



Ministry of Environment and Energy

Republic of Maldives

PROVISION OF WATER SUPPLY, SANITATION AND SOLID WASTE MANAGEMENT PROJECT

MONITORING, EVALUATION AND REPORTING OFFICER (MERO)

TERMS OF REFERENCE

A. PURPOSE

The Government of the Republic of Maldives through the Ministry of Environment and Energy (MEE) is implementing “Provision of Water Supply, Sanitation and Solid Waste Management Project” financed by OPEC Fund for International Development (OFID) and intends to apply part of the proceeds for the selection of a **Monitoring, Evaluation and Reporting Officer (MERO)** for the implementation of water supply, sanitation and solid waste management project managed by Ministry of Environment and Energy.

B. BACKGROUND

Maldives is a small island nation with fragile environment and scarce water resources. Its population of over 300,000 is thinly dispersed over 198 islands out of total 1192 islands, the remaining being uninhabited. There are practically no surface water sources and the limited ground water is vulnerable to salinity ingress and contamination from indiscriminately discharged waste water. The wide and uneven distribution of population and vulnerable water resources pose many challenges to the provision of basic services such as access to water and sanitation. Rainwater harvesting and desalination of sea water are practiced on large scale to augment water resources and meet with the increasing water demand.

C. OBJECTIVES OF ASSIGNMENT

The objective of this assignment is to set up evaluation and monitoring frame work to evaluate the implementation of activities of the project to ensure all loan covenants and outputs are delivered smoothly and on time.

D. OVERALL RESPONSIBILITY

The overall objectives of the assignment are to:

1. Develop a Monitoring and Evaluation Framework document to guide the overall monitoring and evaluation activities under the Project.
2. Develop monitoring and evaluation action plans for each of the components to guide the implementation of monitoring and evaluation activities under the Project.
3. Timely reporting to the Project Sponsors and other major stakeholders as per the reporting requirements.

E. SCOPE OF WORKS

Major tasks will include, but not be limited to the following:

- Develop a Monitoring and Evaluation (M&E) Framework designed to assess the effectiveness, impact and sustainability of the Project. The M&E Framework should identify, but is not limited to, the following:
 1. Key target groups to be involved and description and rationale for the selection of informants/sampling program to be included in the M&E program;
 2. Key indicators of Project activities, impact and sustainability that will define the data that needs to be collected.
 3. Data that needs to be collected (primary, secondary etc data requirements), and details of activities to be undertaken to collect that data (such as, but not necessarily limited to, baseline, quarterly, midterm and final evaluations etc)
 4. The key tools and techniques (both qualitative and quantitative) and a description and rationale for the selection of qualitative and quantitative methods to be employed for monitoring and evaluation;
 5. Time scheduling and human and financial resource needs over the monitoring and evaluation including a budget sketch for the duration of the project
 6. Responsibilities for data collection, reporting, compiling and analysis.
- Develop monitoring and evaluation action plans in accordance with the Framework for each Project component. The actions plans should include, but not necessarily be limited to:
 1. The target groups, data needs, tools and techniques to be used to monitor and evaluate activities under each component;
 2. Component specific work plans for each component including but not necessarily limited to time scheduling and resources needed to carry out the monitoring and evaluation action plan; and
 3. Component specific standard reporting formats for monitoring and evaluating activities and for reporting quarterly operational performance of each component (if different).
- Collecting all necessary information from project team, consultants, contractors and prepare weekly, monthly, quarterly and annual reports necessary as per reporting requirements of the project and communicating the reports with relevant stakeholders in a timely basis.

- Provide training and information sessions on target group identification, data type, data collection methodology and techniques proposed in the monitoring and evaluation Framework and component specific action plans to the component coordinators (5 staff), and, if/as necessary, other PMU staff.

F. QUALIFICATIONS AND EXPERIENCE

To be eligible for consideration for this position the candidate must meet the following criteria:

1. A recognized university degree in international community development, project management or comparable academic preparation, or equivalent experience in developing and implementing monitoring and evaluation programs in the development sector;
2. At least 5 years working experience in the development sector, working experience in development of monitoring and evaluation programs in the development sector is desirable, working experience in developing and implementing monitoring and evaluation programs in the development sector in the South Asia region is highly desirable.
3. Development of at least 3 Monitoring and Evaluation (M&E) Frameworks designed to assess the effectiveness, impact and sustainability of donor funded projects.
4. A demonstrated ability to rapidly acquire knowledge about the Project, project objectives, delivery mechanisms, performance indicators, and operation performance monitoring and evaluation requirements;
5. Fluency in written and spoken English and excellent interpersonal skills are essential.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual's reputation of integrity and impartiality routed in independent from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

G. REPORTING REQUIREMENT

1. Report directly to the Project Director (PD) on all aspects of monitoring and evaluation throughout the duration of the contract unless otherwise advised by the Client.
2. The Monitoring, Evaluation and Reporting Officer should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rata basis.
3. The Monitoring, Evaluation and Reporting Officer shall ensure that all the covenants and outputs are delivered on time, in accordance with the requirements of Client and respective donor agencies.
4. The Monitoring, Evaluation and Reporting Officer is required to report to work in official attire.

H. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is **24** months from the commencement of the works with potential extension for 1 year based on performance and need. The successful candidate is expected to commence the services in September 2016.

I. SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT

1. Office space and other facilities such as computers will be provided to the MERO as required.
2. Local transport for official travel between Male', inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.
3. Leave Entitlement

Unplanned Leave: The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.

Planned Leave: The consultant may take up to twenty (20) working days of paid leave per annum or pro rata as may be agreed by the Client.

Unpaid Leave: The Consultant will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Candidate may take a maximum of 20 working days unpaid leave in a twelve month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than twenty (20) working days the contract may be terminated by the Client.