

**Community-Based Rural Water Supply Facilities with Treatment System and
Distribution Network Project (MLCSF-2022)**
Terms of Reference for
National Service Provider of Monitoring and Evaluation
(90 Working Days)

1. Aim & Rationale

During the project implementation period of 2 years of the Community Based Rural Water Supply Facilities with Treatment System and Distribution Network Project (Lancang-Mekong Cooperation Special Fund Project) in Myanmar, there will be a need to support **Service Provider of Monitoring and Evaluation (SP)** in providing necessary support services for the Project Management Unit (PMU) and Project Implementation Unit (PIU). It is therefore proposed to recruit one person for the position of 'Service Provider of Monitoring and Evaluation (SP)' at the national level for the financial years 2024–2025. The position should be mobilized in April 2024 in a 90 working days contract, extendable if necessary upon review. This is to enable assistance to the existing M&E team for Progress Reports, Completion Reports, and Financial Reports, including start-up training for reporting and conducting site visits to the project implementation townships.

The aim of the role is to: a) provide rapid response to requests, develop and implement the M&E plan for the project, collect and analyze data, and report on project progress and results; b) focus on the Progress Reports, Completion Report, and Financial Report of the project; c) Organize the online exchange meeting for the relevant country in the Lancang-Mekong Basin and provide the Operation and Maintenance (O&M) as well as Technical Transfer Workshop in the region.

2. Background Qualifications

Using already successful experience in the community-based Water Supply System in Myanmar, the project aims to enhance cooperation with a special focus on the improvement of Drinking water quality and the supply of safe water to rural people, as well as knowledge and technical sharing among Lancang-Mekong members.

- To provide safely managed water for the people in the delta area who have difficulties getting portable drinking water
- To assist the local communities in maintaining sources of safe drinking water in good condition
- To give special attention to water supply to less privileged communities
- To reduce the incidence of water-borne diseases

- To exchange experience and sound technical solutions among LMC members (6 countries)
- To contribute to ASEAN initiatives on Rural Development in terms of Rural Water Supply system implementation and awareness raising in Sanitation and Hygiene

During the project implementation period and project completion, there is a requirement to submit monthly progress reports, quarterly progress reports, a completion report, and a financial report upon accomplishing the project implementation. Therefore, it is necessary to have a good combination of 'Service Provider of Monitoring and Evaluation (SP)' abilities and experience. The ideal candidate will possess qualifications and experience in M&E for water supply projects and rural development projects, which is considered a strong advantage.

3. Responsibilities:

Specifically, the 'Service Provider of Monitoring and Evaluation (SP)' will be responsible for the following tasks:

- i. Develop and implement the M&E plan for the project, in collaboration with the project team and other stakeholders, to ensure that project progress and results are monitored and evaluated effectively.
- ii. Design and implement baseline and end-line surveys to assess the project's impact on Water Supply Facilities with Treatment System and Distribution Network services, as well as on the behaviors of local communities and service providers.
- iii. Develop and implement data collection tools and methodologies, including monitoring and reporting templates, to ensure that project data is collected in a consistent and accurate manner.
- iv. Monitor project activities and progress, using the data collected, to identify any issues or challenges that may arise and provide feedback to the project team and partners.
- v. Analyze project data and produce regular reports on project progress, including identifying and addressing any gaps or areas for improvement.
- vi. Work with the project team to ensure that project lessons learned are documented and disseminated to stakeholders.
- vii. Ensure that project data is managed in accordance with project and donor requirements, including data privacy and security measures.
- viii. Provide capacity-building activities with training materials and reports for capacity-building activities for local partners and stakeholders, including Monitoring and Evaluation training on data collection and reporting.

- ix. Submit monthly progress reports, quarterly progress reports, a completion report, and a financial report upon accomplishing the project implementation, and all required reports to DRD are submitted on time and are complete and accurate.
- x. Organize the online exchange meeting for the relevant country in the Lancang-Mekong Basin to facilitate knowledge sharing about the project, while closely coordinating with the project management team,
- xi. Provide Operation and Maintenance (O&M) and Technical Transfer Workshops in the region

4. Qualifications:

The service providers for the National Service Provider of Monitoring and Evaluation position must have one staff member who has the following requirements:

- i. At least a Bachelor's degree in a relevant field, such as a Bachelor of Engineering, social sciences, statistics, or development studies.
- ii. At least five years of experience in monitoring and evaluating development projects, preferably in the water and sanitation sector (International projects and local), or at least 15 years of general working experience in a relevant field (Water Supply and Sanitation).
- iii. At least 3 years of experience in water treatment facilities, especially in the filtration process, for community development in rural and urban areas.
- iv. Qualifications and experience in monitoring, and evaluation for water supply projects and rural development projects.
- v. Strong analytical and reporting skills, a good use of the IT application, and good data analysis.
- vi. Ability to prepare the financial reports accurately as part of the submission.
- vii. Have to be good writing skills in English for reporting.
- viii. Ability to work independently and as part of a team.
- ix. Excellent communication and interpersonal skills.

5. Duration:

The assignment will be contracted based on a time-based agreement with corresponding remuneration. The estimated number of input days is 90 working days, with the potential for extension subject to funding availability. The anticipated start date for the assignment is April 2024.

6. Reporting:

The Service Provider of Monitoring and Evaluation will report to the Project Manager and will work closely with the project team, local partners, and other stakeholders.

7. Budget:

The budget for this position will be commensurate with the candidate's qualifications and experience.

8. Evaluation:

Candidates will be evaluated based on their qualifications and experience, as well as their ability to meet the deliverables outlined in this Terms of Reference.

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