

TERMS OF REFERENCE
MONITORING AND EVALUATION SPECIALIST AT AGRICULTURE DELIVERY
UNIT, SINDH WATER AND AGRICULTURE TRANSFORMATION PROJECT
SWAT, HYDERABAD- SINDH

1. PROJECT BACKGROUND

The Sindh government has launched the SWAT project with the financial assistance of the World Bank to support the development of the water and agriculture sectors in Sindh. The project started its six-year implementation period from January 2023 with the 4 major program components. Program components 3- *Agriculture Incentives and Investments* and 5-*Agriculture Flood Emergency* are the responsibility of the Agriculture Department. The Department has established a project management unit in Hyderabad where the consultant will be stationed. Component-3 includes support for on-farm water management; smart subsidy to incentivize a shift to water-thrifty crops like horticulture, oils seeds and pulses; cost-sharing grants for farmers and MSMEs to develop value chains of high value crops like horticulture; improve agriculture statistics management; modernization of market information management; improve management of salinity-affected lands and water; and help farmers adopt climate-smart agriculture practices and Component 5 includes support to farmers affected by the floods of August 2022 in their endeavors for restoration of crop cultivation through cash transfers.

Besides the two components which forms 70% of the task, the ADU will also support the agriculture department in its overall sector level program planning and implementation.

ADU will be hiring a firm to help it manage its M&E responsibilities on the project.

2. OBJECTIVE

The objective of the position will be to assist the Project Director in designing a robust monitoring and evaluation system for the two program components of the SWAT project and the overall program of the Agriculture Department for the agriculture sector.

3. SCOPE OF WORK / DUTIES AND RESPONSIBILITIES

The Monitoring & Evaluation Specialist shall be responsible for:

A. SWAT project

- ✓ Support the M&E Firm hired by the ADU in the development of a project information management system (PMIS) including a dashboard for progress monitoring keeping in mind the project's results framework.
- ✓ Train project staff in gathering and feeding the data into the PMIS.
- ✓ Prepare quarterly and annual progress reports.
- ✓ Conduct spot checks to see the project activities are following the criteria and processes as specified in the project operational manual. Help in revising the project operational manuals based on the lessons learnt.
- ✓ Assist in hiring of consultants/firms for specialized tasks including TPV.
- ✓ Design baseline data collection tools, conduct spot checks for accuracy of data collection, and review baseline data reports.
- ✓ Prepare project mid-term reports
- ✓ Prepare project completion report
- ✓ Present the project progress and results to various stakeholders including Bank missions and project steering committee.
- ✓ Keep himself/herself updated in a range of M&E tools available to development practitioners.

B. Agriculture Department's Sector Program

- ✓ Assist in compiling sector level key data
- ✓ Assist in conducting annual priority setting workshops and compile reports
- ✓ Help in preparing a cohesive and integrated annual development program
- ✓ Help develop a program MIS to monitor progress
- ✓ Review quarterly and annual progress reports
- ✓ Identify needs and procure firms/consultants for specialized studies
- ✓ Help in preparing presentations of the program progress and results to various stakeholders
- ✓ Any other task that may be assigned by the Project Director from time to time.

QUALIFICATION AND EXPERIENCE

- ✓ Master's Degree (minimum sixteen years of education) in Business Management (MBA)/ Project Management/ Research Methods/ from reputed HEC-recognized national University/ institute.
- ✓ Minimum 10 years of relevant work experience with a progressive level of responsibility in the public or private sector in monitoring & evaluation roles and/or positions.
- ✓ Proven track record and expertise in rigorous qualitative and quantitative research and implementation of analytical methods.
- ✓ Demonstrated experience in managing dashboard monitoring systems.
- ✓ Proficiency in the use of ICT and job-specific applications including Microsoft Office, SPSS or statistical Analysis tools.

4. EXPECTED OUTPUTS & DELIVERABLES

- I. Project MIS and dashboard
- II. Project Presentations (Updates/Progress)
- III. Project Operational Manual
- IV. Project Activity Evaluation Reports
- V. Project Quarterly and Annual Progress reports
- VI. Project Mid-Term Report
- VII. Project Completion Report.

Selection Method

- ✓ An individual consultant will be selected through a competitive process in accordance with “World Bank: Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services” November 2020