

Terms of Reference

TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANCY FOR MONITORING AND EVALUATION MANAGEMENT CONSULTANT

1 Millennium Challenge Account-Tanzania

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 Ruvu 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. 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 towards the end of the project in 2013.

1.5 MCA-T is seeking the services of an M&E Management Consultant to provide overall leadership and management support to the MCA-T M&E portfolio. The M&E Management Consultant’s role will be two-fold: (i) provide support towards effective management and coordination of all M&E activities, with emphasis on development and execution of the M&E annual and monthly work plans and budgets to ensure effective implementation of the M&E Plan and (ii) contribution to technical activities and products in collaboration with the MCA-T M&E Director and other M&E Directorate staff. The MCA-T M&E Plan can be found at the following website links:

http://www.mca-t.go.tz/documents/cat_view/17-reports.html

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

2. Scope and Responsibilities

2.1. The M&E Management Consultant will provide overall leadership and management support to the MCA-T M&E activities. Reporting directly to the MCA-T Deputy CEO and working in close collaboration with the M&E Director and other M&E Directorate staff, the M&E Management Consultant will be responsible for:

1. Effective implementation of the MCA-T M&E Plan:
 - a. Assess the current M&E system and strategy, including data collection, reporting and analysis mechanisms, identify gaps and propose course corrections in order to ensure effective compliance with the M&E Plan; and
 - b. Ensure that the M&E Plan and Economic Rate of Return (ERR) analysis are modified and updated as information becomes available (updating indicators, baselines, and targets upon the receipt of information from technical studies or better statistical information on income and/or poverty).
2. Development and execution of annual and monthly M&E work plans for all M&E activities, clearly detailing roles/responsibilities, deadlines and budgets for each activity
3. Development and management of annual and quarterly budgets for M&E activities (includes Detailed Financial Plan)
4. Based on work plan and budget, management of MCA-T M&E staffing and procurement plan and identify capacity constraints in order to execute M&E Plan
 - a. Make recommendations to management for any revisions to procurement plan in order to address staffing needs
5. Management of contracts with local and international consultants for M&E services and verify the quality and quantity of all deliverables;
 - a. Collaborate with the Procurement Director to prepare and conduct procurement of various M&E contracts (including updating the procurement plan in consultation with MCA-Tanzania and MCC) for instance impact evaluation data collection firms and other consultants
6. Development and implementation of an effective division of labor for the M&E Directorate.
7. Development and management of Compact closeout plan and post-compact monitoring plan, due June 2012;
8. Development and management of final compact completion reports;
9. Manage coordination between IT/MIS and Results Monitoring and Reporting consultant to ensure effective migration of historical data to Management Information System (MIS) and ensure effective utilization of MIS for quarterly reporting
10. Development of effective communication practices between MCA-T M&E Director with all Sector Directorates and Implementing Entities, including establishment, procedures and participation in meetings and conference calls
 - a. In collaboration with staff of M&E Directorate, review M&E data regularly with decision makers to ensure that the Program is accomplishing its objectives and corrective actions are taken if changes are warranted.
11. Respond to on-demand requests from management on results monitoring and program progress and other tasks and responsibilities as requested by the MCA-Tanzania CEO.

2.2. The M&E Management Consultant will also provide technical leadership and contribution to:

1. Quarterly Indicator Tracking Table data to ensure it is accurate, reliable and timely:

- a. Includes advising on existing system and structure for collecting and reporting on monitoring data with corresponding material evidence from all implementing entities;
 - b. Make recommendations, oversee execution of improvements to existing system; and
 - c. Participate in the monitoring of the Compact activities through site visits, review of reports and review of secondary data.
2. Quarterly Reports to ensure complete and timely submission to MCA-T and MCC Management (ITT, Narrative Report, Detailed Financial Plan (DFP) and corresponding documentation and evidence);
3. Data Quality Reviews (DQRs) and ensure MCA-T addresses gaps and challenges raised in DQRs;
4. Impact evaluation activities in collaboration with MCC, including quantitative and qualitative evaluations:
 - a. Review evaluation plans, including sampling and survey instruments, to ensure compliance with M&E Plan
 - b. Ensure that findings are disaggregated by gender, age and income, as applicable; and
 - c. Collaborate with Sector Directorates and Implementing Entities to maximize adherence to program rollout and minimize threats to internal validity of evaluation design (where applicable).
5. Communication activities in collaboration with Outreach Unit to:
 - a. Facilitate learning exchanges and information dissemination with the Tanzanian public and the donor community; and
 - b. Ensure that periodic reports of ongoing Program M&E findings are made public and easily accessible on the MCA-Tanzania Program's web page.

3. Consultancy Commitment

The contract shall be fixed price and include a base period of 12 months with an Option Period not to exceed Compact Close-Out date (December 2013). The Option Period will be deemed automatically exercised unless MCA-T notifies the M&E Management Consultant 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. Deliverables

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

1. An inception report, including annual work plan and budget within four weeks of reporting to MCA-T. Any significant deviations from the work plan shall be reported on as they occur during the duration of the contract. An outline for required report content will be shared with the consultant.
2. Monthly progress reports to be submitted within five (5) working days after the end of the month concerned. An outline of required progress report content will be shared with the consultant.
3. A final report summarizing achievements and recommendations to address remaining challenges to be submitted no later than ten (10) days prior to the end of the Base Period.

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

1. Monthly progress reports to be submitted within five (5) working days after the end of the month concerned.

The final monthly report will be the Compact Close-out report summarizing achievements and recommendations to address remaining challenges to be submitted no later than ten (10) days prior to the end of the Option 1 Period. This should include a detailed summary of key challenges faced during implementation, as well as lessons learned for M&E activities.

5. 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 internet connection and stationary;
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 while in Tanzania;
3. All communications equipment & associated costs; and
4. Laptop computer.

6. Qualifications and Experience

1. Master's degree in Statistics, Economics, International Development or similar equivalent degree;
2. Minimum ten (10) years' experience designing, implementing and managing M&E systems
3. Demonstrable competency in Microsoft Excel, SPSS, STATA and other software for analysis and graphic;
4. Strong analytical skills, including ability to process, interpret and present statistical data;
5. Ability to manage large and complex M&E activities and contracts;
6. Strong project management skills and supervisory experience required;
7. Excellent communication skills, including ability to write and present technical reports;
8. Ability to effectively relate to the needs of the program staff, as required; and
9. Must be fluent in English.

Highly desirable:

1. Demonstrative experience working with management information systems
2. Minimum three (3) years previous developing country experience

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.

Further information regarding MCC and MCA-Tanzania is available at <http://www.mca-t.go.tz> and www.mcc.gov.