

## **Terms of Reference for Monitoring & Evaluation Specialist**

### **Background**

For decades, Pakistan has had persistently high rates of stunting (and other forms of malnutrition) and currently has the third highest percentage of stunted children (44%) in the world. In Sindh Province, 48% of all children under five years of age suffer from stunting. To reverse the situation, The Government of Sindh has approved an Accelerated Action Plan for Reduction of Stunting and Malnutrition (AAP) with the ambitious goal of reducing stunting from 48% to 43% by 2021. The Government has requested the World Bank support in achieving this goal through the implementation of the AAP during 2017-2021.

The proposed project, Sindh Enhancing Response to Reduce Stunting Project (SERRSP), would support the implementation of the AAP in the 23 districts with the highest stunting rates through a results-based approach to link disbursements of project funds to the achievement of agreed pre-defined indicators. Disbursement linked indicators (DLIs) have been used in other projects in Sindh and have contributed significantly to (i) enhance policy and sector dialogue (by focusing on political ownership of the Government's program); (ii) have a greater focus on results (by linking disbursements to planned progress and performance targets); and (iii) have more effective donor coordination (by facilitating planning, budgeting, and supervision within a common framework).

The project comprises two components. The first component, through a results-based approach using DLIs, will finance results set out in the AAP while the second component will finance technical assistance and other inputs needed for effective implementation of the AAP. Under Component 1, the project will support provision of a multispectral package of service by financing results, measured by the achievement of DLIs, under a defined Eligible Expenditure Program (EEP). Under Component 2, the project will finance technical assistance and input to support (i) measures for implementing a pilot conditional cash transfer (CCT) program to assist targeted beneficiaries in the poorest quintile to access health and nutrition services; (ii) development and implementation of an overarching multi-sectoral communication strategy for social and behavioral change; and (iii) institutional arrangement for improving coordination, strengthening accountability citizen engagement, operationalizing integrated multi-sectoral data information systems, strengthening monitoring, evaluation and supervision.

The M&E specialist has to effectively monitor and evaluate the implementation of nutrition specific and nutrition sensitive interventions incorporated in sectoral plans of the Livestock, Fisheries, Agriculture, Education, Health, WASH, Population Welfare and Social Protection sector along with result based approach adopted by the implementing

agents hired by the respective departments for implementation of the program activities. The M&E specialist will also develop mechanisms for effective monitoring of the program activities in order to oversee the intervention based reports since inception of program. For instance: Education sector will improve the abilities of the students by sensitizing their knowledge for the nutrition. The M&E specialist will also find the relevance in the material to be prepared for the curriculum by the education sector for awareness of the pupils. Similarly, The M&E specialist also has to verify sustainability of villages who have become 100% "Open Defecation Free" will be maintained through VOs and the union council staff of the LGD.

**Overall Job Objective:**

The Monitoring & Evaluation Specialist will contribute to the effective implementation of the Accelerated Action Plan for Reduction of Stunting & Malnourishment by overseeing and managing a system for regular monitoring, evaluation, and reporting of activities being taken up through this plan. The M&E Specialist will support effective implementation of the AAP by providing support for strengthening and carrying out Monitoring & Evaluation activities for the different sectoral interventions and then consolidating into one overarching report on the progress of the AAP.

**Objectives of the Assignment:**

The Monitoring & Evaluation Specialist shall be in charge of all monitoring, evaluation, and reporting activities of the Programme. S/he will work under the direct supervision of the Coordinator for AAP and will be responsible for designing and guiding the overall nutrition information management system in the province of Sindh, monitoring and evaluation and implementation of related monitoring and evaluation activities within the Programme. S/he will provide timely and relevant information to the program management team and all other stakeholders. This requires close coordination and communication with the entire team including primary stakeholders within each sector and P&D at the province and district levels, external consultants, steering and coordination committees, and field staff. S/he will be responsible for the development of all related information/tools/guidelines/logframes/work plans/field monitoring plans for all the relevant sectors to be approved by the Task Force. The incumbent will ensure that the Provincial Secretariat for Stunting works as a central data collection unit for all the sectors participating in the AAP and will ensure the analysis of data. S/he will generate evidence-based reports for the senior level management for policy decisions. S/he will also have a role in contributing data for the independent verification of DLI achievements.

**Duties and responsibilities:**

The scope of work is intended to describe the general nature and level of work to be performed by the M&E Specialist. Following may not be an exhaustive list of all job

functions, skills, knowledge, efforts, or working conditions associated with the job. M&E Specialist shall be responsible to:

1. Review the available nutrition related information systems and lead and guide the process of integrating the existing reporting systems into one basic system and update accordingly;
2. Based on the detailed review of the existing reporting system, develop a comprehensive system for Task Force Secretariat and the other sectors that provides key information in a timely manner and hence allows decision makers the required programme adjustments;
3. Establish a monitoring system that allows regular feedback from the field for all the relevant sectors. Prepare and finalize the M&E guidelines, procedures and reporting formats, monitoring indicators and checklists for the different levels and for the different service providers; ensure and facilitate the allocation of financial and human resources required to perform a satisfactory monitoring system;
4. Examine in detail the compatibility of the electronic format of the monitoring and evaluation system with various initiatives of all relevant sectors and propose strategies for facilitating the digitization of monitoring and evaluation system for decision-making process by integrating the Programme's interventions with other sectoral services;
5. Facilitate for a regular monitoring and reporting on agreed project and performance indicators and prepare regular reports;
6. Identify information requirements of different primary stakeholders and facilitate the preparation of reports to meet reporting requirements;
7. Contribute to the development of the Annual Work Plan of the different sectors, ensuring alignment with sectoral logical frameworks, agreement on annual targets and inclusion of M&E activities in the work plan with budgeting;
8. Development of an overall M&E strategy/framework for the AAP to ensure that all the sectors are able to achieve the annual targets as well as the DLIs;
9. The incumbent will ensure the hiring of a Third-party validation firm to be hired by the GOS to verify the achievement of the yearly DLIs either on a one time or rolling basis;
10. The M&E specialist office at stunting secretariat will be serving as a central data collection unit for the different sectors contributing to reducing the stunting rate in the province of Sindh;

11. Coordinate and ensure the preparation and finalization of all project reports. Guide staff, contracted firms and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes quarterly progress reports, annual project report, inception report, and ad-hoc technical reports;
12. Serve as key technical liaison to consultants or organizations that shall be contracted to monitor or evaluate the impacts of the NSP and partner services. Review the reports such as baselines, intermediate, progress and end-of-project reports and suggest course corrections for improvements.
13. Ensure the Achievement of DLIs for each sector:
  - A)Ensure the achievement of reduction of open defecation practices, stock taking of nutritious fish production, and enhancement of contraceptive prevalence rate;
  - B)Effective vaccination and drenching to the livestock of poor households for food security, public health and enhanced animal productivity;
  - C)Review the sensitization of nutrition concept in the curriculum;
  - D)Undertake regular visits to the service delivery areas, to monitor the quality of services provided, compliance of SOPs/Guidelines issued from time to time and to identify where adaptations might be needed;
  - E)Oversee and assist in, implementation of and training for the Nutrition Management Information System (MIS) database as part of the DHIS;
14. Have a close liaison with the program implementation units of the different sectors;
15. Conduct any other function and responsibility, which may be assigned by the Coordinator Nutrition Task Force Secretariat.

### **Institutional Arrangements and Reporting**

The M&E specialist will be a part of the stunting secretariat established for the Coordinator to Chief Minister Sindh on Nutrition and the Provincial Task Force for Nutrition; the Provincial Task Force would oversee the development, implementation and monitor the progress of AAP, and also direct remedial actions to address the bottlenecks, provide guidance and support inter-sectoral coordination. The M&E specialist shall be reporting to the Nutrition Coordinator for AAP on a day to day basis through submission

of regular updates/reports. Her/His office would be established in the premises of Task Force Secretariat where s/he would perform her/his assigned duties.

### **Qualification and Experiences**

- Master's degree in Social Sciences, Public Health, Development Economics, etc. with a strong emphasis on data analytics and statistics.
- At least 10 years of professional experience in the field of Monitoring and Evaluation on development programs/projects.
- Prior experience of developing and implementing M&E strategies/frameworks.
- Knowledge of major quantitative & qualitative monitoring methodologies and proven ability to design monitoring instrumentation tools.
- Broad experience in the design and implementation of capacity building activities in M&E.
- High level of proficiency in Windows MS Office, Excel, PowerPoint and/ or Statistical Software (SPSS, STATA).
- Advanced skills in data analysis presentation and report writing.
- Excellent analytical skills combined with a proactive, energetic approach to problem solving.
- Excellent communication skills in English & Urdu.
- Computer skills which includes MS Office are mandatory would preferred.

### **Selection Process**

An individual consultant will be selected in accordance with the procedures prescribed in World Bank's, "Investment Project Financing Goods, Works, Non-Consulting and Consulting Services (July 2016)".