle (200)
 - b. Middle to high (80)
- iii) Rehabilitation of infrastructure at DPD, RPDCs (28)
- iv) Rehabilitation of DEO Offices (8)
- v) Solarization of schools and educational facilities (920)

b) Educational Activities

These activities are being implemented through partners. Monitoring template for these activities shall be developed and agreed during the scoping workshop.

- vi) Establishment of ALP Centers (327)
- vii) Establishment of Girls Community Schools (400)
- viii) Teacher Training (9,964)
- ix) Second shift schools (150)

c) Equipment, furniture, and fixtures

- x) Furniture for 1400 additional classrooms @ 40 students per classroom (56,000 sets)
- xi) Furniture for upgraded school infrastructure (P2M: 24,000; M2H: 9.600 sets)
- xii) Equipment and furniture for ECE classrooms (1000 sets)

d) Community Engagement, Gender Mainstreaming, and Social Safeguards

- xiii) Implementation of community engagement framework
- xiv) Grievance Redressal Mechanism
- xv) Implementation of activities pertaining to gender mainstreaming and Gender based Violence

Note:

(a): Monitoring and verification of civil works and other construction related infrastructure activities is the mandate of the Design and Construction Supervision Firm (D&CSF) to be hired separately and therefore is not included in the scope of the third-party monitoring and validation contract.

(b) The environmental and social safeguard instruments (i.e., ESMPs, E&S checklists) and contractor's ESMPs are mandatory requirements for all activities/ sub-projects under KPHCIP. During spot checks/ validation visits, the firm has to report on the implementation status of the ESMPs/checklists. E&S compliance requirements and checklists shall be discussed in the preliminary workshop with the successful bidder. Checklists are attached.

E. Objectives of the Contract

To ensure effective assessment of project progress in a timely manner the Third Party Monitoring and Validation (TPMV) firm is to spot-check, verify and validate the implementation status of the activities undertaken by HCIP either directly or through implementing partners/ organizations. The contract will strengthen and support the HCIP monitoring and evaluation system and will help in the effective implementation of project activities. The contract will also provide HCIP with the periodic assessment of activities against the milestones, and will provide recommendations to HCIP and its implementing partners on quarterly basis for improved project implementation.

F. Scope of the Contract

The primary objective of the contract is to carry out spot-checks, verification, validation and reporting on activities in progress or reported completed by implementing partners in the four project districts, namely Peshawar, Nowshera, Swabi, and Haripur. The selected firm will make regular monitoring missions to the partner organizations' offices and sites, and report on the implementation status of program activities in progress and/ or completed, and any issues or challenges encountered and how these were resolved.

An indicative table of the activities and sample %age of monitoring/verification frequency is given below for bid purposes. The list of activities along with monitoring methodology will be finalized (based on the nature and actual implementation duration of the activities) and agreed upon during the scoping workshop.

SR.No.	Activities	Unit	Project Target	TPMV Coverage %age	Total Coverage
1	ALPs centers Established	No	327	100	327
2	Girls Community Schools (GCS) Establishment	No	400	100	400
3	ECEs classrooms Establishment	No	1000	100	1000
4	Second Shift Schools/Double Shift Schools	No	150	100	150
5	Teachers Trained 9514 (group of 25)	group	380	20	76
6	School Leaders Trained 2500 (group of 25)	group	100	35	35
10	Community campaigns to increase student's enrollment (focus on girls' participation in education)	No	16	100	16

As noted earlier the scope of the TPMV contract **does not** include monitoring of the civil works and construction activities (listed below for reference).

- construction of additional classrooms
- upgradation of schools
- rehabilitation/ repair of District Education Offices
- rehabilitation/ repair of the Directorate of Professional Development and Regional Professional Development Centers
- rehabilitation/ repair of basic facilities at schools (boundary walls, electrification, water supply, group latrines etc)

G. Proposed Governance Structure

The PK-HCIP seeks to hire the services of a service provider firm with a good track record and relevant experience in third-party monitoring and validation of development projects of similar nature and scope. The contracting firm should have a team of professionals with good analytical skills and proficiency in data collection, triangulation, analysis, and reporting. The firm should have the capacity to implement the contract simultaneously in the four project districts.

High priority is given to how monitoring results are going to be used for the purpose of improved project management and to inform programming. The Quarterly Monitoring Reports (QMR) prepared by the service provider firm will be used as an evidence base to evaluate the performance of the implementing partner. This will allow the HCIP to come up with a fair assessment of the project delivery against milestones and will also increase accountability amongst partners. The recommendations coming out of the QMRs will also be shared with the project partners with clearly defined deadlines to be addressed during the next quarter. Progress against the recommendations will be re-assessed by the monitoring service provider to improve project delivery.

H. Qualification of the firm:

1. The firm should be registered in Pakistan with the relevant registration authority.
2. The firm should have over 10 years of experience in the development sector, with at least 5 years in monitoring and evaluation.
3. The firm should have successfully completed at least three similar assignments (3rd party/ external/ independent monitoring of projects). The firm may be asked to submit completion and client satisfaction certificates.
4. Experience of 3rd party monitoring of similar projects in the education sector will be considered an advantage.
5. The firm should have an operational office in Peshawar.

I. Outputs and deliverables

Key monitoring outputs and deliverables by the service provider include:

- i) Inception Report
- ii) Monthly Progress Report (MPR)
- iii) Quarterly Monitoring Reports (QMR)
- iv) Flash Reports (as and when needed)
- v) Annual Report
- vi) Annual workshop with key stakeholders and implementing partners

HCIP may also request the service provider for presentations on its main findings to key stakeholders.

J. Approach

Bidders are encouraged to propose innovative approaches that reflect global good practices and innovation.

The HCIP PMU will provide all relevant documents and available data, including the following, to the selected service provider for each activity/ sub-project for effective monitoring.

- i) TORs, MOUs, Proposals, Concept Notes, SOPs, and other related documents.
- ii) Approved lists of sites, and facilities (schools, ALP centers, GCS, ECE classrooms etc)
- iii) Status reports, and Quarterly Progress Reports.

K. Inception Report

The service provider will be required to hold a scoping workshop with the PMU team shortly after the award of the contract. This will be a one-time activity to ensure that the contracted service provider and PMU team agree on the extent of monitoring activities and milestones for individual projects. The number and percentage of sub-activities to be monitored may vary from project to project (ALP, GCS, double shift schools, Training etc).

Introductory meetings with implementing partners, monitoring plans, checklists, indicators, monitoring team capacity and composition, and draft monitoring workplan with timelines will be discussed in the workshop. The outcomes of this workshop will be documented and agreed upon with the PMU team and will become part of the Inception Report. The structure of the inception report will be agreed in the scoping workshop.

L. Monthly Progress Report

The contractor will provide a monthly report for all the ongoing project activities. The monthly report will be simple checklists developed and agreed upon for each project activity during the scoping workshop.

M. Quarterly Monitoring Report (QMR)

For each monitored project, the contracted service provider is expected to prepare a simple Quarterly Monitoring Report (QMR) in the agreed format. The QMR should include a Statistical portion (tables of figures & graphs) and a Narrative component which consists of summary, performance monitoring (progress against targets), Issues/ challenges, and recommendations. The structure and format of the report shall be agreed upon with the service provider during the scoping workshop.

N. Annual Performance Report (APR)

The service provider will also provide an annual performance report. This report will look beyond the scope of the quarterly report and is expected to include lessons learned, case studies, and success stories. The structure of the report shall be agreed with the service provider.

O. Flash Reports

In addition to the structured Quarterly Monitoring and Annual Reports, the service provider will produce Flash Reports on a need basis. The purpose of the flash report is to inform PMU immediately of any violation, breach, major deviation, or significant flaw observed, in order to take prompt mitigation measures. Flash reports shall be discussed in the scoping workshop.

P. Annual Workshop with key stakeholders

At the completion of each successful year, the service provider will present key findings with the PMU and key stakeholders including implementing partners. The structure of the workshop should be mutually agreed upon with PMU.

Q. Indicative Timeline

The service provider will submit an Inception Report within 4 weeks of signing the contract. Monthly progress reports should be submitted for each month by the 8th day of the following month – for the first two months of every quarter. The third monthly report will be replaced by the quarterly monitoring report to be submitted by the 15th day of the month following the quarter. The annual workshops will be held tentatively in the 4th week of March 2024, and 3rd week of June 2025 during the contract period. The indicative reporting schedule is as follows:

Month/Quarter	Due date
Jul 2023	8 Aug 2023
Aug 2023	8 Sep 2023
Jul 2023 – Sep 2023	15 Oct 2023
Oct 2023	8 Nov 2023
Nov 2023	8 Dec 2023
Oct 2023 – Dec 2023	15 Jan 2024
Jan 2024	8 Feb 2024
Feb 2024	8 Mar 2024
Annual workshop	4 th week of Mar
Jan 2024 – Mar 2024	15 Apr 2024
Apr 2024	8 May 2024
May 2024	8 Jun 2024
Apr 2024 – Jun 2024	15 Jul 2024
Jul 2024	8 Aug 2024
Aug 2024	8 Sep 2024
Jul 2024 – Sep 2024	15 Oct 2024
Oct 2024	8 Nov 2024
Nov 2024	8 Dec 2024
Oct 2024 – Dec 2024	15 Jan 2025
Jan 2025	8 Feb 2025
Feb 2025	8 Mar 2025
Jan 2025 – Mar 2025	15 Apr 2025
Apr 2025	8 May 2025
May 2025	8 Jun 2025
Annual workshop & consolidated Project Report	21 Jun 2025

R. Point of Contact and Reporting

The service provider's Team Lead will be the main point of contact with the PMU for the entire duration of the work. The Team Lead will be responsible for directions of monitoring and verification, ensuring an effective performance analysis and timely delivery of reports. The Team Lead will also be responsible for alerting PMU to any problems during the monitoring and verification process and recommending how best they can be addressed.

The service provider Team Lead will report to the Project Director PMU HCIP, while the M&E Specialist at PMU will be the point of contact for the operation and implementation of the third party monitoring and verification contract.

S. Duration of the contract

The contract is expected to start from 1st June 2023 and ends on 30 Jun 2025.