

Government of the People's Republic of Bangladesh
Office of the Project Director
Accelerating and Strengthening Skills for Economic Transformation (ASSET) Project
Directorate of Technical Education
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www.asset-dte.gov.bd

TERMS OF REFERENCE (ToR)
For
Monitoring and Evaluation Specialist
Package No. S30A1

1. Background

The Government of Bangladesh (GoB) with the collaboration of the World Bank is implementing the '*Accelerating and Strengthening Skills for Economic Transformation (ASSET)*' project to support the Technical and Vocational Education and Training (TVET) and skills development sector of Bangladesh. With five-year implementation period, the project will support the Government's plans to improve the quality and relevance of technical and vocational education, strengthen the governance and management of the TVET sector. The project will assist existing TVET in public institutions as well as private institutions in a number of ways that include support for rehabilitation and refurbishment of facilities, performance grants, support to students, and others.

The World Bank supported Skills and Training Enhancement Project (STEP) (2010-2019) of GoB has made significant contribution to skilling of youths in the past decade. Building on the successful completion of STEP project, the ASSET project has been initiated with World Bank support from October 2021. The project closing date is December 31, 2026. The project follows a multi-ministerial approach where the Technical and Madrasa Education Division (TMED) under Ministry of Education (MoE) is the lead implementing agency and Ministry of Expatriates' Welfare and Overseas Employment (MoEWOE), Medical Education and Family Welfare Division (MEFWD) of Ministry of Health and Family Welfare (MoHFW), Ministry of Industries (MoI), and National Skills Development Authority (NSDA) are partner implementing agencies. Project Management Unit (PMU) has been established to support the implementation of the ASSET.

The objective of the Project is to equip Bangladeshi youth and workers, including women and the disadvantaged, for making them skilled manpower as demanded the future of work and improved employment prospects.

The project is comprised of four main components such as:

Component 1: Transforming Formal Skills Development for Future of Work, Inclusiveness, and Resilience;

Component 2: Innovative Skills Development Programs for Employment and Empowerment;

Component 3: Capacity Development, Project Management, Social Marketing, and Monitoring & Evaluation; and

Component 4: Contingent Emergency Response Component.

The project will be involved directly to benefit more than 1 million students and workers, including women and the disadvantaged, and skills providing agencies and institutions at central and local levels.

The PMU is established at the Directorate of Technical Education (DTE). The PMU comprises of key functional units essential for project management including a Monitoring and Evaluation (M&E) unit which will be responsible for all project M&E and will be supported by a M&E specialist, under the overall leadership of the Project Director (PD) and Additional Project Director (APD).

The project will engage one Monitoring & Evaluation Specialist who will provide technical inputs for the efficient execution of all M&E related tasks of the project.

2. Monitoring and Evaluation Framework

Monitoring and evaluation under the project have been designed to monitor project achievements, effective use of project resources, promote a learning environment, measure project impact, and track achievement of Project Development Objectives (PDO). The results framework for the project (as set out in the Project Appraisal Document) is the guiding framework for monitoring project key performance indicators and intermediate outcomes.

3. Data Source and Data collection Strategies

Project data on training will be collected by the M&E cell of the ASSET PMU through a set of monitoring formats developed for the purpose. This will allow stakeholders to track performance of project institutions against the agreed results and targets for the project.

In addition to the in-built data flow mechanism within the TVET system and the ASSET project, several surveys will be conducted through the life of the project at the system levels. These surveys will mainly be conducted by third parties and will include: (i) annual institutional performance audits and evaluation of components (ii) Graduate Tracer Studies; (iii) satisfaction surveys (employers, teachers, students); and (iv) project impact evaluation. For project evaluation, baseline and end-line data will be collected from both project and sample of eligible but not selected institutions. The groups of non-project institutions will constitute the comparison groups for project evaluation to determine the counterfactual impacts.

4. Objective of the Assignment

The objective of the assignment is to provide technical support to the PMU for maintaining and strengthening of an effective M&E system in the project.

5. Scope of the Assignment

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

- Ensure timely and accurate monitoring of all the project activities and tracking of project results indicators as per the project results framework;
- Be responsible for commissioning and executing technically sound surveys and other assessments in a timely manner, and focal point for managing and coordinating with data collection or survey firm;
- Be responsible for preparing monthly and semi-annual monitoring/progress reports periodically for the Government (TMED, IMED, ERD, Planning Commission) and the World Bank;
- Coordinate with all partner implementing agencies to ensure timely collection of data and feedback from all partner agencies, to develop feasible and effective discussion events where M&E data are analyzed and corrective actions can be agreed upon;
- Participate in GoB-World Bank joint missions, mid-term-review, and progress meetings to prepare relevant M&E updates and progress on M&E activities, indicators, and results framework;
- Support the development of M&E capacity of all partner implementing agencies;
- Diagnose the requirements for maintaining a robust M&E system at the PMU level;

- Guide all institutions supported by the project to establish M&E systems at the institution level. This will include maintaining a comprehensive database of baseline, intermediate and end-line data for all components and sub-components;
- Assisting the M&E and Statistic and Database departments in establishing a sound M&E and MIS system;
- Prepare comprehensive reporting formats for the project and the beneficiary institutions;
- Review monitoring reports to assess interim impacts and identify causes of potential bottlenecks in implementation and provide diagnostic suggestions to overcome the bottlenecks;
- Undertake and facilitate the relevant parties to implement the M&E plan, regularly revise and update performance questions, indicators, methods, formats and analytical processes;
- Lead the development and implementation of the overall framework for project M&E, including annual/semi-annual project reviews, participatory impact assessments, process monitoring, operations monitoring and lessons-learned workshops. The M&E specialist will be responsible for preparing the semi-annual review reports;
- Liaise with other PMU units/staff for M&E of project activities;
- Provide management with core information of project progress and implementation needs to the PMU, PIC and PSC;
- Prepare periodic progress reports taking relevant inputs from all project entities that need to provide inputs;
- Oversee the assignments of various consultants/firms carrying out surveys;
- Conduct special studies to assess specific issues under the project as needed;
- Undertake frequent field visits to project supported institutions under all components;
- Carry out any other relevant tasks as and when required.

6. Client Support

The PMU will provide office space, logistics, and institutional support.

7. Reporting Arrangements

The M&E Specialist will report directly to the Project Director. However, he/she will work closely with the PMU staff including other M&E staff for day-to-day activities as a team.

8. Expected Outputs of the Assignment

- Annual detailed time bound action plan for monitoring and evaluation of the project and its components including timely updates on results framework;
Monthly, semi-annual, and Annual progress reports on the project activities and any other periodic review reports;
- Report on various surveys, such as, baseline surveys, validation/verification surveys, evaluation surveys, satisfaction survey, tracer studies etc.;
- Operational integrated and interactive data monitoring system;
- Various status reports; and
- Functional M&E Unit.

9. Qualification & Experience

A. Academic:

- At least master's degree with honors in one of the following: Statistics, Economics, demography, Public Administration or B. Sc. in Engineering. Candidates having degree in Statistics and Economics will be given preference.
- Skills certifications in data analytics and statistical software use will be an advantage.

B. Experiences:

- At least 10 (Ten) years of experience in carrying out monitoring and evaluation activities with primary responsibilities and substantial content of his/her position in the practical application;
- At least 5 (Five) years of experience in monitoring and evaluation under projects funded by international funding organizations such as ADB/AIIB/ World Bank/ JICA etc.;
- Proven sound experience and understanding of a range of M&E methods and approaches (including quantitative, qualitative and participatory);
- Training in M&E development and implementation;
- Proven experience and knowledge of computerized data processing and management software such as STATA or Statistical Package for Social Science (SPSS);
- Proven experience in ICT applications including Microsoft Office tools (MS Access, MS Excel, MS Word Bangla and English typing, MS PowerPoint presentation, etc.); and
- Education sector knowledge, specifically TVET, will be an advantage. Prior experience of managing TVET related studies will be advantage.

10. Duration of the Assignment

The expected duration of the assignment will be for approximately 24 person months. The contract will be awarded for a period 24 months. However, the duration may be increased or decreased based on the performance and needs of the project.

11. Remuneration

The Consultant will be paid a negotiable consolidated remuneration inclusive of all applicable taxes and VAT as per the law of Bangladesh. Taxes and VAT would be deducted from the remuneration as per GoB Rules.

12. Procurement/ Hiring method

The Consultant will be selected through the 'Open Competitive Selection of Individual Consultants' method in accordance with World Bank's "Procurement Regulations for IPF Borrowers" July 2016, Revised September 2023 ("Procurement Regulations"). The Procurement Regulations can be viewed at the World Bank's external website:

<https://thedocs.worldbank.org/en/doc/6c0602876d68949e80820507d90a14ed-0290012023/procurement-regulations-september-2023>

