

Terms of Reference
Monitoring and Evaluation Consultant - International
Central Support Unit (CSU), Tonga

A. BACKGROUND AND RATIONALE

Country Brief

Tonga is a small, archipelagic Kingdom located in the South Pacific. Tonga's population of 106,000 is spread out across 36 of its 177 islands with around three quarters of the population based on the main island of Tongatapu. Other major islands and island groupings include 'Eua, Ha'apai, Vava'u and Niuatoputapu. Tonga's location makes it one of the most geographically remote nations from major centers of economic activity in the world.

Portfolio Brief

The World Bank's portfolio in Tonga consists of seven active projects with net commitments of just over USD 90 million. The portfolio covers Transport and Information Communications Technology; Social, Urban, Rural and Resilience; and Macro Economics and Fiscal Management sectors. Over the next three years (FY18-FY20), the World Bank's engagement with Tonga is expected to scale up to include projects in the Fisheries, Maritime and Youth sectors. While the scale-up represents an important development opportunity for Tonga, implementation challenges exist across the entire portfolio and pose a significant risk to the successful outcome of these projects. A **Central Support Unit (CSU)** will be established under the Ministry of Finance to address key implementation risks such as weak Monitoring and Evaluation (M&E) oversight and building capacity.

B. SCOPE

The Ministry of Finance, Tonga, represented by the CSU, is seeking a qualified and experienced Monitoring and Evaluation Specialist (M&E Specialist) to assist the CSU in monitoring and evaluating, as a whole, portfolio of World Bank financed projects under preparation and implementation. The M&E Specialist will be employed by the CSU and will be based in Nukualofa, Tonga. She/he will have a matrix reporting relationship to the Head of the CSU and the head of the World Bank financed projects. The consultancy is full time for a period of two years with scope for extension over a further three years. The objectives, tasks and deliverables of the consultancy are outlined below.

C. OBJECTIVES, TASKS AND DELIVERABLES

Objective

The objective of the consultancy is to support the CSU to (i) single point of contact for all M&E related issues of the projects financed by the World Bank in Tonga, (ii) improve the overall M&E process and oversight of World Bank financed projects under preparation and implementation; and (ii) increase the capacity of project implementing agency staff on M&E activities.

Tasks

To improve the M&E oversight of World Bank financed projects, the M&E Specialist will, broadly:

1. Lead the development of and oversee the review of project level M&E strategies;
2. Prepare workplans (within the strategies) for active projects;
3. Undertake Baseline Surveys for project's activities under preparation based on agreed indicators and investigate linkages to relevant national/districts census/data collections;
4. Develop TORs for M&E tasks to be carried out by others, including; CSU staff, consultants and contracts for collection of data and information etc. using a combination of quantitative and qualitative methods;
5. Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and providing M&E technical assistance;
6. Review the M&E reports from PMU before submission to the client and the WB
7. Oversee and participate in evaluations and assessments;
8. Ensure quality control of M&E outputs (e.g surveys);
9. Support the M&E reporting from PMU against project and TSDP targets
10. Review and provide advice related to log frames and indicators on proposals submitted by the stakeholders and development partner(s);
11. Develop and maintain a comprehensive M&E database for projects and contribute to the maintenance of information;
12. Propose and recommend appropriate corrective actions and recommendations;
13. Participate in World Bank preparation and supervision missions;
14. Perform other duties as required.

To increase the capacity of project staff responsible for M&E activities, the M&E Specialist will, broadly:

1. Conduct capacity assessment and create plan for capacity building;

2. Identify institutional responsibilities for analyzing, interpreting, and reporting data;
3. Identify the required capacity needs, including individual competencies and collective capabilities (resources, tools and assets) that would enable each project/unit to perform their respective roles;
4. Assess the capacity of the relevant units and staff. This may cover different dimensions such as technical skills; managerial skills; existence and quality of data systems; available technology; available fiscal resources; and institutional experience with M&E (the means to collect, aggregate, analyze, and report on the performance data in relation to the indicators and their baselines);
5. Propose strategies for building internal organizational capacity for data collection, data analysis, and other capacity needed for operationalizing the M&E system;
6. Develop a training schedule and conduct a training of trainers (TOT) to train staff with M&E responsibilities involved in the implementation and maintenance of the M&E database and data collection tools.

Deliverables

1. Inception Report;
2. Detailed M&E Framework/Strategy Reports;
3. Baseline Survey Reports;
4. M&E Database Operations Manual;
5. Regular reports (monthly updates and quarterly, annual report);
6. Mid-Term Evaluation Report;
7. Mid-Term Final Report;
8. Draft Final Completion Report; and
9. Final Completion Report

D. Selection Criteria

Qualifications

Advanced degree in a relevant discipline (e.g. social sciences, international development, econometrics, statistics, or other related fields).

Experience

- At least 10 years of M&E work experience in a field related to rural infrastructure development, planning and management.

- Experience with World Bank financed projects, processes and procedures;
- Experiences in creating and managing performance monitoring plans and leveraging performance monitoring data for improving ongoing project performance, accountability of stakeholders and learning outcomes.
- Experience in similar projects in developing countries in designing and field testing surveys and other data collection instruments.
- Experience in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting.
- Experience with developing M&E policies, practices and procedures.
- Experience and proven track record on the development of MIS systems.

Skills and Knowledge:

- Good working knowledge of the World Bank M&E procedures/requirements
- The ability to make speedy but rational M&E decisions.
- The ability to plan and set goals and targets to achieve an objective.
- The ability to work together cohesively in a team and sharing of ideas to reach a decision.
- Competency in Microsoft office suite (Word, Excel, Access, etc.) and MS Project or similar planning/monitoring software
- Ability to write fluent, sequential, informative but concise and accurate activity reports
- Excellent written and oral communication skills; proven drafting/reporting skills is essential.

E. Duration of assignment

Initially for 2 years with opportunities for further expansion

F. Remuneration

Attractive package. Contact 22379 or 28550 for details.

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