

Terms of Reference

TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANT FOR RESULTS MONITORING AND REPORTING CONSULTANT

1.0 Background

- 1.1. The Government of the United States of America acting through the Millennium Challenge Corporation (“MCC”) and the Government of Tanzania (the “Government”) have entered into a Millennium Challenge Compact (the “Compact”) for Millennium Challenge Account assistance to help facilitate poverty reduction through economic growth in Tanzania in the amount of Six Hundred Ninety-Eight million, one hundred thirty-six thousand USD (“MCC funding”). The Millennium Challenge Account-Tanzania (“MCA-T”) on behalf of the Government intends to apply a portion of the proceeds of MCC funding to eligible payments under this contract. Payments by MCA-T will be subject, in all respects, to the terms and conditions, including restrictions on the use of MCC funding of the Compact.
- 1.2. The Compact aims at reducing poverty through the implementation of a program consisting of three projects, each containing a number of activities and sub-activities namely:
 - i. **The Transport Sector Project** consists of four distinct activities, the Mainland Trunk Roads Activity, the Zanzibar Rural Roads Activity, the Road Maintenance Activity and the Mafia Island Airport Activity.
 - ii. **The Energy Sector Project** consists of three distinct activities, the Zanzibar Interconnector Activity, the Malagarasi Hydropower and Kigoma Distribution Activity, and the Distribution Systems Rehabilitation and Extension Activity.
 - iii. **The Water Sector Project** consists of three distinct activities, the Lower Ruwu Plant Expansion Activity, the Non-Revenue Water Activity, and the Morogoro Water Supply Activity
- 1.3. The Compact is to be implemented over a period of five (5) years, with infrastructure projects being the core components. However, Monitoring and Evaluation (M&E) functions under the Compact will be in parallel with the above Projects. These activities play an important role in the management of the program by ensuring that the resources going into the Compact are utilized effectively and efficiently; activities are implemented in a timely manner; services generated are being accessed and utilized; beneficiaries are satisfied with services; and the expected results are being achieved in a sustainable manner.
- 1.4. The MCC and MCA-T have developed an M&E Plan that specifies (a) how progress toward the Compact Goal and the Project Objectives will be monitored (i.e., Monitoring Component), (b) process and timeline for the monitoring of planned, ongoing, or completed Project Activities to determine their efficiency and effectiveness, and (c) a methodology for assessment and rigorous evaluation of the outcomes and impact of the program (i.e., Evaluation Component). The Compact is currently in the beginning of its fourth year of implementation, and key activities are ongoing. The intensity of MCA-T M&E activities will increase during this period of implementation and toward the end of the project in 2013. The MCA-T M & E Plan can be found at:

http://www.mca-t.go.tz/documents/cat_view/17-reports.html and
<http://www.mcc.gov/documents/reports/plan-me-tanzania.pdf>

1.5. For more details on MCA-T and MCC please see www.mca-t.go.tz and www.mcc.gov.

2.0 Scope of Work

2.1 MCA-T is seeking the services of a qualified individual consultant to provide technical support on **Results Monitoring and Reporting** to MCA-T. Reporting directly to the MCA-T Director of Monitoring and Evaluation, the **Results Monitoring and Reporting Consultant** will play an active role in managing the Indicator Tracking Table (ITT) {including utilization of Management Information System (MIS)}, a key activity of M&E for MCA-T. The critical task of the consultancy is to ensure that quarterly data reporting is accurate, reliable and timely. The position is full-time and based in Dar es Salaam with occasional visits to project sites.

2.2 The **Results Monitoring and Reporting Consultant** will support MCA-T to collect and report data on key indicators related to the M&E Plan, as captured in the ITT. The consultant will ensure quality measures are in place to verify data reported by MCA-T Implementing Entities is accurate and reliable, and ensure that MCA-T M&E is able to submit timely quarterly reports to MCA-T and MCC management.

2.3 To effectively accomplish tasks, the Results Monitoring and Reporting Consultant will work with MCA-T M&E staff, MCC M&E staff, MCA-T Sector Directors and Implementing Entities.

2.4 Tasks will include but are not limited to the following:

1. Day-to Day management of the Indicator Tracking Table

The ITT summarizes all process, output, outcome and goal indicators selected for monitoring and evaluation purposes in the M&E Plan for each of the three sectors: Energy, Transport and Water. The consultant will be required to maintain continuous follow-up with MCA-T Sector Directors and Implementing Entities to ensure the data reported in the ITT is current. This also includes ensuring the ITT is updated to add or remove indicators, in consultation with MCA-T and MCC. The consultant will also advise MCA-T on any revisions to the ITT, including indicator definitions, data sources and frequency of data reporting.

2. Verify accuracy of data reported for ITT by Implementing Entities

Currently, MCA-T is financing a Data Quality Audit (DQA) of data reported in the ITT from September 2008-Present. The consultant will be responsible for incorporating any recommendations from the DQA into day-to-day management of the ITT, particularly with regard to verification of data accuracy. This activity may require site visits and obtaining predefined material evidence of data reports by Implementing Entities. The consultant will be responsible for managing all material

evidence (hard copies, PDFs, etc) of data verification activities in the event MCA-T is audited.

3. Manage and Produce Quarterly Reports

The consultant will be responsible for summarizing activities as captured in the ITT in a quarterly Narrative Report to be submitted to MCA-T and MCC with the ITT. The consultant may also need to respond to requests from MCA-T or MCC to produce graphs and charts from the ITT for presentations to management. The consultant will be responsible for working with MCA-T and MCC to agree on a schedule of activities to ensure timely submission of the Quarterly Report and its corresponding documentation.

4. Coordinate with MCA-T IT Unit to ensure migration of ITT to MIS

The consultant will collaborate with the MCA-T IT Unit to ensure a timely and efficient migration of historical data from the ITT to the electronic MIS system as well as effective utilization of the MIS system.

5. Documentation and Dissemination

The consultant will support MCA-T on any requests related to results monitoring, including presentations and quarterly reports, as well as on-demand requests from senior management. The consultant will be responsible for basic data analysis, graphing and write up of results.

3.0 Consultancy Commitment

The contract shall be fixed price and include a base period of 12 months with an Option Period of 12 months, not to exceed the Compact Close-Out date (December 2013). The Option Period will be deemed automatically exercised unless MCA-T notifies the **Results Monitoring and Reporting Consultant** to the contrary in writing, within 60 days of the end of the Base Period.

The fixed price amount will be established based on the understanding that it includes the consultant's costs and profits. Payments will be made upon MCA-T approval of the deliverables according to the Payment Schedule contained in the Contract.

4.0 Deliverables

In the base period, the consultant will be responsible for the following deliverables:

1. Twelve (12) monthly reports which summarize (i) progress to date, (ii) any challenges collecting monthly reported data, (iii) analysis produced from MIS/ITT and (iv) any outstanding issues and recommendations related to ITT data and analysis
2. Four (4) quarterly reports with the (i) current and verified ITT data, (ii) Narrative Report, (iii) any corresponding graphs, PPTs or other documentation for presentation to management
3. Two (2) written summaries of actions taken in response to DQA (i) 6 months after contract initiation and (ii) 12 months after contract initiation

4. One (1) written summary detailing migration of data from ITT to MIS and key recommendations for improving the process
5. Response to on-demand requests from management on results monitoring and program progress

In the Option period, the consultant will be responsible for the following deliverables:

1. Twelve (12) monthly reports which summarize (i) progress to date, (ii) any challenges collecting monthly reported data, (iii) analysis produced from MIS/ITT and (iv) any outstanding issues and recommendations related to ITT data and analysis
2. Four (4) quarterly reports with the (i) current and verified ITT data, (ii) Narrative Report, (iii) any corresponding graphs, PPTs or other documentation for presentation to management
3. Two (2) written summaries of actions taken in response to DQR and other challenges faced during the time period (i) 6 months after contract initiation and (ii) 12 months after contract initiation
4. Support on close-out activities, including the Final M&E report and dissemination activities
5. Response to on-demand requests from management on results monitoring and program progress

5.0 Responsibilities

5.1 MCA-T shall provide the following support to the Consultants:

1. MCA-T shall introduce the consultant to key personnel from Government offices, implementing entities, and other stakeholders and assist in accessing information in those offices;
2. Reports and other documents to be reviewed will be provided;
3. Furnished shared office space in the MCA-T building, including desktop computer, internet connection and stationery;
4. Access to departments, NGOs, Ministries will be facilitated by MCA-T;
5. MCA-T shall cover travel costs for official field visits outside Dar es Salaam

5.2 The consultant shall be responsible for the following:

1. His/her own travel costs to and from Dar es Salaam (if necessary), visa (if required) and personal transportation costs within Dar es Salaam;
2. Accommodation in Tanzania;
3. All communications equipment & associated costs; and
4. Laptop computer.

6.0 Qualifications

The consultant should meet the following minimum qualifications and experience:

1. A minimum of Bachelor degree in Statistics, Economics, or any other related field;
2. Strong analytical skills, including ability to process, interpret and present statistical data;
3. Demonstrable competency in Microsoft Excel, Microsoft Access, SPSS or STATA for analysis and graphics;
4. Demonstrable experience with Management Information Systems

5. Excellent communication skills, including demonstrable ability to write and present technical reports to a broad audience clearly and effectively; and
6. A minimum of three (3) years working in Monitoring and Evaluation of development projects. Experience in M&E of infrastructure projects is an added advantage.

To receive consideration, applications must include (i) a resume that demonstrates the applicant's qualifications and experience, (ii) a cover letter (max. two pages) explaining what the applicant foresees as the challenges of the position and how their experience and education would allow them to meet those challenges, and (iii) the names and contact information of three professional references.