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| Date: 7 August 2018 |  |
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**Maldives Clean Environment Project**

**MONITORING AND EVALUATION SPECIALIST**

**TERMS OF REFERENCE**

1. **BACKGROUND**

The solid waste management sector in Maldives is under extreme stress due to the country’s unique geography and economic structure. The national population of approximately 400,000 people and one million tourists that visit Maldives yearly produce large amounts of waste.

The Maldives faces significant challenges to sustainably manage the 365,000 T of waste generated yearly. The waste management sector needs urgent support to address these challenges. The bulk of the mixed and untreated waste generated in the Male region is transported daily by boat to Thilafushi, an island close to Male, where it is all burned in an uncontrolled manner. Other inhabited islands follow a similar practice of open burning and/or dumping into the open sea. Most resorts send their waste to Thilafushi, but few of them have their incineration and composting facilities. The open burning of waste and sea dumping in inhabited islands across the archipelago releases highly toxic gases that significantly impact air quality and public health, as well as threaten the country’s image of environmentally sustainable high-end tourism.

Empirical evidence shows that years of sea dumping of plastics and other waste materials is destroying the coral reefs which are vital for the country’s fish stock, local livelihoods and protection against sea level rise. The fisheries sector alone provides for the economic livelihood of 26% of poor households and 11% of total employment nationally. The coral reefs also play a pivotal role for the tourism sector. The country’s physical existence is threatened as damaged coral has reduced the reefs protection of the atolls and islands against climate change impacts, particularly sea level rise.

These issues have contributed to the population’s demand for improved solid waste management services from the Government and the decentralized administrations responsible for these services. However, service delivery, revenue generation and collection, transportation and disposal have not kept pace with increasing quantities of waste and the national government and the Atoll and Island Councils (ICs) have been unable to effectively address the issues.

The practice of waste management in Maldives began to significantly evolve after the 2004 Tsunami that left some parts of the country devastated and with stockpiles of debris and other post disaster waste. Prior to this, waste was primarily dumped at sea. The post disaster response compelled the GoM to strategically address sustainable waste management.

In 2014, the Ministry of Environment and Energy (MEE) created the Waste Management Department, headed by a Director General, under the ministry, directly responsible for national waste policy and coordination. However, it was not until 2015, when the 2007 Waste Management Policy was updated, mandating the ICs with the responsibility for managing waste generated on the islands. Therefore, it was the amended 2015 Waste Management Policy that brought the country into line with international best practice of resting the responsibility for waste management firmly with the local governments and municipalities.

The MEE has updated the Waste Management Policy, which centers on creating Regional Waste Management Centers (RWMC) to serve as treatment and disposal facilities for the waste that the Island Waste Management Centers (IWMC) have collected from their communities.

The recently closed Maldives Environment Management Project (MEMP) focused on solid waste management in Zone II. The proposed project will continue to support the operationalization of the SWM system in this zone and other priority zones. The Government asked IDA for additional support for investments in Zone IV and V. The MEE is currently working on a number of initiatives to roll out the RWMC and IWMC approach, in other regions, and is requesting support of the World Bank and its other traditional Development Partners to support this approach.

The development objective for Clean Environment Project for Maldives is to improve solid waste management in selected zones. This project has five components. 1) The first component, National Solid Waste Management Strategy and Policy, aims to support the government’s efforts to address current challenges to effective SWM in the country. It has three sub‐components as follows: (i) Solid Waste Management Strategy; (ii) Feasibility Studies and Investment Preparation; and (iii) Institutional Capacity Building. 2) The second component, Regional Waste Management Systems, aims to fully operationalize the Regional Waste Management Centers (RWMC) for Zone II established under Maldives Environmental Management Project (MEMP), and to support the establishment and operation of SWM systems in Zones IV and V based on the feasibility studies conducted under Component 1. It has the following two subcomponents: (i) Regional Waste Management System in Zone II; and (ii) Regional Waste Management System in Zone IV and V. 3) The third component, Island Waste Management Systems, aims to support the government in developing and completing island‐level facilities for managing the collection, segregation, on‐site treatment, and storage of residual waste until final transfer to the common facility. It has the following two subcomponents: (i) Island Waste Management System in Zone II; and (ii) Island Waste Management System in Zones IV and V. 4) The fourth component, Project Management, aims to strengthen Ministry of Environment and Energy (MEE’s) institutional capacity for project implementation through the establishment and maintenance of a Project Management Unit (PMU) to manage, implement, monitor, and evaluate project activities. 5) The fifth component, Contingency Emergency Response, aims to provide immediate response to an eligible crisis or emergency, as needed.

1. **OBJECTIVES OF ASSIGNMENT**

The objective of this assignment is to set up the monitoring and evaluation systems for the activities being undertaken for the projects administered by the MCEP PMU with the responsibility to develop and strengthen monitoring, inspection and evaluation procedures of those projects/activities.

1. **OVERALL RESPONSIBILITY/ SPECIFIC TASKS**

While overall responsibility for project monitoring will be lodged in the PMU, monitoring and Evaluation (M&E) will be done concurrently with project implementation. The M&E Specialist will have overall responsibility for coordinating and facilitating the M&E of the projects under the guidance of the Project Manager. The Monitoring and Evaluation Specialists tasks will include, but is not be limited to the following:

1. Develop a Monitoring and Evaluation (M&E) Framework designed to assess the effectiveness, impact and sustainability of the Project. The M&E Framework should identify, but is not limited to the following:

* Key target groups to be involved and description and rationale for the selection of informants/sampling program to be included in the M&E program;
* Key indicators of Project activities, impact and sustainability that will define the data that needs to be collected.
* Data that needs to be collected (primary, secondary etc data requirements), and details of activities to be undertaken to collect that data (such as, but not necessarily limited to, baseline, quarterly, midterm and final evaluations etc)
* The key tools and techniques (both qualitative and quantitative) and a description and rationale for the selection of qualitative and quantitative methods to be employed for monitoring and evaluation;

1. Facilitate the creation and maintenance of relevant database and similar software related to data collection and management for the M&E efforts;
2. Time scheduling and human and financial resource needs over the monitoring and evaluation including a budget sketch for the duration of the project;
3. Drawing attention of supervisor to exceptional items, deviations or high positive impact on results framework;
4. Liaise with programme team and feedback relevant data;
5. Responsibilities for data collection, reporting, compiling and analysis.
6. Develop monitoring and evaluation action plans in accordance with the Framework for each Project component. The actions plan should include, but not necessarily be limited to:

* The target groups, data needs, tools and techniques to be used to monitor and evaluate activities under each component;
* Component specific work plans for each component including but not necessarily limited to time scheduling and resources needed to carry out the monitoring and evaluation action plan; and
* Component specific standard reporting formats for monitoring and evaluating activities and for reporting quarterly operational performance of each component (if different).

1. Provide training and information sessions on target group identification, data type, data collection methodology and techniques proposed in the monitoring and evaluation Framework and component specific action plans to the component coordinators (3 staff), and, if/as necessary, other PMU staff.
2. Any other tasks as assigned by the Project Manager
3. **QUALIFICATIONS AND EXPERIENCE**

To be eligible for consideration for this position the candidate must meet the following criteria:

1. Minimum master’s degree from a recognized university in either community development, project management, monitoring and evaluation or comparable academic preparation, or equivalent experience in developing and implementing monitoring and evaluation programs in the development sector;
2. At least 5 years working experience in the development sector, working experience in development of monitoring and evaluation programs in the development sector is desirable;
3. Development of at least 2 Monitoring and Evaluation (M&E) Frameworks designed to assess the effectiveness, impact and sustainability of donor funded projects.
4. A demonstrated ability to rapidly acquire knowledge about the Project, project objectives, delivery mechanisms, performance indicators, and operation performance monitoring and evaluation requirements;
5. Fluency in written and spoken English and excellent interpersonal skills are essential.
6. A high level of computer literacy is required. Familiarity with programs like Microsoft Office including Word, PowerPoint, Excel and Microsoft Projects as required.

The successful individual must be willing to work for extended periods without direct supervision and travel routinely to islands within the catchment.

In addition, the individual’s reputation of integrity and impartiality routed in independence from third parties shall be considered.

The short-listed candidate will be requested to participate in personal interviews and submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the projects portfolio. He/she must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative in his/her broad field of actions.

1. **REPORTING REQUIREMENT**
2. Report directly to the Project Manager (PM) on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Client.
3. The Monitoring and Evaluation Specialist should report to work on week days from 0800 – 1600 hours other than public holidays and provide services to the Client for an average of 40 hours a week. Remuneration for less than 8 hours work per day will be on a pro-rata basis and is required to work additional hours to complete the assigned tasks on a daily basis.
4. The Monitoring and Evaluation Specialist shall ensure that all the covenants and outputs are delivered on time, in accordance with the requirements of Client and respective donor agencies.
5. The Monitoring and Evaluation Specialist is required to report to work in official attire.
6. **SCHEDULE FOR THE ASSIGNMENT**

Duration of the assignment is **36** months from the commencement of the works with potential extension based on performance and need. The successful candidate is expected to commence the services in September 2018.

1. **REMUNERATIONS**

Monthly remuneration from the project will be between **MVR 30,000.00 to MVR 35,000.00** based on the education qualification and experience.

1. **SELECTION CRITERIA**

The Monitoring and Evaluation Specialist will be selected based on the following criteria:

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| **Selection Criteria** | **Weightage (%)** |
| Relevant academic qualification(s) | 40 |
| Experience in similar works/ assignments | 30 |
| Interview | 30 |

1. **SERVICES AND FACILITIES TO BE PROVIDED BY THE CLIENT**
2. Office space and other facilities such as computers will be provided to the Monitoring and Evaluation Specialist as required.
3. Local transport for official travel between Male’, inter-Atolls and inter-islands and food and accommodation for the trips will be provided from the projects.
4. Leave Entitlement

Unplanned Leave:

a). The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for medical reasons or emergencies. If the duration is more than two consecutive days, a medical certificate specifying the nature of the consultant's illness and recommended duration of leave issued by a licensed medical practitioner must be submitted on the first day back at work.

b). The Consultant may take up to ten (10) working days of paid leave per annum or pro rata as may be agreed by the client for Family Responsibility reasons or emergencies.

Planned Leave: The consultant may take up to twenty (20) working days of paid leave per annum or pro rata as may be agreed by the Client.

Unpaid Leave: The Consultant will not be paid for any leave(s) that exceed the maximum allowed leave entitlements above. The Consultant may take a maximum of 30 working days of unpaid leave in a twelve-month contract period, if such a leave is agreed by the Client in writing. If the unpaid leave exceeds more than thirty (30) days the contract may be terminated by the Client.

1. **APPLICATION**

Interested applicants may submit their application in a sealed envelope indicating the following:

* Letter of Expression of Interest (EOI)
* Curriculum Vitae (CV) that demonstrates that the applicant is qualified to perform the services (including description of similar assignments, experience in similar conditions, availability of appropriate skills etc.)
* Copy of National Identity Card
* Attested copies of Educational Certificates (copies taken from with accredited original certificates)

1. **SUBMISSION**

Interested candidates may submit their applications on or before the time provided in the advertisement to the following address:

Human Resource Unit

Ministry of Environment and Energy

Green Building, Handhuvaree Hingun, Maafannu

Male’, 20392, Republic of Maldives