



Lao People's Democratic Republic
Peace Independence Democracy Unity Prosperity



Ministry of Public Works and Transport
Department of Water Supply

No: 08232./MPWT.DWS
Date: 07 APR 2022

Scaling-Up Water Supply, Sanitation and Hygiene Project
(SWSSHP)
IDA Credit No. 6375-LA

REQUEST FOR EXPRESSIONS OF INTEREST
(For Individual Consultants)
Monitoring and Evaluation Consultant (Ref. no. C1/CS/14)

The Ministry of Public Works and Transport (MPWT) and Ministry of Health (MoH) of Lao PDR have received financing support from the World Bank's (WB) International Development Association (IDA) to implement Scaling-Up Water Supply, Sanitation and Hygiene Project (SWSSH Project or 'the Project'). The IDA Credit Number is Cr. 6375-LA and the WB Project ID # is P164901. The Date of Effectiveness is 28 June 2019 with a project duration of five (5) years to March 2024.

The objective of the Monitoring and Evaluation (M&E) Consultant; assignment is part of the project design, and an important management tools to track progress and achievements by a regular collection of information to facilitate the Project Management Unit (PMU) under MPWT and Component Management Unit (CMU) under MoH in decision making, ensure accountability, achieving results etc. including the support the PMU and CMU for strengthening its monitoring and evaluation systems and practices and generate evidence-based feedback for program planning and policy formulation through main objective in assessing physical and financial progress towards project objectives as given in the Results Framework, identifying gaps and lags, and generating reports regarding the same for review and reporting purposes.

Experience and Qualification required:

1. The candidate should possess at least bachelor's degree in Statistics, Economics, other Social Science/Engineering or relevant subjects.
2. The candidate should have at least 5 years' experience on Results Monitoring Framework:
 - Monitoring and Evaluation (M&E) methods and approaches (including qualitative and participatory) Planning, design and implementation of M&E system (including Deliverables linked Indicators (DLIs) will be preferable)
 - Training in M&E and Management Information System (MIS) development and implementation and/or facilitation learning- oriented analysis sessions of M&E data with multiple stakeholders
 - Systematic analysis of data & information, report writing, establishment of MIS.
 - Experience with World Bank and other donor funded development projects will be additional qualification
 - Knowledge and experience in auditing, data management and result-Based Monitoring (RBM) will be an advantage.
3. Proficiency in English and Lao communication skills, both oral and written.

The total estimated inputs for this assignment are 12 months with annual renewal based on satisfactory performance review, this assignment expected to start in June 2022 onwards.

The consultant will be selected under selection method for Individual Consultants, clause 7.34 to 7.37 of the *World Bank Procurement Regulations for IPF Borrowers, Goods, Works, Non-Consulting and Consulting Services dated July 2016, Revised November 2017, August 2018 and Fourth Edition of November 2020.*

Interested eligible individual consultants may obtain further information and full Terms of Reference at the address below during office hours 08:00-16:00 hours, Monday to Friday.

Expression of Interested along with CV (including affixed recent photo) must be submitted no later than 28 April 2022 via email to the address below:

Att.: Ms. Sompathana Dethoudom

Project Manager; Project Management Unit; Water Supply, Sanitation and Hygiene Project
Department of Water Supply, Ministry of Public Works and Transport
Lane-xang Avenue, Vientiane Capital, Lao PDR
Tel./Fax: (856 21) 452 167
Email: mimidethoudom@gmail.com and copy to: chanthaseumknv@gmail.com
and chitjohn@yahoo.com

Yours sincerely,



Sompong SITTHIVONG

Director General, Department of Water Supply, Ministry of Public Works and Transport

Department of Water Supply, Ministry of Public Works and Transport (DWS – MPWT)
Scaling-Up Water Supply, Sanitation and Hygiene Project (SWSSH Project)
(Project ID No: P164901; IDA Credit No. 6375-LA)

Terms of Reference

National Monitoring and Evaluation (M&E) Consultant
(Ref. No. C1/CS/14)

Background

The Ministry of Public Works and Transport (MPWT) and Ministry of Health (MoH) of Lao PDR have received financing support from the World Bank's (WB) International Development Association (IDA) to implement Scaling-Up Water Supply, Sanitation and Hygiene Project (SWSSH Project or 'the Project'). The IDA Credit Number is Cr. 6375-LA and the WB Project ID # is P164901. The Date of Effectiveness is 28 June 2019 with a project duration of five (5) years to March 2024.

The Project Development Objective ("PDO") is "To provide access to improved water supply, sanitation and hygiene services in selected areas identified for nutrition convergence, and strengthen capacity of select institutions to improve service delivery."

The WB has approved a credit of Special Drawing Rights (SDR) 18 million (approximately US\$25 million), which on the date of signing (09 May 2019) had a budget breakdown as shown below

SWSSH consists of four components, two of which fall under the responsibility of this consultancy through the corresponding responsibility of MPWT's Department of Water Supply (DWS):

- Component 1: Delivery of Infrastructure and Sustainability of Water Supply and Sanitation, Responsibility by MPWT, DWS, Approx. Cost \$22.00 M
- Component 3: Implementation Support and Sector Development, Responsibility MPWT, DWS, Approx Cost is \$2.40 M

A separate component under the responsibility of the Ministry of Health will have its own project component coordinator with the Component Management Unit (CMU) for Component 2, requiring liaison between components:

- Component 2: Sustainability of Community Water Supply, Sanitation and Hygiene Support, Responsibility by MoH Department of Hygiene and Health Promotion (DHHP), Approx. Cost \$1.50 M

In the case of a national emergency, the Component 4 may be initiated, which would mean some responsibilities for this:

- Component 4: Contingent Emergency Response, MPWT and MoH, no budget allocation at project effectiveness

Component 1 and Component 3 under the responsibility of MPWT constitute 94% of project funding, under this TOR (whilst Component 2 under the responsibility of MoH is 6% of project funding, under a separate TOR) for MoH, DHHP). Each ministry will have a separate financial management and accounting system within the overall project framework.

The SWSSH is taking place in 4 northern provinces, covering 12 districts, as follows:

1. Phongsaly Province: Districts of Mai; Khua; Samphan; Bountai
2. Oudomxay Province: Districts of La; NaMor
3. Huaphan Province: Districts of Huameuang; XamTai; Kouan; Xone
4. Xiengkhuang Province: Districts of Kham; Nonghet

Objective of the Assignment:

Monitoring and Evaluation (M&E) is part of the project design, and an important management tools to track progress and achievements by a regular collection of information to facilitate the PMU and CMU

in decision making, ensure accountability, achieving results etc. Hence, a monitoring and evaluation Consultant will be engaged by the Project. This position is to support the PMU and CMU for strengthening its monitoring and evaluation systems and practices and generate evidence-based feedback for program planning and policy formulation.

The main objective is to assess physical and financial progress towards project objectives as given in the Results Framework, identify gaps and lags, and generate reports regarding the same for review and reporting purposes;

Scope of Work

The PMU of the DWS-MPWT is responsible for overall reporting to the World Bank on the project results and performance of the results framework and component wise Disbursement Link Indicators (DLIs) alongside Non-DLIs achievements. The M&E Consultant will guide the PMU; CMU; PIUs in the provinces and districts including the PIA team for collection of data as required for project M&E purposes and the convergence M&E purposes; this data will be used to inform the preparation of M&E and progress reports (such as the quarterly progress report, reports prior to various technical and supervision missions) in a timely manner, as specified for submission to the World Bank. The scope of work of M&E Consultant is given below:

- Study Project Appraisal Document (PAD) of the SWSSH project to understand the Project Development Objectives (PDO), project components and relevant activities, expected deliverables, PDO indicators and intermediate targets for development of the M&E system:
- In collaboration with other consultants in PMU and CMU, develop the project M&E system, that will be used to inform the development of the Management Information System (MIS), specifically, the type of data, including specific fields, frequency and duration for collection, data sources, etc. A similar system should be developed that will include sector monitoring and convergence monitoring, in consultation with the MoH and MPI respectively. In more detail, this will include:
- Prepare an M&E-MIS framework and plan with particular focus on results as well as providing a framework for identifying, analyzing, documenting and disseminating lessons learned. In specific it should include:
 - Calendar of M&E and MIS activities and timetable.
 - Monitoring and evaluation responsibilities of PMU; CMU and PIA;
 - Detailed M&E Budget
 - Mechanisms for physical and process monitoring of project activities.
 - Collection of baseline data and ensure that all data have been collected in a timely manner.
 - Implementation arrangement including collection method, person responsible for collection and analyze data and cost of collection, terms of reference for specific data collection activities and monitoring work plans (including progress reports on coverage or "reach" across beneficiary groups) to achieve the Project Development Objectives (PDO) level indicators and intermediate indicators target.
 - Capacity building needs to implement the M&E plan; and
 - Process to identify, analyze, document and disseminate lessons learned.
- Organize training in M&E for project staff and primary stakeholders with view of developing local M&E capacity. The training will specifically focus on the fundamental of M&E within the overall project M&E plan and promote a results-based approach to M&E, emphasizing result and impacts.
- Develop qualitative and quantitative report, Gantt Charts or others and report to meet compliance with the fiduciary requirements and also ensure compilation and reporting having received data from the stakeholders and preparation of regular M&E report, Progress Report for the project.
- Collect inputs to prepare/ update Project's Operational Manual, Quarterly Progress Reports,
- Compliance Reports from stakeholders and submit to the World Bank.
- Prepare a monthly & quarterly report of performance and submit it to PMU; CMU and the World Bank
- Make a presentation on the performance during the quarterly meeting of the project;

- Participate in the missions, meetings, workshops as required.

Output Reporting Requirements

- **Inception Report:** To be submitted to the PMU within 30 days of start of the assignment. The Inception Report should include (but not limited to) work plan and expected outputs
- **Monthly Progress Report:** To be submitted to PMU and CMU. Monthly report should include summary of activities, challenges, training completion reports and recommendations.
- **Quarterly Results Framework Report:** To be submitted to PMU, CMU and the World Bank
- **Special Types of M&E Reports:** Any Reports as per requirements of the PMU, CMU and the World Bank
- Stakeholders and database management etc.

The Consultant will work closely with the MIS Consultant and directly report to the Project Manager of PMU under DWS-MPWT.

Place of Assignment:

The consultant will work at the Department of Water Supply (DWS), Ministry of Public Works and Transport in Vientiane Capital, Lao PDR and occasionally travel to project target provinces as required.

Term of Engagement:

The total estimated inputs for this assignment are full-time for 12 months with annual renewal based on satisfactory performance review and Project requirements., this assignment expected to be start between March 2022 to February 2023.

Qualifications:

- The candidate should possess at least bachelor's degree in Statistics, Economics, other Social Science/Engineering or relevant subjects.
- The M&E should have at least 5 years' experience on Results Monitoring Framework:
 - M&E methods and approaches (including qualitative and participatory) Planning, design and implementation of M&E system (including DLIs will be preferable)
 - Training in M&E and MIS development and implementation and/or facilitation learning-oriented analysis sessions of M&E data with multiple stakeholders
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 - Experience with World Bank and other donor funded development projects will be additional qualification
 - Knowledge and experience in auditing, data management and result-Based Monitoring (RBM) will be an advantage.
- Proficiency in English and Lao communication skills, both oral and written

The consultant will be selected in accordance with the procedure set out in Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised November 2020, setting forth the World Bank's policy on conflict of interest.