

TERMS OF REFERENCE

MONITORING, EVALUATION AND COMMUNICATION EXPERT

CLEAN AND RESILIENT ENVIRONMENT FOR BLUE SEA (CARE4BLUESEA) - ALBANIA

1. BACKGROUND

The Ministry of Tourism and Environment (MoTE) and the World Bank (WB) have finalized a new investment operation to enhance Albania's mitigation of land-based sources impacting the aquatic environment in specific areas of the South-West Coastal Belt, with the official approval of the "Clean and Resilient Environment for Blue Sea Project" on December 1st, 2023.

The project comprises three components:

- Promoting integrated and circular approaches for protecting landscapes and water resources in the Vlora South-Gjirokaster Waste Zone.
- Reducing water pollution in the Vjosa River through targeted interventions in municipal wastewater and stormwater, emphasizing climate resilience.
- Managing project activities, including project management, monitoring, and evaluation, covering financial management, procurement, environmental and social risk management, project audits, and training for relevant teams.

The project is envisioned to have two Implementing Agencies (IAs). MoTE is responsible for overall project coordination, reporting and monitoring and, to fulfil those roles, it will establish a dedicated Project Management Team (PMT) responsible for day-to-day supervision of Project implementation for the MoTE Parts of the Project (component 1, and subcomponents 2.3 and 3.1) and other responsibilities as set forth in the POM. At the same time, AKUM will establish a Project Coordination Unit (PCU) which will also manage the World Bank-funded Program-for-Results on National Water Supply and Sanitation Sector Modernization Program. The PCU will be responsible for day-to-day supervision of Project implementation for the AKUM Parts of the Project (subcomponents 2.1, 2.2, and 3.2) and other responsibilities as set forth in the POM. MoTE and AKUM, through their project teams, will closely collaborate with four key local partners: (a) National Environment Agency (NEA) for Component 1, (b) Regional Directorate of Water Utilities for Component 2, (c) National Agency for Protected Areas for Component 2, and (d) municipalities for all three components.

The timeline for the project extends from December 1, 2023, to March 29, 2029. This span encompasses the approval date, marking the project's official commencement, to the projected closing date.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of this assignment is to provide support to MoTE in the design, development and implementation of an efficient and effective system of monitoring and evaluation (M&E System) that will enable all PMT staff to track progress, evaluate effectiveness, assess the impact of the Clean and Resilient Environment for Blue Sea Project as well as provide timely reports to the World Bank.

The monitoring and evaluation consultant will work closely with the PMT team, MoTE staff, PCU staff at the AKUM, as well as other relevant government agencies to monitor and evaluate the implementation of the activities of the project.

3. SCOPE OF WORK

The scope of services shall include, but will not be limited to, the following:

- Familiarise him/herself with the CARE4BLUESEA, project agreement, Project Appraisal Document, Project Operations Manual, GoA and World Bank procurement guidelines and system including STEP1 and be guided accordingly.
- Provide specialized expertise in crafting and updating, if needed, a Monitoring and Evaluation (M&E) manual that meets the approval standards of the World Bank, integrated into the broader Project Operation Manual (POM) planning. This manual should adeptly capture timely, pertinent, and dependable information reflecting the progress and outcomes of the implementation.
- Develop M&E templates to oversee various levels of a project, covering activities, outputs, and intermediate objectives in line with the Results Framework. These templates should include tools like surveys, pre-and post-tests, focus group discussion guides, and interview scripts as needed, all while strictly adhering to the guidelines set out in the World Bank Environmental and Social Framework.
- Establish an M&E implementation schedule that guarantees the timely completion of data collection, analysis, and reporting, as per the POM and related project documents
- Generate impactful evaluation reports utilizing data analytics, data visualization tools, and data interpretation methods.
- Provide informed advice and guidance on the effective implementation of M&E strategies.
- Design M&E data collection tools tailored for surveys, pre-and post-tests, focus group discussions, and interview scripts where necessary, ensuring strict adherence to the World Bank Environmental and Social Framework.
- Conduct thorough analysis of M&E data and ensure prompt reporting for monitoring, tracking, evaluation, and learning efforts, including through the quarterly reports to the World Bank

¹ Systematic Tracking of Exchanges in Procurement

- Collaborate with the project team to delve into data analysis, gaining deeper insights into the project's impact.
- Prepare briefs summarizing project progress, results, and achievements to be effectively communicated to relevant stakeholders.
- Liaise with project beneficiaries and engage with public to gather insights and feedback.
- Support public communications activities of the project through the drafting of talking points, speeches, press releases, interviews, events, photos and other communication products.
- Undertake any other duties as assigned by the PMT Coordinator.

4. EXPECTED DELIVERABLES

- Update to the Monitoring and Evaluation (M&E) practices in the POM
- Develop M&E templates
- Comprehensive M&E plans
- Project progress and evaluation reports
- M&E data collection tools
- Communication plan and public awareness materials
- Stakeholder Engagement Plans
- Technical and promotional materials edited
- Feedback Analysis Report

5. QUALIFICATION & EXPERIENCE

Education

- A Master's degree or equivalent qualification in social sciences, such as sociology or political science, public affairs, business administration, or a related field is required.

Experience:

- A minimum of 5 years of overall professional experience.
- At least 3 years' working experience in the field of monitoring and evaluation within the public sector.
- Experienced in the design, monitoring and evaluation of development programs.
- A minimum of 2 years of previous experience in communication, print media, research documentation and report writing.

- Familiarity with/exposure to World Bank or other development partners project management and/or Monitoring and Evaluation procedures/guidelines or to the procedures/guidelines of a related multi-lateral development organisation will be an asset.

Competences

- Excellent communication and reporting skills in English.
- Fully proficient in the Albanian language (native speaker level).
- Excellent computer skills in particular full proficiency in Microsoft Office.
- Ability to work in a multinational, multicultural environment, and proactive working style.

6. EVALUATION CRITERIA

Applicants that fulfill the qualification requirements will be further evaluated based on the below criteria:

- General Qualification – 30 points
- Adequacy for the assignment – 60 points
- Language – 10 points

7. SPECIFICATIONS OF THE ASSIGNMENT

Duration: The duration of the contract is initially for one year with the possibility of extension to six years, subject to satisfactory performance of the Consultant.

Location: The Monitoring, Evaluation and Communication expert will be assigned to work in the office of the MoTE, Albania.

8. REPORTING

The Monitoring, Evaluation and Communication expert will report to the PMT Coordinator.