



Government of Sindh  
Sindh Peoples Housing for Flood Affectees  
(SPHF)



SELECTION OF CONSULTANTS

REQUEST FOR EXPRESSIONS OF INTEREST

Name of country: Islamic Republic of Pakistan  
Project: Sindh Flood Emergency Housing Re-construction Project  
Title of Assignment: **Monitoring and Evaluation Consultant**  
Activity No: PK-SPHFC-396535-CS-QCBS  
Date: 12 December 2023

1. The Government of Sindh has received credit through EAD, Govt. of Pakistan from the International Development Association and intends to apply part of the proceeds of this credit to payments under the contract for **Sindh Flood Emergency Housing Re-construction Project** (the Project) to perform the consulting services.
2. The SPHF is seeking to hire a Monitoring & Evaluation (M&E) Consultant Firm to prepare and conduct an operational review of the project. The Operational Review shall include Process Evaluation, Data Quality Assessment, Beneficiary Feedback, and related Compliances & Audit procedures for the project. In support of this objective, the firm's responsibilities include but not limited to the following activities:
  - Conduct process evaluation
  - Verify the quality of IPs' reported data
  - Collect feedback directly from beneficiaries
  - Assess the performance of the overall Project
3. The services are to be started by March 2024 and are expected to complete by August 2026 (30 months). The detailed Terms of Reference for this consultancy services are available at [www.sphf.gos.pk](http://www.sphf.gos.pk)
4. The Sindh Peoples Housing for Flood Affectees (SPHF) – the Implementation Agency of the Project now invites consulting firms to indicate their interest in providing the required services. Interested consulting firms should provide information demonstrating that they have got the required qualifications and relevant experience to perform the Services.
5. The shortlisting criteria are as under:

No.	Shortlisting Criteria
1.	<b>Track Record:</b> Corporate Capacity (Core business, number of offices and years in same business etc.) Company brochure/detailed profile may be forwarded
2.	<b>General experience:</b> The firm must have a general experience of 10 years of providing services in the same business.



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3.	<b>Relevant experience of providing monitoring &amp; evaluation services:</b> Monitoring & Evaluation/ statistical and research expertise of at least five (5) years.
4.	Overall <b>managerial capacity</b> (Core managerial and technical staff)

- The attention of the interested firms is drawn to Clause 3.16 and 3.17 Section III of the World Bank's Procurement Regulations for IPF Borrowers setting forth the World Bank's policy on conflict of interest.
- Consultants may associate with other firms in the form of a joint venture or a sub-consultancy to enhance their qualifications.
- A Consultant will be selected in accordance with the Quality and Cost Based Selection (QCBS) method set out in the WB Procurement Regulations for IPF Borrowers (Procurement in Investment Project Financing, Goods, Works, Non-Consulting and Consulting Services - Fourth Edition, November 2020).
- Further information can be obtained at the address below during office hours.
- Expression of interest must be delivered in written form to the address below (in person, or by courier) the EoI can also be submitted through e-mail address [cpo@sphf.gos.pk](mailto:cpo@sphf.gos.pk)
- The closing date of submitting the EoI is **02 January 2024.**

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# Monitoring & Evaluation Consultant

(Activity Reference # PK-SPHFC-396535-CS-QCBS)

## Terms of Reference

### 1. Background

Pakistan experienced heavy monsoon rains between June and September 2022, which severely affected millions of households, mainly in Sindh and Balochistan. Around 33 million people have been displaced, and more than 13,000 kilometers of roads destroyed. The flooding has damaged 2.2 million houses, flooded around 9.4 million acres of crops, and killed an estimated 1.2 million livestock. Moreover, limited access to input and output markets and temporary disruptions to supply chains have driven up food prices and added to existing price pressures resulting from reduced agricultural yields and the global rise of food prices. Preliminary estimates suggest that as a direct consequence of the floods, the national poverty rate may increase to 4 percentage points, potentially pushing around 9 million people into poverty. The recently completed Post-Disaster Needs Assessment (PDNA) estimates total damages to be US\$14.9 billion, while total economic losses have reached about US\$15.2 billion. Estimated needs for rehabilitation and reconstruction are at US\$16.3 billion, not including new investments beyond the affected areas needed to strengthen Pakistan's resilience to future shocks.

Sindh has been disproportionately affected by the 2022 floods. According to the National Disaster Management Authority (NDMA), 792 of the 1,731 nationwide casualties were in Sindh, including 336 children, with 8,422 people injured. Similarly, reports estimate that more than 4.9 million acres of agricultural land has been affected in the province, which is more than half of the nationwide total.<sup>1</sup> Vast areas in Sindh witnessed prolonged inundation lasting several weeks.<sup>2</sup>

According to the last pre-floods housing census from 2017, there were 2,756,499 katcha<sup>3</sup> and 5,600,885 pakka<sup>4</sup> housing units in Sindh, with the former concentrated mainly in rural areas and the latter more prevalent in urban areas. While house ownership is higher in rural areas, housing with unclear ownership status is proportionately higher due to the relative informality of the housing sector in rural areas. Assuming linear growth between 1998 and 2017, the number of katcha houses in Sindh has grown at about 1.6 percent annually, while pakka houses have an annual growth rate of about 4 percent per year. However, as per the estimates, around ~2 million of these houses have been damaged by the floods in Sindh alone.

### 2. Project Description

#### A. Project Overview

For emergency rehabilitation to facilitate the flood affectees, ***the Government of Sindh has established a not-for-profit company 'Sindh Peoples Housing for Flood Affectees (SPHF)***, to implement the Sindh Flood Emergency Housing Reconstruction Project (the Project), with the technical and financial support of the World Bank. The reconstruction project aims to support (i)

<sup>1</sup> FAO Monsoon Flood Situation Update – Pakistan September 27, 2022.

<sup>2</sup> FAO Rapid Geospatial Flood Impact Assessment Pakistan, September 2022.

<sup>3</sup> Katcha Mud House



Housing subsidy cash grants for owner-driven reconstruction of multi-hazard resilient corehousing units; (ii) Skill development of communities on multi-hazard resilient construction practices; and (iii) Technical assistance to the Government of Sindh for design and delivery of the housing reconstruction program. It will involve the construction of approximately two (2) million housing units. These houses will be spread over a vast geographical area, the locations of which will be dependent upon the Post-Disaster Needs Assessment (PDNA).

## **B. Project Development Objective**

The project development objective is to support the Government of Sindh in the delivery of beneficiary-driven, multi-hazard resilient reconstruction of core<sup>5</sup> housing units damaged by the 2022 floods.

## **C. Project Beneficiaries**

The Project would have specific benefits for people living in the geographical locations who will be served through the housing subsidy grants for the reconstruction/restoration of their damaged houses. Approximately two (2) million multi-hazard resilient core housing units will be supported through a beneficiary-driven approach, out of which the World Bank will finance 350,000 housing units within 12 pre-selected districts. Roughly half of these beneficiaries are estimated to be women, based on the demographic information available for these areas.

## **D. Implementation Methodology**

Given the extensive outreach needed for the credible administration and monitoring of housing reconstruction and restoration, the Government of Sindh has decided to enhance the public sector's delivery capacity by engaging Implementation Partners (IPs). The IPs include non-governmental organizations (NGOs) with strong, existing outreach at the community level and a proven track record of delivering disaster reconstruction programs.

These IPs have been operating across Sindh and have successfully executed multiple physical infrastructure projects and services. The Project has utilized a screening criterion for IPs to ensure the requisite capacity and experience needed to support the Project implementation. Selected IPs will increase their technical capacity by hiring additional technical and social mobilization staff to support the housing reconstruction program effectively. Only one IP will be designated for housing reconstruction and restoration in one affected district. The IPs will be charged with (i) conducting household-level re-verification surveys to confirm eligible beneficiaries for housing subsidy grants; (ii) providing technical assistance to beneficiaries, engineers, and craftsperson on multi-hazard resilient construction techniques, including program orientation; (iii) overseeing reconstruction and restoration activities to ensure quality, including site inspections to conduct engineering assessments and verifying milestones for release of payment tranches to beneficiaries; and (iv) ensuring compliance with on-site social and environmental risk mitigation measures.

IPs will also: (i) support women and other vulnerable groups in demonstrating property ownership and eligibility for grants, managing construction activities and dealing with any instances of coercion, violence or abuse; (ii) coordinate participatory land adjudication and verification

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<sup>5</sup> Consisting of a core unit of 250 sq. ft. built to multi-hazard resilient standards and equipped with water collection system, twin pit latrine and where possible solar home solutions.



processes, as well as community-driven reconstruction services for women and other vulnerable groups; and (iii) undertake outreach to women, vulnerable groups and the wider community. Female-headed and other vulnerable households will be informed about different forms of assistance available to them under the project through awareness and information sessions that will be held at appropriate times and locations and will include support for women traveling from far-off areas. More comprehensive engagement activities may also be required to obtain support for women's inclusion in the project among men and other 'gatekeepers' within the community.

### 3. Assignment Objective

The SPHF is seeking to hire a Monitoring & Evaluation (M&E) Consultant Firm to prepare and conduct an operational review of the flood rehabilitation project. The Operational Review shall include Process Evaluation, Data Quality Assessment, Beneficiary Feedback, and related Compliances & Audit procedures for the project. In support of this objective, the Firm will be responsible for the following activities:

- **Conduct process evaluation** to assess compliance with policies and procedures set out in the legal agreements and other documents ancillary thereto. The Firm is expected to review implementation arrangements of IPs starting at each project stage (data validation, fund disbursements/cash grant transfers, on-ground construction activities, training and development, E&S considerations, etc.). The results of each process evaluation will be compiled in a report on quarterly basis along with recommendations for strengthening the program implementation.
- **Verify the quality of IPs' reported data** for key indicators at selected sites; and assess the ability of data management systems to collect and report quality data. The Firm will assess and review the existing data quality mechanisms and their effectiveness which are put in place during indicator data collection, recording, analysis, usage, and storage at field and project levels. In addition, the Firm will provide recommendations and action plans to improve data quality and data management system.
- **Collect feedback directly from beneficiaries** and the IP staff to assess the impact of the project interventions. In addition, the Firm will assess the monetary and non-monetary benefits acquired directly or indirectly due to the rehabilitation project. The Firm will conduct surveys semi-annually and develop a report for each round of beneficiary feedback. The tools for the feedback surveys would be finalized in consultation with the SPHF.
- **Assess the performance of the overall Project** and the involved Project partners in implementing the Environmental and Social Management Framework (ESMF) as well as the Environmental and Social Management Plan (ESMP) both in terms of content and process semi-annually as defined in the project manuals/contracts. This task focuses on the following:
  - ESMP development and finalization process, including appropriate categorization, screening, development, and approval of adequate screening documents and
  - Implementation of ESMPs, both in terms of extent and quality of compliance at the



ground/field level

- In addition, the Firm will assess the adequacy of the ESMF and its institutional arrangement in ensuring compliance with the World Bank safeguards policies. The Firm will develop semi-annual reports for this component.
- Assess the performance of the project in implementing the **Gender Action Plan (GAP)** concerning the integration and inclusion of gender in all project activities in terms of ensuring that the specific needs and concerns of women and women-headed households, single, widows, disabled and other marginalized and vulnerable groups are addressed as envisaged in the GAP.

#### 4. Scope of Services

The M&E Consultant will have to perform the functions of process evaluation, data quality assessment, feedback surveys, and ESMF compliance monitoring. Considering these functions, the Consultant shall propose effective review/evaluation strategies for different project stages. The Consultant must build plausible arguments about how it will plan and conduct process evaluation activities, accumulate results, and facilitate course correction to keep activities on track in different districts. In addition, the strategies should clearly describe how coverage and performance data (at the district/ taluka level) quality issues will be pre-empted or detected early and reported for timely rectification. The strategies should demonstrate how process evaluation activities will prevent implementation failures. The Consultant's ability to make a sound or poor process evaluation of the inputs and activities of IPs will directly result in good or poor coverage and data quality.

##### A. Process Evaluation

Process evaluation refers to the systematic assessment of the various processes and activities implemented throughout the project lifecycle. It aims to determine the effectiveness, efficiency, and quality of the processes used to achieve project goals and objectives. Process evaluation is intended to get valuable insights into how well the project is being executed and identifies areas for improvement.

Process evaluation is an essential exercise for the project. It will include a detailed review of project implementation processes and operational activities. This will be based on a thorough examination of guidelines/manuals/policies and their implementation at the operational level to indicate the shortcomings, deviations, and lacunas at the operational end. These policy documents would include the overall project implementation guidelines, minimum requirement for flood resilient house reconstruction, ESMF documents, GRM, and other related project documents.

Together the results of spot checks, the process evaluation will link the shortcomings with design & implementation and hence suggest remedies to the prevailing problems.

The process evaluation methodology will include review and physical visits to affected sites which are important in the identification, construction, trainings, disbursements, and examination of grievance cases. The process evaluation will be conducted using a range of techniques, including direct observation, interviews with key staff of implementation partners and independent validators, analysis of grievance redressal mechanism, awareness raising and communication strategies, and campaigns. In addition, the process evaluation will also conduct in-depth



interviews with beneficiaries, project partners, and relevant stakeholders. The Consultant will observe activities at the project site, including at districts, talukas & Union Councils level, and will include an assessment of all the operations, including (but not limited to) management, communications, grievance redress, monitoring, and quality control of the processes.

## **B. Data Quality Assessment**

Data Quality Assessment (DQA) is an important measure by which SPHF can assess the quality of the performance monitoring information it collects (through its Implementation Partners, Independent Validator, and the MIS system) and reports. The purpose of a DQA is to ensure that the SPHF is aware of the strengths and weaknesses of the data it obtains about project and intervention performance, as determined by reviewing actual data on indicators against the acceptable criteria (validity, integrity, precision, reliability, and timeliness).

The Consultant will evaluate the data cycle of the project framework: controlling how the data is collected and how the raw data is assembled and analyzed, determining the most appropriate presentation formats for the data, and ensuring decision-makers use data. The Firm will evaluate six key stages data management cycle: data source, data collection, data collation, data analysis, data reporting, and data usage:

- Is the data adequate and clear enough to represent the intended results?
- Are the data collection processes and analysis methods stable and consistent?
- Is the data available at a useful frequency, is current, and timely enough to influence management decision-making?
- Is the level of detail sufficient to permit management decision-making?
- Are there sufficient safeguards to minimize the risk of transcription error or data manipulation?

The Data Quality Assessment activities shall be done in consultation with the SPHF and project MIS team. The Consultant shall be granted access to the sample-based datasets of MIS, SAP, and other relevant dashboards to compile information on the overall effectiveness and efficiency of the project execution.

As part of the data quality assessment, the Consultant should also evaluate whether the MIS provides sufficient data and information to support the Monitoring and Evaluation (M&E) of the overall project, including its results framework. The Consultant should propose improvements to the M&E framework to effectively evaluate the project's short-term, medium-term, and long-term impacts and outcomes.

## **C. Environmental & Social Safeguards Compliance**

### **i. ESMF Compliance**

The overall objective is to assess the status and performance of the project activities regarding ESMF compliance or emerging issues from an unbiased perspective on the issue and status and to make recommendations for improvement. It is used widely in a range of diverse nature of technical projects. The effectiveness of ESMF compliance of projects during their implementation has highlighted the positive impact on project performance and its development impact. The



Environment and social compliance activities shall be conducted in consultation with the onboarded project E&S Consultant.

The Consultant will review and monitor the Project for the conformity of environmental and social categorization of schemes concerning the E&S policy/manuals. The Consultant must assess the Project for being classified adequately according to the social and environmental screening classifications specified in ESMF. They should also evaluate the process of classification and its technical veracity.

- Review the Documentation: Existing documentation should be reviewed to see if the appropriate screening document (checklists, ESMP) has been prepared and how well this is aligned with the World Bank guidelines.
- Evaluate the adequacy of the instrument: The Consultant shall review the instruments prepared for the project interventions (checklists, ESMP) for their adequacy in addressing the scheme's potential environmental and social impacts. Recommendations should be made on how to improve the evaluations.
- Quality of ESMP implementation: The Consultant will also conduct field surveys of sample sites/schemes to determine the quality of ESMP implementation. Field surveys will be comprehensive and include site visits, physical analysis, documentary evidence review, and public feedback consultations. Any recommendations to improve the quality of ESMP implementation will also be provided.
- Review reporting regime: The Consultant should review the Semi-Annual E&S being prepared to assess if these meet the specifications of the ESMF, and if they show a trend of improvement in the implementation of ESMF, the Consultant shall make recommendations to improve the reporting regime.
- Review the training regime as specified in ESMF to see how far the capacity building for ESMF compliance has been successful, as well as to assess the effectiveness of this regime.
- Review institutional arrangements: The Consultant shall review the adequacy of institutional arrangements proposed in the ESMF towards implementation of the ESMF and make recommendations. This will also include recommendations for capacity building of existing staff and provision for technical expertise where required.
- Evaluate the overall compliance with ESMF: Review of the environmental and social safeguards compliance as specified in the project guidelines, review of reports of compliance carried out by IPs and IV, identification of non-compliances/gaps, and recommendation for changes to improve monitoring mechanisms, if any.

## **ii. GAP Compliance**

The overall objective is to assess the performance of the project in implementing the Gender Action Plan (GAP) with regard to the integration and inclusion of gender in all project activities. The Consultant will review the compliance level against GAP and will assess that the specific needs and concerns of women and women-headed households, single, widows, disabled and other marginalized and vulnerable groups are addressed. More specifically, the Consultant will assess at least the following;



- women's participation in housing reconstruction;
- awareness campaigns targeted to support women to understand resilient reconstruction; and,
- women's roles and participation in SPHF at different levels

#### **D. Impact Evaluation**

The Consultant will prepare a detailed impact assessment of the project to evaluate and understand the potential effects and consequences that the project may have on various aspects, including but not limited to social, environmental, economic and resilience aspects. It helps assess the positive and negative outcomes associated with the project and enables stakeholders to make informed decisions about future operations of similar nature.

The Consultant will propose & implement a robust research design capable of effectively identifying the key metrics to be observed and their prevalence at all levels and estimate & measure the frequency of variables (a measure of prevalence). The design phase shall start with identifying the variables to be observed, key areas of interest, research methodology, statistical model, and analysis. The design should also be robust enough to use the quantitative and qualitative information in analysis effectively. A statistically significant sample representative (at least 5% of the targeted beneficiaries within Project financed districts or 17,500 beneficiary households) at the project level covering all the possible strata will be required. However, the selected Consultant will propose the detailed methodology and the sample size to carry out the M&E of the project as per ToRs. The tools for both qualitative and quantitative parts of the exercise will be designed in consultation with SPHF and as per the World Bank guidelines.

The key steps to be involved in conducting the process evaluation shall include the following, and the Consultant shall provide a detailed methodology to implement the evaluation.

- **Define evaluation objectives:** Identify the specific aspects of the project processes that need to be assessed, such as planning, implementation, monitoring, and stakeholder engagement.
- **Identify evaluation criteria:** Determine the criteria against which the processes will be evaluated. These criteria may include factors like adherence to timelines, resource utilization, stakeholder satisfaction, compliance with regulations or standards, and overall project performance.
- **Develop evaluation methods:** Select appropriate evaluation methods to gather relevant data. This may involve a combination of qualitative and quantitative approaches, such as surveys, interviews, observations, document reviews, and performance metrics analysis. Design evaluation tools and questionnaires to collect the required data.
- **Collect data:** Implement the evaluation methods to collect data on the project processes. Engage with project stakeholders, team members, and other relevant individuals to gather their perspectives and experiences. Collect documents, reports, and other data that provide insights into the processes.
  - The Baseline Survey is the first set of data collected on the treatment and comparison groups. Collecting baseline data provides an early indication of



whether the chosen impact evaluation design is valid in practice, while also gathering useful information about beneficiary characteristics that can inform the project design and implementation. This information collection will start to be collected immediately upon engagement of the Consultant and will be used to assess the performance of the project, including performance evaluation of SPHF, Implementation Partners, and other relevant stakeholders involved in the project implementation. The beneficiary feedback will examine the beneficiary experience in detail, on a sample basis, to provide a quantifiable performance assessment. The Consultant will closely follow up on the activities experienced by the beneficiaries, e.g., beneficiary communications, social mobilization, area distribution, and grievance procedures. The survey will provide some quantification of how efficient the implementation has been from the beneficiary's perspective with respect to the indicator related to beneficiary benefits.

- The Endline Survey will be conducted at the end of the project to measure the outcomes or impacts achieved by assessing changes in the indicators or metrics identified in the baseline survey; gathering feedback from beneficiaries and relevant stakeholders regarding their satisfaction with the project, its outcomes, and any suggestions for improvement; gathering insights into what worked well, what didn't work, and any lessons learned throughout the project.
- **Analyze data:** Analyze the collected data using appropriate analytical techniques. Quantitative data can be analyzed using statistical methods, while qualitative data can be coded and categorized to identify themes and patterns. Use the evaluation criteria established earlier to assess the performance of the processes.
- **Interpret findings and Reporting:** Interpret the evaluation findings to understand the strengths and weaknesses of the project processes. Identify areas where processes are working well and contributing to project success and areas that require improvement or corrective actions. Look for recurring patterns, trends, or issues that may impact the overall project performance. These findings shall be reported by preparing a comprehensive evaluation report(s) that presents the findings, analysis, and recommendations. These reports shall highlight key areas for improvement and propose actionable recommendations to enhance the project processes.

## 5. Reporting Obligations

**Inception Report:** The Consultant will agree to a structure and process for the preparation of the inception report immediately after signing the contract, but the detailed inception report will be submitted by thirty (30) days after signing the contract. The inception report will set out a detailed methodology (including sampling approach), work plans entailing activity and resource-wise implementation markers, a time-bound milestone matrix, and the structure of reports, surveys, tools, and techniques to be employed.

More specifically, the Inception Report will be comprising, among others, the following components:

1. Work plan specifying a schedule consistent with the duration and activities of the Project;
2. Staff plan with numbers and positions; and



3. Logistics plan with methodology and timelines.
4. Outline of the M&E Manual for the project. As part of this ToR, the Consultant is required to develop M&E Manual for the company/SPHF as one of the deliverables. Hence, it is expected that the Consultant would share the outline of the comprehensive manual in Inception Report and subsequently develop the manual.

**M&E Manual** is aimed at to present the processes and tools for collecting, analysing, and disseminating information on the Project's progress towards its expected results, as well as for monitoring activities planned in the Annual Work Plans and Budgets. The Manual shall also establish and clarifies the roles and responsibilities of the SPHF staff in terms of data collection and information needs. Specifically, the SPHF M&E System is to focus on planning and implementation of AWP, **tracking the results indicators and measuring results** (outcome and impact evaluations)

**Quarterly Reports** shall cover the productivity of the calendar quarter of the fiscal year and outline if it matches the agreed targets. The report shall also state the reasons and remedial measures should the productivity be less than planned. These quarterly reports, with presentations to SPHF, will be required throughout the process. Quarterly Report and Power Point presentation for each aspect as it is completed, containing the findings and analysis.

**Special Reports:** The Consultant shall produce and submit the special reports against SOW as and when specific tasks are completed under process evaluation, spot checks, data quality, ESMF & GAP compliance, and results of the beneficiaries' feedback surveys. These reports shall devise a corrective action plan for the SPHF and other implementation partners and ensure compliance during the next round. The feedback survey report should explain the satisfaction level of beneficiaries and relevant stakeholders with funded activities and operations.

**Baseline Report:** The baseline report will summarize the design, methodology and limitations of the impact evaluation, key findings from the baseline survey, and recommendations for improving project implementation to achieve the intended development objectives. The contents of the baseline report shall be developed by the Consultant and finalized in consultation with SPHF.

**Endline Report:** The endline report will be conducted at the end of project and the results of the endline survey are measured against comparative data from the baseline survey.

The Consultant may propose additional deliverables or a different scheme of deliverables to meet the assignment's objectives and maximize value for money.



## 6. Reporting Requirements and Time Schedule for Deliverables

Deliverable	Description	Schedule
Inception Report	The inception report shall be prepared, which should include: a detailed program of work, including an outline of the methodology to be used specifying a schedule consistent with the duration and activities, process monitoring and reporting formats, a complete staffing plan, including deployment schedule of key staff and outline of the M&E Manual for the project.	Within 30 days of the signing of the contract
M&E Manual	This M&E Manual is to be developed as part of the mandate of SPHF –the delivery of beneficiary-driven, multi-hazard resilient reconstruction of core housing units damaged by the 2022 floods. The Manual to serve as a reference and a guide to staff at various levels, directly involved in the monitoring and evaluation of the Project.	Within 60 days of the signing of the contract
Baseline Survey and Report	This report will summarize the design, methodology and limitations of the impact evaluation, key findings from the baseline survey, and recommendations for improving project implementation to achieve the intended development objectives.  The contents of the baseline report shall be developed by the Consultant and finalized in consultation with SPHF.	Within 90-120 days of the signing of the contract.
Quarterly Progress Report	The report shall include the details on activities carried out during the reporting quarter.	10th of the following month of the reporting quarter.
Special Reports	The Consultant shall produce and submit the special reports against SOW as and when an exclusive task is completed periodically.	As and when a task is completed.



Project Final/Endline Report	The endline report will be conducted at the end of project and the results of the endline survey are measured against comparative data from the baseline survey.	End of the project life
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## 7. Qualification and Experience of Firm & Team Composition

The selected Consultant shall possess the following qualifications:

- i) Core business and years of experience in same business for 10 years
- ii) Monitoring & Evaluation/ statistical and research expertise of at least five (5) years
- iii) Documented experience of preparing quality reports that are concise and succinct to allow policy and technical decisions
- iv) Documented experience of developing M&E tools
- v) the logistical capacity of firm to mobilize a large team of data monitors in the Project area in a timely and efficient manner and
- vi) number of technically qualified staff as follows.

## 8. Indicative Staffing

Indicative staffing is proposed here; however, the consultant may suggest staffing arrangements while considering the requirements to deliver the scope of work.

S. #	Position	Nos.	Minimum Qualification
<b><u>Core Staff</u></b>			
1	Team Leader	1	<ul style="list-style-type: none"> <li>• Master's degree (18 years of education) in Social Sciences, Business Administration, or related fields</li> <li>• Fifteen (15) years' experience in relevant field.</li> </ul>
2	Monitoring & Evaluation Specialist	1	<ul style="list-style-type: none"> <li>• Master's degree (18 years of education) or higher in Social Sciences such as public policy, economics, development studies, or related fields from PEC recognized institute.</li> <li>• Ten (10) years' experience in relevant field.</li> </ul>
3	Data Management/Analyst	1	<ul style="list-style-type: none"> <li>• Bachelor's degree (16 years of education) in Computer Sciences, Social Sciences, Business Administration, or any other</li> </ul>



			<p>related discipline from HEC Recognized University.</p> <ul style="list-style-type: none"> <li>• 10 years' experience in the relevant field,</li> </ul>
4.	GIS Expert		<ul style="list-style-type: none"> <li>• Bachelor's degree (16 years of education) in Computer Sciences, GIS, or any other related discipline from HEC recognized University and proficiency with database programming language.</li> <li>• 10 years' experience in the relevant field.</li> </ul>
<b><u>Other Staff</u></b>			
5	Community Development Expert	1	<ul style="list-style-type: none"> <li>• Master's degree (18 years of education) in Social Sciences from PEC recognized institute.</li> <li>• More than Ten (10) years' experience in relevant field.</li> </ul>
6	Environmentalist	1	<ul style="list-style-type: none"> <li>• Master's degree (18 years of education) in Environmental Sciences Ten (10) years' experience in relevant field.</li> </ul>
7	Social and Gender Expert	1	<ul style="list-style-type: none"> <li>• Master's Degree in Social Sciences, preferably in Gender/Women/Development Studies (with a major in Gender/Women Studies)</li> <li>• 10 years of experience in Gender and Development</li> </ul>
8	Development Economist	1	<ul style="list-style-type: none"> <li>• Postgraduate degree, preferably Ph.D., in Social Sciences such as development economics, public policy, development studies, or related fields from PEC recognized institute.</li> <li>• Ten (10) years' experience in relevant field.</li> </ul>
9	Field Monitors [Environment, Social Safeguard, and Gender]	4	-
10	Office support staff (Admin, Finance, IT etc.)	4	-



## 9. Duration of the services

The duration of the M&E services will be 30 months

## 10. Procurement Method

The Consultant will be selected in accordance with the **Quality and Cost Based Selection (QCBS)** method set out in the WB Procurement Regulations for IPF Borrowers (Procurement in Investment Project Financing, Goods, Works, Non-Consulting and Consulting Services - Fourth Edition, November 2020).