

Bangladesh Rural Water Supply and Sanitation Project (BRWSSP), DPHE Terms of Reference (TOR) of M&E Specialist (M&ES), consultant

1.1 Project Background:

Government of Bangladesh through the DPHE had been implementing provision of safe and sustainable water services and sanitation under the Bangladesh Rural Water Supply and Sanitation Project (BRWSSP) funded by the World Bank – International Development Association (IDA).

The objectives of the project is to increase sustainable access to safe water supply and improved sanitation in the rural areas of Bangladesh, focused on supporting the Government in mitigating against deteriorating water quality arising from arsenic, pathogens, salinity etc. and also on quality sanitation for its sustainability. The project period is up to June 30, 2017.

The Major activities of the project are (i) Screening, Baseline Survey & Community Mobilization and preparation of Ward Action Plan in 369 unions, (ii) To implement 35 nos. of RPWS Schemes through Public-Private-Partnership (PPP) Model, (iii) Installation of 14000 nos. of Water Options and (iv) Installation of 50000 nos. of Sanitary Latrine.

1.2 Responsibility of Field Program M&E Specialist (M&ES):

Department of Public Health Engineering (DPHE), under the Ministry of Local Government, Rural Development and Cooperatives (MLGRD&C), is the Implementing Agency, with overall project Management provided by the PMU, headed by a Project Director, BRWSSP. The M&E specialist will be responsible for design plan and implement the M&E activities of the project.

S/he will be responsible for designing and field-testing of monitoring and evaluation system. Based on the field-testing, s/he will improve and enhance the M&E system that can be scaled up to monitor the BRWSSP Project. S/he will assist PD in the monitoring of compliance by all stakeholders with the obligations stated in the guidelines (GoB & WB), DPP and legal agreement.

The M&E Specialist will report to the Project Director, BRWSSP.

1.3 Key functions of Field Program M&E Specialist (M&ES):

- 1.3.1 Develop effective M&E system including indicators in consultation with concerned project officials and consultants.
- 1.3.2 Set up a functioning M&E data collection routine from relevant entities and persons, compile information into the M&E system (Microsoft Excel Based) and make reports monthly & quarterly based on DPHE-WB approved format and data available to stakeholders and the public.
- 1.3.3 Develop monitoring tools to monitor program activities at different levels.

- 1.3.4 Develop in-house M&E work plan for project activities (Piped, Non-piped, Sanitation etc.).
- 1.3.5 Implement the M&E activities as per approved implementation plan.
- 1.3.6 Participate in the design and development of the computerized monitoring (Microsoft Excel Based) and evaluation system jointly with the DPHE MIS Unit.
- 1.3.7 Cooperate effectively with other project staff to enhance the effectiveness of the M&E system.
- 1.3.8 Perform other Assignments (such as project evaluation report, completion report etc.) as & when required by the Project Director.
- 1.3.9 Preparation of report on M&E as & when required by the Project Director.

1.4 Key Qualifications of Field Program M&E Specialist (M&ES):

- 1.4.1 Must have Masters degree in social science/statistics/B.Sc. in Engineering.
- 1.4.2 Must have minimum of 10 years experience in development projects in public and private sectors.
- 1.4.3 Must have minimum of 5 years experience in Monitoring and Evaluation in public and private sectors.
- 1.4.4 Field Based experience of Monitoring and Evaluation program.
- 1.4.5 Experience in conducting social survey.
- 1.4.6 Experience in designing M&E formats, data analysis (using computer software) and writing reports.
- 1.4.7 Experience in Impact Evaluation Techniques/ Result Based Monitoring.
- 1.4.8 Experience in Monitoring and Evaluation of Water Supply and Sanitation projects will be an added advantage.
- 1.4.9 Experience in donor assisted project will be an added advantage.

