1. Background

A magnitude 7.8 earthquake of shallow depth struck central Nepal with an epicenter approximately 77 km northwest of Kathmandu on April 25th causing widespread destruction. On May 12, a large aftershock of a magnitude 7.3 hit Nepal and caused further causalities and damage. As of 3 June 2015, the reported casualties include: 8,702 deaths and 22,493 people injured. As the earthquake sequence destroyed 490,000 houses—mostly traditional mudbrick and mudstone built and occupied by the rural poor and rendered another 265,000 houses at least temporarily uninhabitable, the largest single need identified in the Post Disaster Needs Assessment (PDNA) was housing and human settlements, accounting for US$ 3.27 billion of needs.

The Government of Nepal (GON) has requested support from a number of development partners, including the WB, to address the immediate and medium term impacts of the damage inflicted by the earthquake in Nepal. In response to this, World Bank approved a US$200 million loan to finance the Earthquake Housing Reconstruction Project (EHRP) approved on 18 June 2015. The project will support in restoring affected houses with multi hazard resistant core housing units in target areas and to enhance government’s ability to improve long-term disaster resilience. The EHRP is to be completed by July 2020.

The Government of Nepal has established the National Reconstruction Authority (NRA) for the purpose of coordinating and implementing the post-disaster reconstruction program. Thus, a Project management Unit (PMU) has been established within NRA to provide high level oversight and policy decision on project activities. Housing reconstruction activities will be implemented by dedicated Project Implementation Units (PIUs) in both the Ministry of Urban Development (MOUD) and Ministry of Federal Affairs and Local Development (MOFALD).

MOFALD CL-PIU has already established a Central Level Project Implementation Unit (CL-PIU) under the EHRP. As per the requirement, the MOFALD CL-PIU intends to
hire a National Specialist for the post of **Monitoring & Evaluation Specialist**, hereafter referred to as the Consultant.

2. **Objective of the assignment**

Under the Earthquake Housing Reconstruction Project (EHRP), the MOFALD CL-PIU is in the process to restore and improve the living condition of the victims of the earthquake by reconstructing the destroyed and damaged houses with an adequate seismic standard in the districts severely affected by the earthquake, thereby contributing to sustainable socio-economic development of the region and build back better.

The main objective of hiring the Consultant is to assist the Project Director and Deputy Director of the MOFALD CL-PIU to oversee the monitoring and evaluation process for the Project.

3. **Tasks and responsibilities**

- Lead development of and oversee the review of project level Monitoring & Evaluation (M&E) plan and associated work plans for each component/activity (as reflected in the results framework);
- Develop TORs for M&E tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods;
- Be responsible for sourcing data and information for specific M&E needs directly from other agencies, PMU etc. (such as budgets, staff capacity and other internal data) particularly for indicators not requiring a survey;
- Support completion of processes to hire consultant firms for M&E related tasks if necessary;
- Prepare and review the Monitoring indicators and sub-indicators in project level as well as the whole program level as required by NRA
- Responsible for doing baseline as well as periodic monitoring (Mid Term, annual progress etc.) activities through the internal as well as external agencies
- Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and advising M&E technical assistance;
- coordinate with central agencies, and help in resolving M and E issues, provide clarifications and advices to DL-PIUs.
- Oversee and participate in evaluations and assessments;
- The Consultant may also serve as the evaluation team member of select evaluations conducted under this contract;
- Ensure quality control of M&E outputs (e.g. surveys), including by contributing substantively to the design and field testing of the monitoring methodology, review, supervise design and implementation of the survey, participatory data
collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks conducted under this contract;

- Closely cooperate and coordinate with Environment Specialist and Social Development specialist for the design, quality, development and completion of all assessments, analytical reports, case studies, success stories;

- Review and provide advice related to log frames and indicators on proposals submitted by the partner;

- Ensure the incorporation of information on MOFALD CL-PIU project level indicators in to EHRP program level reports and provide recommendations to the PMU;

- Be the focal person at the CL-PIU for coordination between project level M&E and EHRP program level M&E;

- Develop and maintain a M&E database for the project and contribute to the maintenance of a database of EHRP project;

- Maintain a detailed knowledge of all relevant issues impact in his/her field of Monitoring & Evaluation;

- Coordinate and cooperate with Environment Specialist and social Development specialist for promoting information sharing on all aspects related to project activities among stakeholders;

- Ensuring mentoring and training of project team to foster capacity building on M&E knowledge;

- Support monitoring and evaluation missions commissioned by the donor (World Bank Nepal);

- Review monitoring and evaluation system/mechanism, process and procedures of the project and forms and formats for project activities under its various components;

- Monitor project progress through field visit, offer feedback and keep regular communication with related field and center level staff;

- Attend, participate and provide necessary inputs for preparation of and during project meeting, Workshops and trainings;

- Prepare Lesson Learnt and Success story of the project and support to prepare them to CL-PIU;

- Serve as focal point for providing M&E inputs on Implementation Progress Reports (IPRs); Prepare and submit M&E inputs as per the Results Framework to the consolidated trimester/annual project implementation progress reports meeting the deadline as per the requirement of project and World Bank; and,

- Accomplish others tasks related for preparing, monitoring, evaluation and MIS as per the need of project assigned by Project Director of MOFALD CL-PIU.

4. Management of Assignment

The MOFALD CL-PIU will administer the Consultant’s work. In order to accomplish the works in timely manner, s/he has to start the work immediately after signing the contract
agreement. The Consultant is responsible for coordination with MOFALD and MOUD CL-PIUs and other stakeholders. Similarly MOFALD CL-PIU will facilitate the Consultant to coordinate with stakeholders/offices. The Consultant shall perform the task under the guidance of MOFALD CL-PIU. S/he will report to the Project Director of MOFALD CL-PIU and s/he will be required to spend the entire assignment period on base office, Kathmandu Nepal but with frequent visit to field as per the requirement.

5. Recruitment of the Consultant

Recruitment of the Consultant shall be done as per ‘Guidelines: Selection and Employment of Consultants under IBRD Loan and IDA Credits and Grants by World Bank Borrowers”.

6. Duration of Assignment

The Consultant will provide his/her inputs for 30 months assignment period. The Consultant will be based in Kathmandu with occasional visits to sites outside Kathmandu.

7. Payment to Consultant

Payments toward monthly remuneration will be made based on the time sheet supported by progress reports. The out of pocket expenses shall be paid after completion of said task and upon submission of bills or invoices and said reports. In case of air travel, the price of air ticket shall be reimbursed upon submission of air ticket and boarding pass.

8. Office Space, Equipment and other Logistic Support

The office space, equipment and other relevant facilities shall be provided by MOFALD CL-PIU as per the contract agreement. The MOFALD CL-PIU office will assist in obtaining all available reports, materials and data necessary and facilitate the Consultant for access to stakeholders/offices for the efficient execution of the assignment.

9. Qualification Requirements

Competencies:

- The Consultant should possess excellent technical skills in socio-economic research and program and project performance assessment;
- Demonstrated experience in monitoring and evaluation of development project activities;
- Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment. S/he must be able to respond quickly to requests for information;
- S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision;
• Excellent data analytical skills and interpretation. S/he must have ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data);
• Experience on planning, monitoring and evaluation of projects.

Academic Qualifications:

• At least master’s degree (PhD preferred) in Engineering, Natural Science, Social Science, Management or related field combined with extensive experience in similar responsible position is considered as equivalent;

Experience:

• At least 7 years of work experience in a field related to planning or project management;
• At least 3 years of experience in M&E design and implementation at the project level would be preferable. Previous successful involvement with, and good knowledge of, CBOs, I/NGOs and civil society is desired;
• Willingness to undertake regular field visits in different conditions is required;
• Computer literacy in Microsoft packages (MS Word, MS PowerPoint, MS Excel, MS Access), GIS and SPSS is an asset;
• Experiences in creating and managing performance monitoring plans and leveraging performance monitoring data for improving ongoing project management are under consideration;
• Knowledge in designing and field testing surveys and other data collection instruments are required;
• Contribute in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting;
• Good knowledge of concepts and framework for monitoring and Evaluation and Result Measurement;
• Both written and spoken English and Nepali is essential.

10. Indemnity

The Consultant shall be responsible for any damage of life, property that may arise out of his works and he shall take all necessary insurance provision to indemnify any claims for compensation that may arise through his/her negligence.

11. Taxation

The Consultant is fully responsible for all taxes applicable as per the rules and regulations of Government of Nepal and for that the taxes shall be deducted at the source at the time of payment. All payments shall be made after deducting taxes.
12. Disposition of Facilities

At the end of the project, the Consultant shall handover to the MOFALD CL-PIU office all equipment, apparatus or other things procured by the project funding used by the Consultant during the assignment. All items handed over to the MOFALD CL-PIU offices shall be in good operating condition but fair wear and tear is expected. Items, which have become unserviceable due to negligence or causes other than fair usage, shall be replaced at the Consultant's expense.

13. Selection Criteria

The consultant shall be selected following the procedure for Selection of Individual Consultants set forth in Guidelines: Selection and Employment of Consultant under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011, revised July 2014 on the basis of consultant’s qualification, experiences and capability to carry out the assignment.