**TERMS OF REFERENCE**

**FOR**

**NATIONAL INDIVIDUAL CONSULTANT- MONITORING AND EVALUATION**

**FOR HEALTH AND GENDER SUPPORT PROJECT (HGSP)**

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| **TERMS OF REFERENCE**  |
| Title: |  National Consultant- Monitoring and Evaluation |
| Hiring Office: |  UNFPA Bangladesh Country Office |
| Purpose of consultancy: | UNFPA implements the 9th country programme in 19 target districts in Bangladesh for sub-national level capacity development and system strengthening in four programme areas: 1) sexual and reproductive health, 2) adolescent and youth, 3) gender equality and women’s empowerment, and 4) population dynamics. UNFPA has recently signed an agreement with the World Bank to implement a project titled ‘Health and Gender Support Project for Cox’s Bazar District (HGS-CXB)’. The overall objective of the project is to strengthen integrated sexual and reproductive health and rights (SRHR) and gender-based violence (GBV) prevention and response services and information for the host and the displaced Rohingya population in Cox's Bazar district. Under the guidance and supervision of the Monitoring and Evaluation Unit, and in close collaboration with programme staff, the National Consultant-Monitoring and Evaluation will be responsible for developing and implementing a comprehensive monitoring and evaluation system for HGS-CXB, collecting and compiling monthly data, developing and maintaining the MIS of the Project, providing analysis of various information related to project activities, and preparing and reviewing quarterly and annual progress reports and monitoring project activities on a regular basis. S/he will provide necessary assistance to strengthen the M&E system and practices of the country office. |
| Scope of work:(Description of services, activities, or outputs) | Under the supervision of Monitoring and Evaluation Specialist, and close collaboration with the National Programme Officer-M&E and SRH Coordinator (HGS project coordinator), the National Consultant-Monitoring and Evaluation will perform the following;1. **Results-based Programme Management**
* Develop and update the project Monitoring and Evaluation Framework.
* Develop metadata of the indicators following project’s Monitoring and Evaluation Framework.
* Develop annual monitoring and evaluation plan in consistent with M&E Framework.
* Develop various tools and guideline for service data collection in KoBo Toolbox or any other mechanism for real time data collection and analysis.
* Collect and compile data from the implementing partners relating to Sexual Reproductive Heath (SRH), including family planning and Gender-based Violence (GBV) services as prescribed in the project document.
* Analyze and present data for briefing, review meetings and donor reporting.
* Update project development objective (PDO), intermediate result as well as monitoring and evaluation plan indicators based on progress data.
* Design and conduct survey/assessment/evaluation as needed.
* Monitor and report on implementation of each activity by partners and suggest for corrective actions.
1. **Capacity building of IP on Monitoring and Evaluation**
* Identify M&E capacity gaps of the implementing partners and provide training to them in collaboration with M&E Unit for timely data collection and results reporting.
* Ensure that all implementing partners are reporting appropriately as per UNFPA and donor requirements, and submit report on time.
* Coordinate with IPs and programme staff to collect lessons learned/ good practices, success stories to measure ground changes on the ground, challenges and disseminate as appropriate.
1. **Monthly, Quarterly and Annual Reporting**
* Collect monthly report/statistics as per the developed format/tools from the implementing Partners (IPs).
* Timely review of the workplans and workplan progress reports of IPs, and provide feedback following UNFPA corporate guidelines.
* Summarize the results of IP reports for UNFPA corporate and donor reporting.
* Support in preparation of donor progress report as per reporting requirement (Annex III) of the agreement.
* Develop infographics and short briefing notes on the results achieved from the project for dissemination through social media and internal reporting.

 1. **Field Monitoring and Monitoring**
* Conduct monitoring visits to monitor IPs’ workplan activities.
* Monitor/follow up the implementation of field monitoring visit recommendation actions of the programme staff.
* Guide the IPs to develop and implement monitoring and evaluation activities.
1. **Other tasks**
* Assist the country office M&E in ensuring timely implementation of M&E activities.
* Perform any other tasks assigned by the Supervisor.

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| **Deliverables: *NB: these are approximate dates and updated/detailed deliverables will******be discussed and agreed upon on-boarding of the consultant.*** | **Timeline** |
| * Develop a comprehensive M&E system (M&E Framework, indicators’ metadata, data collection tools and guidelines)
* Develop a real time data collection system/mechanism in KoBo Toolbox and/or other software.
* Timely collection of monitoring data on a monthly and quarterly basis.
* Orient IPs on Monitoring tools, methodology and KoBo platform.
* Analyze and present data collected from the field on a monthly and quarterly basis.
* Update the progress of indicators in the project M&E Framework on a monthly/quarterly basis.
* Review of IP workplans and workplan progress reports, and provide comments.
* Assist in preparing donor progress report.
* Collect success stories and good practices from the ground.
 | The deliverables would be submitted as per project need |

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| Duration and working schedule: | This consultant will be hired for eleven (11) months from the date of recruitment. |
| Place where services are to be delivered: | Bangladesh Country Office |
| Delivery dates and how work will be delivered (e.g. electronic, hard copy etc.): | The consultant will work closely with programme staff and M&E unit in the country office, and project staff in Cox’s Bazar in carrying out the responsibilities of the ToR.S/he needs to provide monthly activities sheet through email and hardcopy as well. |
| Monitoring and progress control, including reporting requirements, periodicity format and deadline: | The consultant will work closely with HGSP project team, programme colleagues, and National Programme Officer-M&E under the guidance and supervision of Monitoring and Evaluation Specialist in carrying out the responsibilities of the ToR.The deadline for each assignment will be provided along with the deliverables and the consultant should adhere to these deadlines, without exception. The consultant should inform, UNFPA of any anticipated delays, well in advance of the deadlines. |
| Supervisory arrangements: | The consultant will work under the supervision of the Monitoring and Evaluation Specialist and working closely with the National Programme Officer-M&E, SRH Coordinator and programme teams, which comprises of SRH, GBV and A&Y units of UNFPA Bangladesh. |
| Expected travel: | The consultant might have to travel frequently in project location. In case of increasing risk of COVID-19 global pandemic, physical travel may be unlikely, unless special need and measure were to be undertaken. In such a situation, most of the communication and work would be conducted through remote work-from-home modality through electronic communication. |
| Required expertise, qualifications and competencies, including language requirements: | **Education:**Master’s degree in Statistics, economics, development studies or any other social science discipline.**Knowledge and Experience:*** At least 5 years of relevant professional experience in the design and implementation of M&E/MIS and results based management in development projects/project implemented by UN Agencies/national/international NGOs/Government.
* Have extensive experience in designing tools and strategies for data collection, analysis and production of reports.
* Demonstrated ability in analyzing qualitative and quantitative data using statistical software and sharing information with a variety of actions in different environments.
* Experience in the development and implementation of a real time data management system using KoBo Toolbox/MIS software, and knowledge of GIS and relevant software.
* Demonstrated ability of high-quality report writing with state-of-the art graphs, charts etc.
* Experience and knowledge of UN systems, especially UNFPA, an advantage.
* Experience working within the Development agencies including providing M&E support to the implementing partners.
* Good knowledge about humanitarian response.
* Fluency in written and spoken Bangla and English.
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| Inputs / services to be provided by UNFPA or implementing partner (e.g. support services, office space, equipment), if applicable: | The consultant is expected to have all necessary resources, logistical facilities and equipment that are required to fulfil the responsibilities detailed in the ToR. However, office spaces and other associate services will be provided as per UNFPA policy and procedures.  |
| Payment Instruction: | Monthly payment (upon submission of the deliverables) |
| Other relevant information or special conditions, if any: | N/A |
| COA | BGD09MRG-TALOC070SHGFPA-BGA03-PU0074-71300 |
| **Application instruction:**Applicants with the required qualifications and experience stated above (required expertise, qualifications and competencies, including language requirements) should submit a copy of curriculum vitae (CV) with a cover letter.Please send your application electronically to dedicated email addresses of: **unfpa-bangladesh@unfpa.org**Please mention the title of the consultancy in the subject line of the email.Note: Only those candidates who meet all qualifications and experience will be contacted for further consideration.**Female candidates are encouraged to apply.** The application deadline is **26 May 2021** |
| Signature of Requesting Officer:C:\Users\DELL\Downloads\unnamed.pngBobby Rawal Basnet, M&E Specialist Date: 06 05 2021  |
| Cleared by:Signature file_DrVibhavendra S. Raghuvanshi, Chief of Health Date 06 05 2021 |
| Cleared byD:\YZB Signature.jpgYitbarek Zewdie Beshah, International Operations Manager Date 06/05/2021 |
|  Approved by Dr. Asa Torkelsson UNFPA Representative Date 6 May 2021 |