**Terms of Reference for Individual Consultant for managing M&E firm and coordinate ongoing data collection and preparation of M&E reports**

COUNTRY: Sri Lanka

IMPLEMENTING AGENCY: Information and Communication Technology Agency (ICTA)

NAME OF THE PROJECT: Individual Consultant for managing M&E firm and coordinate ongoing Data collection and preparation of M&E reports

SECTOR: Digital Development

CONTRACT TYPE: Consultancy Contract

DURATION OF THE ASSIGNMENT: 18 months distributed from April 2021-

 December 2022

DUTY STATION: ICTA, Colombo

CONTRACT REFERENCE NO: CERC/LK/ICTA/222333/CS/INDV

Deadline for receiving application: 3pm on 19th April 2021

**Background**

In the context of the COVID19 global pandemic declared by WHO and multidimensional impact due to its widespread repercussions, the Government of Sri Lanka requested financial assistance of USD56 million from the World Bank to activate the Contingent Emergency Response Components (CERC) to mitigate the impact of the same. The CERC is being implemented across five sectors, namely: agriculture, education, transport, disaster risk management, and digital development (ICT). ICTA intends to utilize part of the funds toward the payments under the contract to carry out baseline study and outcome evaluation of the CERC activities implemented by ICTA.

Under the CERC, it is expected to facilitate the Government of Sri Lanka to develop a platform to ‘Work from Home’ for government employees, which will be implemented by the Information and Communication Technology Agency (ICTA), in collaboration with the Ministry of Technology, Ministry of Finance and other relevant ministries.

ICTA is presently functioning under the Ministry of Technology (MoT) and is the main government apex body which is mandated to formulate policies and implement strategies to achieve the vision of digitally inclusive and prosperous Sri Lanka.

ICTA is implementing the following components under the CERC:

* Cross government email and collaboration solutions
* Government wide video conferencing facility
* Form.gov.lk- submission of government forms electronically
* Expansion of Lanka Government Cloud and establishment of disaster recovery site

**Purpose and Scope of Assignment**

With the aim of enabling measurements of effectiveness and impact of the above four projects, ICTA is planning to hire a consultant firm to implement a baseline study and outcome evaluation. In addition, the firm is also responsible for producing a brief quarterly reports on implementation progress.

The firm will also develop a monitoring and evaluation framework and implement activities to measure the results of the projects implemented by ICTA under CERC with the development assistance from the World Bank.

The Individual Consultant is expected to assist ICTA M&E team to manage the consultant firm through coordinating and overlooking the M&E activities as per the guidance of ICTA’s internal M&E team.

During the inception phase the Individual consultant is responsible for facilitating the planning process and assisting the consultant firm to gather all required information from various stakeholders including ICTA Project Managers, Ministry of Finance and beneficiary organizations.

During implementation of the baseline survey and outcome evaluation, the consultant is required to make random and live site monitoring visits, adhering to the COVID-19 social distancing regulations, to ensure the quality and reliability of data collected by the firm.

In addition, the individual consultant is also expected to produce a consolidated monthly report on the implementation progress of the projects based on data provided by the project managers through a format agreed with stakeholders, ICTA, World Bank and the Department of National Planning.

**Period of Consultancy**

Fixed Term consultancy position spread over 18-month period until December 2022.

**Duties and Responsibilities**

The Individual Consultant would:

* Ensure coordination between ICTA Project Managers, M&E team and the M&E consulting firm for timely collection of required secondary data and documentations to effectively plan the assignment.
* Liaise with selected government organizations and provide support to the consultant firm in fixing appointments for carrying out interviews, surveys and focus group discussions. Facilitate obtaining required approvals, appointments from the selected organizations for interviews, surveys and focus group discussions
* Ensure proper environment and logistics in the premises of beneficiary organizations to carry out interviews and focus group discussion by adhering to COVID-19 social distancing regulations. Facilitate smooth implementation of the field operations of the both baseline study and outcome evaluation, adhering to COVID-19 social distancing regulations.
* Monitor the field operations of the baseline study and the outcome evaluation and ensure quality of the data collected through carrying out regular field visits ( both live and random checks) by using an appropriate methodology agreed in consultation with the ICTA M&E focal point
* Ensure timely production of monthly reports on implementation progress as per the agreed format.
* Convene fortnight meetings between ICTA and the M&E consulting firm to monitor the progress of the implementation of the M&E assignments (Baseline Study and the Outcome Assessment) and facilitate for taking appropriate corrective actions to expedite the surveys implementation.
* Collect feedback from the beneficiaries and prepare consolidated reports on a quarterly basis and submit to ICTA on the quality of the implementation and outputs of the activities funded through CERC.
* Liaise with ICTA M&E focal point and provide regular updates on the progress of the implementation the Baseline Study and the Outcome Assessment

**Required Outputs**

* During the survey implementation, Fortnight reports have to be presented on the progress of the implementation of the M&E assignment and quality of data collection process.
* At least visit 10% of the organizations to carry out observations for monitoring purposes of the implementation of the M&E Assignment
* Produce Monthly progress reports on M&E implementation progress of CERC activities based on agreed format
* Produce quarterly feedback report on the quality of the outputs delivered to the beneficiary organizations.

**Liaison and Reporting Requirements**

The selected consultant will report directly to the Head of M&E and work in collaboration with the ICTA project management team and the M&E consulting firm that will be hired under the CERC.

**Qualifications of the consultant**

A Bachelor’s Degree from a recognized university in social sciences, education, statistics, information technology or related field,

**Desired Experience**

* At least 5 years of general work experience in a recognized organization, working on development projects preferably in the field of ICT for development
* Minimum 3 years demonstrated experience in handling, designing and implementing Evaluation, Surveys/ Questionnaire Development and day to day M&E Operations, preferably in the area of digital/ transformation / ICT for development
* At least **3 years of experience as a member of an M&E** team in a recognized organization or a project.
* Functional knowledge of statistics and data processing; experience collecting and analyzing quantitative and qualitative data
* Experience in producing M&E reports /Project Progress reports
* Experience in managing or participating in a team of a national level evaluation assignments- managing at least 1 national level evaluation assignment
* Sound knowledge in M&E concepts and methods of data collection techniques and survey best practices
* Experience in working in the Government/government projects
* Experience working on projects financed by international finance institutions is a plus.
* Ability to write clear and effective M&E reports
* Willingness to travel up to 50% to field sites
* Experience in the usage of computers and office software packages (MS Word, Excel, etc.) and advance knowledge of spreadsheet and database package

 **Key Competencies**

* Good communication (oral and written), in English and Sinhalese or Tamil and strong interpersonal skills and ability to work in a team.
* Be results oriented and able to meet strict timelines
* Be able and willing to travel and work in remote areas in challenging circumstance (while adhering to COVID-19 regulations).
* Be a self-motivated, versatile and adaptable to different cultures and people
* Good working knowledge of MS Office applications (Word, Excel, and PPP), email/internet, and social media is highly desirable.

**Contract Arrangements**

* The assignment period will be for 15 - 18 months period
* Payment will be made on a monthly basis based on time sheets and agreed deliverables.
* ICTA will arrange transport for the official travel to government organizations for the purpose of project activities.
* Expenses toward accommodation and incidentals will be reimbursed by the ICTA as per the thresholds specified in the contract.