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## TERMS OF REFERENCE

### Monitoring & Evaluation Specialist

#### Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program

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##### ***Background***

Khyber Pakhtunkhwa depends on federal transfers to finance most of its budget but has much potential to increase its own source revenues – both from taxes and non-tax sources. The World Bank is providing support to the province in revenue mobilization and public resources management. Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program is a Program for Results (PforR) that is supporting the implementation of the KP Government's PFM Reform Strategy. The Program is funding expenditures of the main government entities responsible for implementing the PFM Reform Strategy. The PforR is the most appropriate instrument to support the GoKP in implementing the PFM Reform Strategy.

##### ***Program Implementation Arrangements***

The Project Steering Committee (PSC), established by the Finance Department, is providing high-level guidance for regular oversight of the project activities. The PSC is led by the Additional Chief Secretary Khyber Pakhtunkhwa.

Implementation support for the project is provided by Program Management Unit (PMU) headed by a Coordinator.

##### ***Scope of Work***

The M&E Specialist will assist and advise the Coordinator PMU in carrying out Monitoring & Evaluation functions. Following would be M&E related duties and responsibilities:

- i. To formulate a set of relevant, simple and straightforward indicators to monitor the project development objectives (PDOs) and activities through establishing M&E reporting framework,
- ii. Establish an effective data collection system and reporting forms for capturing quantitative and qualitative information,
- iii. Review the M&E needs and plans of the project, and extract relevant indicators to monitor the project outcomes and outputs,
- iv. Train relevant government officials and PMU staff in data collection procedures as required during project implementation,
- v. To establish an operational manual of M&E system that includes the above and guides the project team in processing and evaluating the information,
- vi. Submission of monthly progress report including:
  - a. Monthly narrative report of the activities conducted
  - b. Progress in achieving the set milestone for reporting period
  - c. Status report including challenges, deviation, alternate solution, new initiatives
- vii. Manage M&E related consulting services to track progress of project,
- viii. Development of innovative dashboards, which may be able to produce periodic reports as required by the management and decision makers,
- ix. Assist preparation for portfolio reviews, ISRs, mid-term reviews, and project completion reports,
- x. Timely follow-ups on actions agreed with the World Bank Group Task Team Leader,

- xi. Other duties to be performed as per the requirements.

***Profile /Qualifications***

- i. Master's degree in Social Sciences/ Computer Sciences/ Project Management or a related discipline (sixteen years of education).
- ii. At least 10 years' experience in M&E after acquiring stipulated qualification, in leading related programs at the national level or with the International Organizations / Donor projects.
- iii. Experience of public sector and donor funded projects is highly desirable
- iv. Excellent report writing skills.
- v. Demonstrated capacity to work in teams with colleagues and collaborators of different disciplines and national and cultural background.
- vi. Written and oral fluency in English is required.
- vii. Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

***Reporting***

The M&E Specialist will work in PMU to perform the assigned tasks and will report to the Coordinator PMU.

***Selection Process:***

An individual consultant will be selected on competitive basis in accordance with process stipulated in in accordance with "World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services" July 2016 (Revised November 2017 & August 2018).