

Term of Reference (ToR) - Monitoring and Evaluation (M&E) Expert

Position Title:	M&E Expert
Project Title:	Climate Adaptation, Resilience, and Engagement in Local Governments (CARE-LG)
Duty Station:	Project Management Unit (PMU), Department of Planning, Budget and Performance (DPBP), Ministry of Finance (MoF), Thimphu, Bhutan
Reporting to:	Project Manager
Duration:	60 Months
Contract Type:	Fixed Term
Start Date:	15/09/2024

1. Background:

The Climate Adaptation, Resilience, and Engagement in Local Governments (CARE-LG) project is an initiative aimed at strengthening the resilience of local communities and governments against climate change impacts. The project will focus on integrating climate adaptation strategies into local governance, enhancing community engagement, and building capacities to implement sustainable and climate-resilient practices. The project will work in close collaboration with local governments, communities, and other stakeholders to ensure effective implementation and sustainability.

2. Purpose:

A M&E expert based in the PMU will be tasked with developing and overseeing the implementation of the project's M&E plan. This role ensures alignment with FAO and GCF reporting requirements and standards, as well as the M&E needs of the Royal Government of Bhutan.

3. Key Roles and Responsibilities:

1) Develop Annual M&E System:

Create an annual M&E system for the project that aligns with the policies of the GCF, NDA/RGOB, and BTFEC, and is consistent with the Logical Framework.

2) Collaborative Development of M&E Tools:

Work in collaboration with Executing Entities (EEs), the Technical Advisory Committee (TAC), and the Screening Committee (SC) to develop M&E tools, approaches, and reporting arrangements for all project components and outputs, including Annual Performance Reports (APR) and project closure reports.

3) Training and Support:

Lead training, coaching, and support activities focused on building a robust evidence base for the project's results and impact.

4) Oversee M&E Plan Implementation:

Oversee the implementation of the project's M&E plan, conducting periodic appraisals of the results framework based on the project's progress and outcomes.

5) Align M&E Requirements:

Ensure the project's M&E requirements are coordinated and integrated with those of the RGoB and BTFEC.

6) Coordinate Surveys and Assessments:

Coordinate baseline, mid-term, and evaluation surveys and assessments to strengthen project monitoring.

7) Monitor Project Progress:

Monitor project progress in accordance with BTFEC and GCF reporting standards, ensuring timely submission of progress reports to the Project Manager and other relevant stakeholders.

8) Annual Monitoring of Indicators:

Conduct annual monitoring of indicators as outlined in the project results framework and report findings accordingly.

9) Quality Control of Assessments:

Coordinate with consultants to closely monitor impact assessment work, ensuring the quality of findings.

10) Guide Assessment Design:

Oversee and guide the design of assessments commissioned for monitoring and evaluating project results.

11) Document Lessons Learned:

Document and share lessons learned with wider stakeholders.

12) Disseminate Findings:

Organize dissemination of findings from technical studies and lessons learned from the project.

13) Facilitate Evaluations:

Facilitate mid-term and terminal evaluations of the project.

14) Conduct Annual Reviews:

Facilitate annual reviews of the project and publish analytical reports on the findings.

15) Small-Scale Evaluation Studies:

Conduct small-scale evaluation studies for selected project activities to assess progress and identify areas for improvement.

16) Stakeholder Liaison:

Liaise with project EEs and stakeholders to implement project activities related to M&E and knowledge management.

17) Support Knowledge Generation:

Facilitate knowledge generation by supporting the documentation of best practices and lessons learned.

18) Site Visits and Reporting:

Undertake visits to project sites as needed to appraise project progress, documenting findings in written progress reports.

19) Maintain Accurate Records:

Maintain accurate records and data pertaining to the project, ensuring the integrity and accessibility of information.

4. Qualification and Experience

- **Education:** Minimum of Bachelor's Degree in Finance, Project Management, Development Studies, Statistics, Economics or a related field.
- A Bachelor's Degree with significant experience in M&E may be considered.
- **Experience:** At least 3 years of experience in monitoring and evaluation, preferably within the context of national/international development projects or climate adaptation and resilient projects.
- Prior experience in the Bhutanese Context or a similar setting is an advantage.

5. Skills:

- Strong analytical skills, with ability to synthesize complex information and make data-driven decisions.
- Ability to interpret M&E data to inform project management and decision making processes.
- Excellent communication and interpersonal skills.
- Proficient in both Dzongkha and English language.
- Knowledge of MS word, Excel and Powerpoint.
- Experience in financial management and budget oversight
- Proficiency in report writing, with experience in preparing comprehensive M&E reports and documentation.

6. Competencies:

- Competence in planning, managing and coordinating M&E activities within project timelines and budgets.
- strong organizational skills with attention to detail and the ability to manage multiple tasks simultaneously.
- Ability to identify challenges and propose innovative solutions to enhance project M&E processes.
- Ability to train and mentor project staff and stakeholders on M&E concepts, tools, and best practices.
- Experience in capacity building initiatives, particularly in M&E.
- Willingness to travel to project sites and conduct fieldwork as necessary.

7. Salary Package:

- The monthly gross salary for the M&E Expert shall be Nu. 60,000 per month.
- The salary shall be provided as a lump sum amount, not subject to further breakdown or itemization.
- The salary is fixed for the duration of contract, with any adjustments to be negotiated and agreed upon only in case of contract renewal or extension.
- The lump sum salary includes all allowances; no additional allowances (e.g Housing, Transport) shall be provided.

- The salary shall be subject to applicable taxes and deductions as per the laws and regulations.
- The salary shall be paid on a monthly basis, with payments made at the end of each month or as otherwise agreed upon in the contract.
- The salary and associated terms shall remain confidential between the employer and the Project Manager.

This ToR outlines the responsibilities and qualifications expected from the M&E Expert and serves as a guide for both the recruitment process and the performance of the selected Candidate.