

PUNJAB RURAL MUNICIPAL SERVICES COMPANY (PRMSC)

TERMS OF REFERENCES (TORs) FOR HIRING OF INDIVIDUAL CONSULTANT (MONITORING & EVALUATION (M&E) SPECIALIST)

**PROJECT: PUNJAB RURAL SUSTAINABLE WATER SUPPLY & SANITATION
PROJECT (Funded by World Bank)**

1. Brief Background:

The Government of Islamic Republic of Pakistan has received financing from the World Bank towards the cost of the Punjab Rural Sustainable Water Supply and Sanitation Project for improving service delivery standards of the rural water & sanitation system and has extended the said financing to Punjab Rural Municipal Services Company (PRMSC); a not-for-profit company registered under Section 42 of Companies Act 2017. PRMSC as Client intends to apply part of the proceeds for hiring consulting firms for Detailed Engineering Design and Construction Supervision Under Component - Sanitation and Water Supply infrastructure Development Project. The PRMSC has aimed at developing the infrastructure to help in addressing the lack of Water Supply & Sanitation Systems in 2,000 revenue villages (including the small habitations/basis in each Revenue Village) of sixteen (16) poorest and most underserved districts of Rural Punjab that underlies the low access to safely managed water and sanitation and poses threats to public health and the environment.

In this regard, the PRMSC hired several consulting firms to design infrastructure works for a number of villages in the first phase of the project. PRMSC has intention to hire a individual consultant (Monitoring and Evaluation) to develop and implement a project monitoring plan, in coordination with the implementation teams, to track progress towards the project's results framework and to ensure the completion of project within stipulated time period.

2. Objectives of Individual Consultant (Monitoring & Evaluation)

The primary objectives of hiring a consultant (Monitoring & Evaluation Specialist) are as follows (but not limited to);

Project Monitoring Plan: Develop and implement a project monitoring plan, in coordination with the implementation teams, to track progress towards the project's results framework.

Development of M&E Framework: Provide technical leadership on activities related with development and implementation of Monitoring & Evaluation (M&E) system for the project, including identifying monitoring indicators, developing a Log/M&E frame – matrix.

Integration of M&E Framework with MIS system: Work closely with MIS consultant to integrate M&E framework and system into company's MIS to develop an IT based data collection, monitoring and evaluation mechanism.

Monitoring of Project Implementation: Supervise the monitoring, implementation and achievement of project on behalf of PRMSC as per framework of M&E using the targets, indicators, assumptions, and risks in the design and monitoring framework through periodic user satisfaction surveys and an effective grievance redress mechanism from field to PRMSC level

Coordination: Maintain liaison and coordination with Infrastructure development wing PRMSC-HO & TOs on a regular basis to track the progress of the project.

Approvals: Responsible for getting required approvals from all forums i-e ECNEC, Local government department, PDWP etc.

Impact Evaluation: - Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation.

Tracking Progress: Evaluate each PRMSC-TO role and its progress and assist Implementing Agencies and PRMSC to take proactive measure to achieve results demanded by International Partners Track and review physical progress, site activities, and the status of IPCs and other relevant metrics through the MIS system.

Reporting: Prepare quarterly report after each World Bank review missions to update World Bank's project performance reporting system including Compliance monitoring, Safeguards monitoring, Gender and social dimensions monitoring with the help of concerned sector specialist.

Tracking of PDOs: Develop a systematic monitoring, evaluation and quality assurance framework for reporting progress on activities, mid-term review, evaluation of the project activities, and quality assurance of Project outcomes.

Timely Completion: Responsible to ensure the completion of project packages within the stipulated time framework.

Quality Assurance: Ensure the quality of site activities by monitoring and evaluating the performance of the Infrastructure Development Wing at PRMSC Head Office, PRMSC Tehsil team, and EDCS consultant team.

Progress Tracking: Track and review physical progress, site activities, the status of IPCs, and other relevant metrics through the MIS system.

Issue Identification: Highlight project progress, areas for improvement, and any issues or risks that may impact project implementation.

Technical Support: Provide technical support to the PRMSC Tehsil teams in the monitoring and evaluation of civil activities performed by the contractor.

Policy Compliance: Ensure compliance with all relevant monitoring and evaluation policies and procedures, adhering to the project's M&E system.

Stakeholder Meetings: Attend meetings with the Project Director, implementation teams, and other stakeholders as required, to report on M&E progress and address any issues or risks that arise.

Additional Tasks: Perform any other tasks assigned by the Project Director.

3. Role of the Client

Following are the roles of PRMSC (but not limited to);

Documentation: PRMSC/PRMSC-TO will provide all necessary documentation to the Individual Consultant, including, but not limited to, design documentation from consulting design firms and drawings.

Task Allocation: Tasks will be allocated to the Individual Consultant as needed, based on the defined scope by the competent authority.

Meeting Facilitation: PRMSC will facilitate meetings between the Individual Consultant, consulting firms, and contractors.

Liaison with Consultants: PRMSC will liaise with consulting firms to ensure the incorporation of any review comments provided by the Individual Consultant, as applicable.

4. Duration of the Assignment

The Individual Consultant will be hired initially for 12 months (extendable as per rules and regulations) to provide M&E services as mentioned above starting from the award of the contract.

5. Reporting Requirements

Individual Consultant will be reporting directly to Project Director. Fortnightly report/briefing shall be submitted by the Individual Consultant to competent authority.

6. Qualification of Consultant:

16 years or higher degree (preferably Masters) in Electrical/ Mechanical/ Civil Engineering with minimum of 15 years of work experience in matters related to site execution, monitoring, evaluation and quality assurance of infrastructure development projects (Water Supply and sewerage projects). Experience in project management and implementation of Infrastructure project, designing and implementing M&E frameworks. Preferably of work experience in similar projects particularly related to local governments and urban development infrastructure development, Experience of working in the development sector with government organizations or with international donor organizations would be preferred; knowledge of best practices & assessment of

development projects is essential for this position; excellent communication skills (written and oral) and strong inter-personal skills would be considered an advantage.

7. Selection Process:

The selection will be based on Limited Based method and contract will be awarded to the Lowest Bidder.