

TERMS OF REFERENCE (TOR)

INDIVIDUAL CONSULTANT

POSITION TITLE: MONITORING & EVALUATION (M&E) SPECIALIST

LOCATION: PMU – BESP QUETTA

REPORTS TO: PROJECT DIRECTOR

Background

The Project Management Unit (PMU) under the School Education Department, Government of Balochistan, is implementing two major education initiatives: GRADES-Balochistan and STEP-Balochistan. Both projects aim to improve access to education and enhance foundational learning, with a strong focus on early childhood and primary education. GRADES-Balochistan is a province-wide program funded through a USD 100 million IDA-20 credit from the World Bank, while STEP-Balochistan is a targeted intervention in seven districts, supported by the Global Partnership for Education (GPE).

These projects align with the Balochistan Education Partnership Compact (2024–28) & the Balochistan Education Sector Plan 2020-25 and collectively address infrastructure gaps, teacher development, inclusive education, and learning outcomes. The PMU is responsible for ensuring effective planning, coordination, and implementation of both projects to support sustainable education reform across the province.

Purpose

The GRADES-Balochistan project, funded by the World Bank, aims to enhance access to quality foundational education in early and primary grades across Balochistan. It focuses on thematic areas such as CPD, ECE, Assessments, Scholarships, Community-Based Schools (CBS), Shelterless Schools, Transport, and PPP. To ensure effective delivery and accountability, a robust monitoring and evaluation framework is essential to track implementation progress, measure outcomes, and inform decision-making.

The M&E Specialist will head the Monitoring & Evaluation Section and lead all functions related to the assessment, learning, quality assurance, grievance redress, and performance tracking across the project's interventions.

Roles and Responsibilities

Key tasks and responsibilities of the consultant are outlined below:

- Lead the development and implementation of a comprehensive M&E Framework for the GRADES-Balochistan &STEP-B project, including the identification of key performance indicators (KPIs), the design of standardized tools and formats for data collection, and clear reporting protocols that align with the World Bank and Government of Balochistan requirements.
- Design and institutionalize monitoring systems to track both the progress and quality of interventions under each thematic area—such as CPD, ECE, Scholarships, CBS, Shelterless Schools, Transport, and PPP—ensuring these systems support evidence-based management and timely corrective action where needed.
- Oversee a digital, results-based monitoring dashboard for real-time activity tracking, ensuring that all Means of Verification (MoVs) are regularly collected, validated, and uploaded by field teams and thematic leads for internal review and donor reporting.
- Supervise and guide three regionally deployed M&E Officers, ensuring they perform consistent field-level monitoring, maintain activity logs, validate outcomes, and submit structured reports for consolidation at the central PMU level.
- Submit monthly consolidated monitoring and quality assurance reports to the Project Director, highlighting implementation status, bottlenecks, gaps, and recommendations for strategic decisions by the PMU and Steering Committee.
- Coordinate the contracting and management of third-party validation and data verification exercises, ensuring impartial assessments of field activities and learning outcomes. This includes drafting Terms of Reference, reviewing methodologies, and supervising field logistics.
- Develop and operationalize a robust Grievance Redress Mechanism (GRM), using multiple channels (e.g., school-level complaint boxes, toll-free numbers, community platforms, and digital tools), including oversight of third-party service providers contracted to manage grievance resolution and tracking.
- Coordinate closely with the MIS staff and data teams to maintain a live, integrated project information system, ensuring accuracy, completeness, and real-time availability of monitoring data for both operational and reporting purposes.
- Conduct periodic evaluations and research studies, including baseline, midline, and endline assessments, and targeted surveys to assess the impact, equity, and effectiveness of project interventions and inform adaptive planning.
- Represent the project in M&E forums, technical workshops, interdepartmental coordination meetings, and donor review sessions, serving as the focal point for all data-driven inputs and feedback on implementation progress.

- Develop and submit quarterly and annual M&E performance reports to the World Bank, School Education Department (SED), Planning & Development Department (P&DD), and other key stakeholders, aligning all findings with the Disbursement Linked Indicators (DLIs) and project Results Framework.
- Provide technical inputs and advisory support to the Education Specialist and Thematic Leads, ensuring that work plans, intervention designs, and training modules are evidence-informed and linked to project indicators and expected outcomes.
- Coordinate with engineering and infrastructure firms engaged under the shelterless schools and CBS components to ensure timely submission of MoVs such as construction progress reports, geo-tagged photos, and completion certificates.
- Work closely with the procurement team to track delivery of goods and materials across the province, ensuring that Goods Receiving Notes (GRNs) are verified at the school level and uploaded promptly to the project dashboard for transparency and audit trail purposes.
- Undertake random monitoring visits to schools and district offices, independently or with the PMU team, to validate data and physically inspect the delivery and quality of goods (e.g., furniture, learning materials, ECE kits), and submit findings to the Project Director for action.
- Facilitate and support the Independent Verification Firm (IVF) engaged by the donor agency by ensuring the availability, accuracy, and completeness of all documentation and Means of Verification (MoVs) required for the validation of Performance-Based Conditions (PBCs). The M&E Specialist will serve as the focal point for coordination with the IVF, addressing data queries, facilitating field access, and ensuring that reported results align with the project's agreed indicators and timelines.

Qualification & Experience

Qualification

- Master's degree in social sciences, development planning, statistics, or related field from reputable & recognized local or foreign institution, duly recognized by the Higher Education Commission (HEC) of Pakistan

Experience

- Minimum 10 years of professional experience at the national/provincial level in program planning, monitoring and evaluation
- Practical experience in community-based research, especially in the social development sector is desirable.
- Expertise in development of M&E framework, MIS based M&E systems, and Result Framework is mandatory

- An experience of working in World Bank-funded or comparable projects with specific exposure to procurement of Goods, Works, Non-Consulting and Consulting Services under IPF Borrowers will be given preference

Compensation

- Market competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

Procurement Method

- The selection will be made in accordance with the “World Bank Procurement Regulations for Investment Project Financing Goods, Works, Non-Consulting and Consulting Services, Sixth Edition, February 2025) following Individual Consultant Selection