

The government of the peoples' republic of Bangladesh
Project Management Unit
College Education Development Project (CEDP) National University
Secondary and Higher Education Division
Ministry Of Education

TERMS OF REFERENCE
For
Monitoring and Evaluation Specialist

1. Background

Access and gender parity in the primary and secondary education has been ensured in the country. This has led to steady increase in the number of students completing higher secondary education and has placed a growing pressure on the tertiary education sector to absorb a large and increasing population of eligible secondary students in recent years. Still Tertiary education has some challenges like access, planning, governance, management, quality, relevance and financing. With a view to addressing the above-mentioned challenges, the Government of Bangladesh requested the IDA for extending support to the development of College Education Sub-sector of Bangladesh. In response to this request, the IDA is extending credit to the government towards the College Education Development Project (CEDP), IDA **IDA credit no.5841-BD**, to support the implementation of the Government's plans to improve the quality and relevance of college education and strengthen the governance and management of the college education sub-sector as articulated in the 6th Five Year Plan (2011- 2015) and Strategic Plan for Higher Education (2006- 2026).

The main objectives of the CEDP are to a) strengthen the strategic planning and management capacity of the college education subsector, b) to improve the teaching and learning environment of participating colleges. CEDP has some very important responsibilities which will be executed under the time bound Disbursement Linked Indicators (DLI) as agreed by GOB and IDA. The achievement of these activities will forward the claim for the allocation of the eligible expenditure of some critical interventions of the project under DLI. National University (NU) is the main implementing agency in collaboration with other implementing agencies such as Directorate of Secondary and Higher Education (DSHE), Bangladesh Open University (BOU), and National Academy for Education Management (NAEM). Project Management Unit (PMU) has been established to support the implementation of the CEDP.

Monitoring & Evaluation (M & E) unit of the project is responsible for supporting monitoring and evaluation activities, including DLI verification, progress reporting, satisfaction surveys, tracer studies, and effectiveness assessments on Key activities. The unit also prepares half yearly progress reports and other periodical reports including monthly and quarterly reports for documentation of project activities.

A part of the IDA fund will be utilized for payments of an individual (National) Monitoring and Evaluation Specialist who will provide technical inputs for the effective execution of monitoring and evaluation activities under the CEDP under **package number SD 102**.



1.1 Monitoring and Evaluation Framework

The objectives of the monitoring activity are to: (i) systematically document all project inputs, processes, outputs, and outcomes; and (ii) link project interventions with outcomes to indicate the extent of progress and achievement of objectives. A set of core indicators for measuring inputs, processes, outputs and outcomes, with baseline and target values, will allow tracking the impact of the project. A comprehensive and integrated data monitoring system will be established from the inception of the project. The tools and data sources include: (i) periodic progress reports on the sub-projects under DLI; (ii) progress/completion reports on all sub-components; (iii) periodic reports on disbursement, financial management and procurement and (iv) action research.

In addition to the evaluation built into the continuing monitoring of the project activities, a Satisfaction Survey was carried out targeting students, faculties and employers of the DLI beneficiary colleges in order and assessed how the direct beneficiaries value the interventions under DLI. For each round of the DLI, there will be two follow-ups at mid-term and at completion.

The impact of the DLI has also to be assessed through a comparison of outcomes between the DLI beneficiary population (treatment group) and the population not receiving the benefits of DLI (control group). Even though self-selection (since participation to AIF is voluntary) will not allow a rigorous randomized trial, such a comparison will allow a better grasp on the impact of the scheme.

In order to assess the project benefit an Effectiveness Evaluation will also be carried out. It will focus on the outputs of the interventions and will include a detailed baseline survey (involving both institutions and individual stakeholders), and follow-up surveys (one before 2018 and another just before project completion) in order to be measure the effectiveness of project interventions.

The project will support the unit in charge of M&E and the technical assistance needed to perform M&E activities. The all Surveys has to be outsourced to a specialized firm. Likewise, consultants will be procured for the third party effectiveness evaluation.

1.2 Monitoring & Evaluation Unit (MEU)

CEDP has already established an M & E Unit. The M & E unit headed by a Senior Program Officer and supported by two program officers is responsible for project M&E and reporting. MEU will be assisted by intermittent external technical support for undertaking specific surveys, studies and evaluations. MEU will be responsible for all the activities related to designing, implementing and managing the M&E activities of the Project. The monitoring activities of sub-projects under the AIF have been managing by the MEU. Designated program officers for activities under Component 3 are responsible for generating periodic progress reports on the assigned activity.

ToR for M&E Specialist



2. Objective of the Assignment

The objective of the assignment is to provide technical assistance and inputs for strengthening the M&E unit, to carry out its planned activities as delineated in various project documents and World Bank Mission Aide Memoire, and maintenance of an effective M&E system in the project.

3. Scope of the Assignment (Deliverables)

The Specialist, will provide technical support to the M&E unit in the following areas, but not limited to:

- Planning implementing managing and documenting all sorts of assessment, evaluation and monitoring related activities of all project activities under CEDP and providing feedback to the MoE, NU, and Project Director;
- Providing technical assistance to M&E team for processing of vindication of achievements of the DLI targets by timely submission of evidence and documentation agreed in DLI verification project;
- Maintaining relation with other relevant staff of PMU on the monitoring and evaluation of project activities;
- Drafting of various monitoring tools for collecting information from the stakeholders and beneficiaries of the project;
- Initiating and conducting studies in issues to IDP sub-projects and other components of the project.
- Ensuring quality and consistency of data collected;
- Preparing periodic monitoring reports taking inputs from relevant institutions, agencies, faculty and staff;
- Draft of semi-annual monitoring reports;
- Drafting of ToRs and contracts for consulting firms carrying out verification and beneficiary feedback surveys.
- Supervising the work of consultants/firms carrying out surveys and studies on project effectiveness;
- Conducting special ad hoc studies to assess specific issues under the project as and when needed;
- Maintaining close relation with the IDG team and six expert groups for collecting monitoring data;
- Drafting of policy notes, proposals and periodic reports required by the NU and Project Director;
- Providing feedback to the National University, Project Director and Planning team of PMU on the achievements and progress of the Project;

- Undertaking frequent monitoring visits to the IDP implementing colleges and produce and submit reports to the MoE, NU and PD.
- Provide technical assistance to CEDP-PMU M&E team in carrying out its activities; and
- Carry out tasks as and when directed by the NU VC and Project Director.

4. Counterpart Support

The NU/CEDP will provide office space, logistics and institutional support to M&E Specialist of the CEDP and will assist the M&E Specialist for carrying out the assignment.

5. Reporting Arrangements

The M&E Specialist will work closely with Senior Program Officer (M & E) and report to CEDP PD through Senior Program Officer. However, he will also work closely with the PMU and M&E staff for day-to-day activities as a team and they will be collectively responsible for the efficient running of the M&E of the project.

6. Expected Outputs of the Assignment

- M&E reports;
- Annual detailed time bound action plan for monitoring and evaluation of the project and its components;
- Annual and semiannual M&E reports on the project activities
- Report on various surveys, such as validation survey, evaluation survey, satisfaction survey, tracer surveys, Terminal project impact assessment/evaluation and other surveys deemed necessary for CEDP and so on.
- Maintain a comprehensive integrated and interactive MIS;
- Functional M&E Unit with effective linkage with PMIS.

7. Educational Qualification:

- At least Master's degree in any discipline (preferably Economics, Development Studies, Sociology, Statistics, Public Administration, Physics, Engineering and Education). PhD degree will be considered as an additional qualification
- At least 15 years of experience on conducting research, conducting surveys/studies and field level data collection, data analysis using computerized statistical methods and writing study reports.

8. Experience & Skills

- Must possess excellent computer literacy and have working knowledge on statistical Modeling, data processing and analysis software. Sound knowledge and competency in the use spreadsheets and of statistical software (STATA/SPSS).
- Must have knowledge and experience in project designing and development project implementation in government system;
- Must be proficient in English and Bengali writing and speaking and able to communicate professionally with the donor agencies and other stakeholders;
- At least 8/10 years experience in an organization/development or research project in the M & E fields. Sound understanding on M&E methods, approaches (including quantitative, qualitative and participatory);
- Track record on planning and implementation of M&E;
- Training in M&E development and implementation;
- Knowledge and experience in developing and maintaining on-line ICT system is an asset;
- Proven track record on information analysis, report writing and publications;
- Ability to work in a team, deliver under pressure and within deadlines.

9. Duration of the Assignment

The Consultant shall perform the Services initially one year with the provision of extension based on satisfactory performance. However, this assignment may be increased or decreased subject to satisfactory performance or per requirement of the project.

10. Payment Schedule

This is a time based contract and payments will be made monthly in arrears (that is, payment made each month will be for services rendered during the immediate preceding month) supported by the submission of time sheets by the consultant. The negotiable contract ceiling (that is, total contract price for the duration of the contract) shall represent the consolidated remuneration inclusive of applicable Income Tax and VAT as per the laws of Bangladesh.



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College Education Development Project (CEDP))