



Ministry of Health

Terms of Reference

Monitoring and Evaluation Specialist (Local)

Maldives: COVID-19 Emergency Response and Health Systems Preparedness Project

[Ref No: MV-MOH-358912-CS-INDV]

A. Background

The Government of Maldives (GoM) has received financing from the International Development Association (IDA) under the Fast Track COVID-19 Facility (FTCF) towards the cost of the Maldives COVID-19 Emergency Response and Health Systems Preparedness Project (COVID-19 ERHSPP), and intends to apply part of the proceeds of these funds towards payments under the contract for a Monitoring and Evaluation (M&E) Specialist for this project implemented by the Ministry of Health (MoH).

The objective of the COVID-19 ERHSPP is to respond to and mitigate the threat posed by COVID-19 and strengthen national systems for public health preparedness in Maldives. The objective will be achieved through the implementation of activities that support further prevention of COVID-19 transmission combined with activities that strengthen the health system's capacity for disease management. Both approaches are essential to the immediate response and will serve the dual purpose of simultaneously strengthening the health system beyond the current crisis for the medium term. The project has four components, summarized below:

1. **Component 1 – Emergency Response for COVID-19 Prevention:** procurement of essential protective equipment and other essential items to protect healthcare workers and patients; risk communication, community engagement and behavior change, including social distancing measures and associated mitigation strategies.
2. **Component 2 – Emergency Health System Capacity Strengthening for COVID-19 Case Management:** strengthening the centralized and decentralized health system capabilities for disease surveillance, case management and infection prevention and control (IPC).
3. **Component 3 – Implementation Management and Monitoring and Evaluation:** strengthening of public structures for the coordination and management of the project, including central and regional arrangements for coordination of activities, financial management, procurement and social and environmental management.
4. **Component 4 – Contingent Emergency Response Component:** a zero-dollar component to ensure additional flexibility in response to the current and any potential other emergency that might occur during the lifetime of this project.

The MoH wishes to contract a M&E Specialist who will assist the project team for the overall day to day management and coordination of the project. The M&E Specialist is expected to report to the Project Director. The M&E Specialist will be required to assist the project team to lead the M&E activities of the project and coordinate with the technical teams and stakeholders assigned to implement the subcomponents. The M&E Specialist will also closely liaise with the Task Team from the World Bank and other stakeholders.

The employees hired under this TOR, shall follow and maintain the standards of professional code of conduct set by the Civil Service and policies, standards guidelines and SOP's set by Ministry of Health, and disciplinary actions to be applied for violations of these standards.

B. Objectives

The objective of this consultancy is to monitor project implementation and assess the performance of the project based on indicators described in the project results framework. The consultant will be a core member of the PMU. The M&E specialist will collect, process and manage data as appropriate from various sources including health management information system, official documents, etc.

C. Scope of Services

1. Managing of M&E framework, for effective monitoring, management and evaluation of project implementation.
2. Proactive contract management, preparation and completion of source documents, reviewing and reconciliation of project funded contracts.
3. Undertake research and survey, sampling, collection and compiling of data and maintenance of statistics as per donor / Ministry requirements.
4. Coordinate with all relevant ministries, authorities, divisions and health facilities in Male' and atolls to source data and information for specific M&E needs.
5. Undertake regular monitoring visits to atoll health facilities, including their catchment areas, to obtain first-hand beneficiary feedback and to cross validate data reporting and field observations.
6. Provide quarterly M&E reports to donors, PMU as well as to the Ministry.
7. Regularly review progress reports to assess monthly, mid-term and interim performance in accordance with the results framework.
8. Undertake periodic reviews based on the results framework and recommend appropriate modifications on project activities as appropriate.
9. Oversee and participate in evaluations and assessment activities.
10. Develop and maintain an M&E database for the Project.
11. Ensuring mentoring and training of project team to foster capacity building on M&E Knowledge.
12. Serve as focal point for providing M&E inputs on Implementation Progress Reports (IPRs).

13. Support technical and supervisory missions commissioned by the World Bank and Asian Infrastructure and Investment Bank.
14. Attend, participate and provide necessary inputs for preparation of and during project meetings, workshops and trainings.
15. Support the design and data retrieval for the assessment of capacities in responding to the threat of COVID-19 and the impact of interventions including social distancing and other public health measures.
16. Assistance in preparation of standard procurement documents.
17. Besides the above responsibilities, the M&E Specialist may be assigned with additional tasks that are relevant to the project by the Project Director.

D. Reporting Mechanism

The M&E Specialist shall report to the Project Director on the status of the assignment on a regular basis.

E. Required Expertise and Qualifications

The M&E Specialist should have:

- Minimum Bachelor's Degree in, Project Management, Business Administration, Marketing Management or suitable equivalency.
- Minimum 7 years' experience in the field of administration, monitoring, planning, evaluating, quality assurance, statistics or suitable equivalency.
- Demonstrated experience in M&E system development and data analysis would be an added advantage.
- Experience in a donor funded project would be an added advantage.
- Experience in a World Bank-supported project would be an added advantage.
- Strong computer skills required (MS Word, Excel, Power Point, etc.) and other relevant computer applications.
- Good written and oral English and Dhivehi.
- Strong communication skills and good interpersonal relations.
- Field experience would be an added advantage.

F. Contract Duration

The contract duration is for the period ending 31st December 2023. Upon signing of the contract, 3 months shall be counted as the probationary period. The contract shall be renewed based on performance, need, and funding.

This contract is expected to commence in August 2023.

G. Remuneration

Successful candidate will be paid an all-inclusive monthly fee of Maldivian Rufiyaa - 20,880.00 – 24,030.00