



MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya – 793003
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REQUEST FOR PROPOSAL (RFP)

No.MBMA(HR)/RECRUITMENT/128/2020/651

Dated Shillong, the 19th August, 2024

The Meghalaya Basin Management Agency (MBMA) is seeking proposals from qualified candidates with extensive expertise in Monitoring and Evaluation (M&E). The selected individual will be responsible for developing and implementing best practices for MBMA and its stakeholders in Meghalaya. Preference will be given to candidates with experience in Externally Aided Projects (EAPs) funded by organizations such as IFAD, the World Bank, KFW, and JICA.

For detailed information regarding the scope of work, deliverables, and other relevant details, please visit the MBDA website at www.mbda.gov.in.

Date of Issue of RFP: **19th August 2024**

Last date and time of submission: **31st August 2024 upto 05:00 PM**

Sd/-

**Additional Project Director - MLAMP
Meghalaya Basin Management Agency**

TERMS OF REFERENCE (TOR):

RFP: Consultant – Monitoring & Evaluation

The Meghalaya Basin Management Agency (MBMA) is seeking the expertise of a Monitoring & Evaluation (M&E) Consultant to enhance the Monitoring, Evaluation, and Planning system of Externally Aided Projects (EAPs) and to oversee diverse impact assessment activities within the framework of EAP projects at MBMA. This strategic engagement aims to fortify project management and assessment capabilities, ensuring optimal outcomes for the externally supported initiatives. Qualified individuals are invited to apply and contribute to this meaningful endeavor.

Objective of the assignment:

- To enhance the Monitoring, Evaluation, and Planning system of the project, aligning with the directives outlined in the Externally Aided Project's guidelines.
- Review the existing approaches and management information system, reaching consensus on necessary adjustments, and providing assistance and resources as needed.
- Lead and institute systems/protocols to provide hands-on support for Monitoring and Evaluation (M&E) staff, ensuring effective guidance and assistance in their roles and responsibilities.
- Lead of enhancing the capacity of both headquarters and district staff in the monitoring and evaluation domain, while also playing a role in the recruitment of personnel to strengthen these functions.

Scope of Work:

1. To structure how the team will improve its monitoring and what assistance is required to make this happen in coordination with the project staff and implementing partners.
2. To revise the project's annual outcome survey and log frame. Include performance questions, information needs, indicators and related targets, methods, sampling procedure and reporting formats and procedures. Ensure that these supplement and link to the existing M&E processes of implementing partners and other stakeholder groups.
3. Determine the necessity of conducting specific M&E studies and create a TOR that covers sample selection, methodology preparation, and staff training if needed, supervise data entry and provide preliminary analysis of findings.
4. Identify agencies in the public and private sectors with the capabilities and experience relevant for implementing specific ad-hoc M&E studies.
5. Recommend suitable professional M&E refresher training for all staff and provide this training where possible.
6. Improve the management information system, define reporting requirements from managers responsible for implementing activities/components and define formats for standard reports (e.g., quarterly and annual reports).
7. If required to improve the M&E information system, install hardware and software for M&E information and arrange for the training.
8. Assist in the coordination and execution of the completion evaluation. This includes a participatory impact assessment with primary stakeholders, in which lessons learned are identified for a possible next phase or for similar projects elsewhere.
9. Serve as a key member of the MBMA team, participating in the strategic planning process for the company and building up the M&E team.
10. M&E consultant will be answerable to the project director.
11. Ensure that the M&E team responsibility is fulfilled.
12. Any other task assigned by top management.

Deliverables:

- Periodic work assessment review and reports to the management.
- Assessment of capacity building requirements of staff and stakeholders.
- Conduct/Commission trainings on M&E approach.
- Making submissions to Externally Aided Projects and responding to queries, etc.
- Provide support to administration and HR on M&E related recruitment such as advertisement, interviews etc.
- Any other information and reports requested from time to time.

Appointment:

- The Consultant-M&E will be required to play a leadership role and work alongside the senior management team.
- The duration of the assignment is expected to be for a period of 01 (one) year which may be extended on existing terms and conditions with mutual consent.
- The Consultant will report to the Additional Project Director, MLAMP, MBMA.

Desired Qualification and Experience:

- Graduate or Post Graduate in Statistics, Project Management, Public Policy, Development Studies, Engineering or related disciplines;
- A minimum of ten (10) years of professional experience in developing and implementing M&E systems for Externally Aided Projects especially for IFAD funded project.
- Proven experience with the logical framework approach and other strategic planning approaches, M&E methods and approaches (including quantitative, qualitative and participatory), training in M&E development and implementation, facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders, information analysis and report writing;

She/He must also have:

- A solid understanding of rural development, with a focus on participatory processes, joint management and gender issues;
- Familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;
- Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders;
- Strong computer skills;
- Leadership qualities and personnel and team management skills (including mediation and conflict resolution).

Selection Process:

For selection of the candidate,

- 80% weightage will be given to suitability of the candidate based on above parameters and
- 20% weightage will be given to the remuneration sought by the candidate.

Deployment:

- The selected candidate could be based on full time basis in Shillong or divide time between Meghalaya and offsite. In the latter case, 15 days a month would be required to be within the State. In either case the assignment shall be a full-time commitment.
- The selected candidate would be paid a monthly remuneration/professional fee as may be mutually agreed.
- Operational arrangements such as those relating to official travel etc. will be borne by MBMA or such OPE will be reimbursed on actual basis.

Submission of Offer:

1. Offer for the position should include the following:
 - A detailed resume indicating the relevant work experience with supporting documents;
 - A write-up on candidate's suitability for the assignment;
 - Financial Proposal
2. The offer should reach HR Unit, MBMA electronically via hr1.mbda@gov.in with the subject line – '**Application for Individual Consultant – Monitoring & Evaluation (M&E)**' latest by **31st August 2024 upto 5:00PM.**
3. For more information about the organization please visit our website <https://www.mbda.gov.in>

Sd/-

**Addl. Project Director, MLAMP
Meghalaya Basin Management Agency**