

**RURAL RECONSTRUCTION AND REHABILITATION SECTOR DEVELOPMENT PROGRAM
(RRRSDP)
Project Coordination Unit (PCU)**

Terms of Reference for Planning, Monitoring and Evaluation Specialist

Planning, Monitoring and Evaluation Specialist (18 person-months, national)

1. The Planning, Monitoring and Evaluation Specialist (PMES) shall be a professionally qualified civil engineer with extensive experience of planning, monitoring, evaluation (preferably having good practicing knowledge of internal evaluation including SWOT process and practical working experience of external and impact evaluations) as well as construction management of rural infrastructure works in Nepal. The candidate shall have at least 12 years experience in road and infrastructure sector and minimum 3 years experience in planning, monitoring and evaluation of rural roads and rural infrastructures in a decentralized framework. The PMES will work in the Central Implementation Support Consultant (CISC) Team under the Team Leader / Deputy Team Leader. CISC is attached to the Project Coordination Unit (PCU) under DoLIDAR for the Project called Rural Reconstruction and Rehabilitation Sector Development Program (RRRSDP).

2. The Specialist will carry out responsibilities to:

- I. Establish Project Performance Management System (PPMS) including installation and versatile use of MIS by collaborating with other DoLIDAR rural road projects and ISAP (Institutional Strengthening Action Plan) under DoLIDAR for unified approach, common language of understanding and uniformity for application;
- II. Supervise activities related to surveys, studies, data processing and analysis for impact evaluation;
- III. Propose changes in operational procedures on the basis of evaluation findings to enhance the effects of the Project.
- IV. Contribute to the implementation of the Project Procedures Manual (PPM) of the Project;
- V. Assist and advise PCU and DTOs/DPOs for Project planning and assist in the preparation, reviewing, validating and readjusting of multi year rolling plan (MYRP) and yearly plan of operation (YPO);
- VI. Assist PCU and DTOs in developing relevant indicators, targets, means of verification referring to the goal, purpose, objectives, outputs and outcomes (utilization of outputs) of the project;
- VII. Monitor, check and verify compliance with safeguard policies and mitigation measures;
- VIII. Support design of training strategy, plan and fulfill the needs by training of DTO/DPO/DIST/Contractors and several committees and working groups formed for the Project to make capable to implement monitoring activities;
- IX. Establish feedback mechanism by preparing/developing forms and formats (hard copy) and communication and reporting methods (email/soft copy);
- X. Work together with social, resettlement and environmental specialists of the Project;

- XI. Assist/provide guidance and support CISC/DIST social team for developing forms and formats for impact monitoring as per the project requirements;
- XII. Train (with support of social team in the district and centre as necessary) social mobilizers and enumerators for the collection of the benchmark/database in prescribed forms and formats;
- XIII. Maintain database at the centre (and in the RRRSDP core districts as decided by PCU);
- XIV. Undertake periodic field visits to monitor and evaluate the progress in view of monitoring requirements;
- XV. Identify the problems, provide solutions, and follow on any situations requiring remedial actions;
- XVI. Prompt the preparation of and also prepare Project Monitoring Reports;
- XVII. Assist in the conduct of reviews by donors (ADB, DFID, SDC, OFID), Mid-Term and End Evaluations, preparation of Final Completion Report; and assist in Final Impact Evaluation & Report;
- XVIII. Assist in the implementation and resolution of outstanding monitoring issues raised by stakeholders including donors' review missions and relevant studies and incorporate the themes in training modules and programs;
- XIX. Undertake additional tasks, as required by the Team Leader/Deputy Team Leader and by the PCU;

3. The Specialist will undertake periodic impact assessment of the Project to find out the magnitude and distribution of the direct and indirect benefits of the project interventions especially to the target population. The PMES will undertake the following tasks under the guidance of the Team Leader / Deputy Team Leader:

- I. Design detailed methodology on Planning, Monitoring and Impact Evaluation in respect of Design and Monitoring Framework (DMF) of the Project as its conceptual basis;
- II. Design the formats for monitoring and impact evaluation,
- III. Undertake periodic field visits to monitor and evaluate the ongoing impact and benefits;
- IV. As appropriate and based on field experience, propose changes in operational procedures that would enhance the effects of the project interventions for review by the PCU;
- V. Organize public consultation forums at the district level to discuss implementation related issues to build in monitoring system and reporting to donors through PPMS;

4. The PME Specialist will keep track of the following steps in the operating process of PPMS:

- I. The Design and Monitoring Framework (DMF) of the project is to be used as the benchmark for monitoring outcome, outputs, activities and milestones;
- II. The Project Coordination Unit (PCU) shall establish a Project Performance Monitoring System (PPMS) to monitor whether project inputs and activities delivered the expected outputs and benefits to the intended beneficiaries;

- III. PCU will conduct benchmark physical and socioeconomic surveys in 20 core districts and prepare a benchmark information system (baseline database);
- IV. The baseline data will include data on income and expenditure, livelihoods, demographic trends, gender issues and ethnic and minority issues;
- V. The PMES will review the overall output targets in district Multi-Year Rolling Plans (MYRP) and together with District Implementation Support Team (DIST) will allocate the overall outcome Annual Performance Targets (APTs) for the approved subprojects in the districts;
- VI. The DIST will get approval of the APTs from DIST Project Office (DPO);
- VII. The approved APTs are given to Road Building Groups (RBGs), Road Building Implementation Committees (RBICs), Village Infrastructure Construction Coordination Committee (VICCC) and contractors for data collection in trimester basis;
- VIII. DIST records all the data obtained from them in computer spreadsheet preferably in excel or software;
- IX. DIST processes the data to find out aggregate progress against the targets in trimester basis and prepare trimester progress reports;
- X. The trimester progress reports will be submitted to DPO and DDC/DPCC, PCU and ADB inclusive of DFID, SDC and OFID;
- XI. DIST provides the processed data to District Information and Documentation Centre (DIDC) inclusive of District Project Coordination Committee (DPCC) under the DDC and forward copy to CISC and PCU.
- XII. PCU will review the data and then send to M&E section of DoLIDAR to integrate them into its system and also send copy to Project Monitoring Committee (PMC) and Project Implementation Coordination Committee (PICC) established for RRRSDP in MLD;
- XIII. PMES will review the trimester progress report to find out overall progress against the targets and prepare a Project Performance Report (PPR). The PPR will include the account of performance assessment and analysis of deviation;
- XIV. The PPR will be the basis of generating feedbacks on the performance assessment and to disseminate suggestions to DIST and DPO for corrective measures to improve the speed of output performance;
- XV. The DIST will disseminate the suggestions to the RBGs, VIUGs, RBICs, VICCCs, contractors and to CISC for corrective measures;
- XVI. PMES (CISC) will also prepare a Project Benefit and Monitoring and Evaluation (PBME) report on the basis of outcome data in a half yearly basis and report to PCU which in turn will send to ADB (with copies to DFID, SDC, OFID, DoLIDAR) to coincide with review mission;
- XVII. The data of the PBME will be integrated in PPR.