

Note: This TOR is for consultant work to design, based on information from the logframe and interview with the implementing agency, a simple monitoring and evaluation plan and its local organization.

Consultant Terms of Reference Design of a Monitoring and Evaluation Plan

Background

<Brief description of objectives and scope of Bank project>

Objective

The objective of this assignment is to design a detailed and practical monitoring and evaluation plan to assess performance over time of the Project in relation to its goals. The resulting plan must be based not only on review of the documents but on (a) first hand assessment of capabilities and limitations of the counterpart agency and other personnel who will be responsible for executing the M&E plan later; (b) results of personal interviews, discussions and interactions with local officials and staff, and (c) understanding of the Nicaraguan context in relation to the project objectives and expected outcomes, obtained by discussions with the Bank and the counterpart agency's project preparation teams.

Scope of Work

1. For each of the general objectives and specific outputs listed in the project's logframe (attached), review each of the listed key performance and outcome indicators and associated targets in close consultation with the project team. Suggest changes, if any, to make each indicator and target clear, relevant, economic to monitor, adequate and monitorable. For direct indicators not easy to monitor, suggest proxies.
2. Design a detailed work plan to monitor the indicators during project implementation. The work plan should include:
 - a. How to set up a monitoring system, with specific recommendations on setting baseline data, data collection instruments, frequency of data collection, timing, reporting format, etc. Identify training needs of staff and estimate costs.
 - b. For monitoring that requires formal surveys to be carried out by an external firm, prepare the detailed terms of reference for the survey work. Estimate costs.

- c. Link the monitoring procedure with project implementation steps in specific situations where monitoring outputs are needed for subsequent steps. For example, the number of solar home systems actually installed by a company is needed to determine how much subsidy funds the company is entitled to receive.
3. Design a plan for evaluating the results of the monitoring procedure, specific to each of the project component, to analyze why intended results were/were not achieved, to assess specific causal contribution of activities to results, and to obtain lessons learned. The plan should specify when the evaluations should be carried out, who should participate, what reporting format should be used and how the result should feed back into project implementation.
4. Recommend the organizational arrangement for implementing the M & E plan. Estimate the total costs, with breakdown, of carrying out the M & E plan.

Execution of assignment

The consultant will be provided all project documents and other documents available from the counterpart agency and the Bank to enable him to carry out the assignment. He is expected to consult closely with the Bank team and to complete at least one mission to Nicaragua to familiarize himself with the project context and to hold extensive discussions with the counterpart agency and other personnel that would be involved in the later implementation of the M&E plan.

Outputs (Deliverables)

A report containing a detailed monitoring and evaluation plan for the Project, including an organizational plan, a plan for building local specific M&E capacity, as needed and an estimate of the costs of implementation.

Timetable and Budget

The assignment should be completed within two months from contract signing. The total budget is \$35,000 inclusive of all fees, travel and other expenses. The funds will be released as follows:

- 10% or \$3,500 upon contract signing;
- 20% or \$7,000 upon submission of a revised logframe with final key performance indicators and targets;
- 50% or \$17,500 upon submission of the draft final report;
- 20% or \$7,000 upon submission of an acceptable final report incorporating all revisions agreed on the draft

Annex 1: Project Design Summary (logframe)

