

TERMS OF REFERENCE

Monitoring and Evaluation Specialist (Project Implementation Unit) Plastic Free Rivers and Seas for South Asia Project

Background

Plastic waste pollutes the land, flows into rivers, ends up in oceans, threatens development, and has far-reaching economic, ecological, and health impacts. South Asia is the third-largest contributor to global plastic waste, and unless action is taken, the region's waste is estimated to double by 2050.

The Plastic Free Rivers and Seas for South Asia project will help coordinate activities and facilitate the region's transition to a circular plastic economy by encouraging investments and greater collaboration between the public and private sectors and across countries. Since many of South Asia's rivers and seas span across national boundaries, a regional approach is necessary to address plastic pollution that leaches into waterways and ends up in the ocean.

The objective of the Project is to strengthen innovation and coordination of circular economy solutions to plastic pollution flowing into South Asian Seas.

The Project consists of the following parts:

Part 1. Supporting Competitive Block Grant Investments to Reduce Plastic Waste

- 1.1 Supporting circular plastic economy solutions to reduce plastic waste by implementing a program of regional competitive block grant investments, providing Regional Competitive Block Grants ("RBGs") to eligible organizations in South Asia ("Eligible RBG Beneficiaries") including innovation grants
- 1.2 Facilitating the exchange of circular plastic economy knowledge between Eligible RBG Beneficiaries and selected South Asian countries and promoting awareness-raising activities.
Developing the short-term communication activities, Knowledge Management website for SACEP PLEASE project, Awareness raising and promoting knowledge exchange in the region, PLEASE Project knowledge sharing, advocacy, partnership building, and resource mobilization.

Part 2. Leveraging Public and Private Sector Engagement and Solutions

- 2.1 (Enabling policies, standards & analytics in regional countries) Supporting the development of strategies, action plans, policies, and standards to harmonize plastic pollution mitigation measures through (a) developing and implementing a multi-year plastic policy support program, working with leading universities and organizations; (b) developing a database for lifecycle analysis, data collection, and modeling related to plastic across selected industry value chains; and (c) supporting Monitoring and Evaluation activities.
Supporting on Public awareness campaign on 3R based plastic waste management -Sri Lanka and other communication campaigns, training programmes and technical visits
- 2.2 Discussion of national policies
Supporting circular use of plastic in the economy through regional public-private collaboration and engagement in South Asia, including designing and organizing annual or more frequent meetings of representatives from public and private sectors.
Supporting Discussion and review of national policies in relation to plastic waste management on trends and latest development (back-to-back with APFSD), Plastic declaration back-to-back with the GC meeting, regional workshop on the development of Extended Producer responsibility (EPR) in the region including development of EPR in wider countries, focused group discussions on marine litter actions, one annual convening on circular plastic economy policy solutions

Part 3. Strengthening Regional Integration Institutions

3.1 (a) Carrying out works to support the construction of SACEP's new headquarters and providing technical assistance to, and building capacity of, SACEP to discharge its functions, including coordination with relevant regional organizations and uniform collection, analysis, and interpretation of pollution data.

(b) Supporting on Institutional Capacity Building Assessment

3.2 Supporting on project management activities

Supporting SACEP in the implementation and overall management of the Project, regarding the aspects related to social and environmental safeguards, monitoring, reporting and evaluation

SACEP is the responsible implementing agency for this project. SACEP is an inter-governmental organization established by Afghanistan, Bangladesh, Bhutan, India, Maldives, Nepal, Pakistan, and Sri Lanka in 1982 to promote and support the protection, management, and enhancement of the environment in the region. In addition, SACEP serves as the secretariat of the South Asian Seas Programme (SASP), one of 18 such Regional Seas Programmes of the United Nations Environment Program. The regional project would strengthen SACEP to administer relevant project activities via the following insertional structure, which includes a Ministerial Level Governing Council (GC), Consultative Committee (CC), National Focal Points (NFPs), Subject Area Focal Points (SAFP), and a Colombo-based Secretariat.

The Project Implementation Unit (PIU) has been established by the SACEP Secretariat for the implementation of the project. The PIU is responsible for all aspects of the day-to-day management of the project, including planning, budgeting, technical coordination, implementation supervision, M&E, and ensuring compliance with the World Bank environmental and social (E&S) standards. In addition, PIU has the technical capabilities to advise the SACEP member states on national and regional planning and will hire (through the project) and second through partnership arrangements with member states and project partners [UNEP, UNDP, and PARLEY] the necessary skills required.

The PIU is led by a Project Director and comprised of a team of specialized staff responsible for project management, financial management, procurement, environmental safeguards, social safeguards as well as support staff. The PIU will recruit specialized consultants necessary for specific technical assistance for the overall implementation of activities, as and when the need arises. The PIU liaises closely and also ensures the overall coordination of all project entities to ensure necessary data and information are shared and collated for reporting to the Project Steering Committee, the World Bank, and UNOPS who have been hired by SACEP/PIU to support the implementation of Component 1 and 3.1 of the PLEASE project. SACEP/PIU considers Monitoring and Evaluation to be critical factors to the success of this project.

Scope of Assignment

The Plastic Free Rivers and Seas for South Asia Project Implementation Unit (PIU) within the Secretariat of the South Asia Cooperative Environment Programme (SACEP) is seeking the services of a Monitoring and Evaluation Specialist (Consultant) who will provide initial thinking, advice, and inputs to develop and implement a comprehensive Monitoring and Evaluation program for the Plastic Free Rivers and Seas for South Asia Project. The Consultant will spearhead the development of a Monitoring and Evaluation Program (MEP) and action plan that will serve as the basis for a systematic Monitoring and Evaluation intervention during the implementation of the project. The Consultant, as part of the design of the MEP, will also advise on building capacity (if and as necessary) in the PIU/SACEP as well as in the country-level counterpart agencies so that the Monitoring and Evaluation program is implemented to a professional standard for greater effectiveness.

Responsibilities

The proposed consultant will assist SACEP/PIU to track the progress of all project activities against the implementation schedule and Results Framework Monitoring indicators. He/she will be responsible

for project outcomes and outputs monitoring system development, data compilation and maintenance, and reporting. He/she will work closely with the Project Director and other staff of SACEP/PIU and also with the staff of UNOPS assigned to the project, as required. The key objective of this position is to implement the monitoring and evaluation systems and practices and generate evidence-based feedback for program planning and policy formulation.

Especially he/she is responsible for;

1. Provide all aspects of project monitoring and evaluation(M&E) support required for the implementation of all components of the PLEASE project
2. Carry out M&E need assessment using the predetermined and agreed methodology.
3. Responsible for the development M&E framework and the implementation of the same for the PLEASE project.
4. He /She is responsible to develop sector-specific, components-specific monitoring and evaluation framework in consultation with SACEP, World bank's focal officers, and other stakeholders.
5. M&E specialist will develop simple and user Component wise monitoring formats and guidelines to be used in the monitoring process and assist PIU/SACEP to implement the M&E framework, guidelines, and, other tools introduced
6. Capacity Building of PIU/SACEP staff on M&E, and conduct capacity building training for PIU/SACEP staff to minimize M&E capacity gaps among PIU/SACEP staff.
7. Establish and maintain a computer-based project M&E system that captures project progress against set indicators and targets of Results Framework and Monitoring (RFM), financial and physical progress of each project output.
8. Update and maintain project database against RFM indicators and targets for regular quarterly reporting, and as and when required, including detailed data of activities under each project output.
9. Orient PIU/SACEP on the M&E system to collect, compile and document project data (activities under all outputs and RFM indicators/targets), and on the importance and utilization of data for tracking project progress and decision-making.
10. Orient project implementing agencies and units such as focal points in the Member countries of SACEP in data keeping, compiling, and reporting systems and to report data to PIU and SACEP.
11. Provide regular technical backstopping to the PIU to maintain the project database and timely reporting.
12. Support the PIU in preparing high-quality quarterly and annual reports, as well as other ad-hoc reporting as required with disaggregated data and evidence-based analytical information.
13. Participate in project review missions and support to present project status and prepare mission reports as required and requested.
14. Coordinate with PIU /SACEP in preparation of project completion report to the World Bank.
15. Develop monthly reporting formats for progress reporting by PIUs
16. Map the impact, output, and process and disseminate the information as required and as per the RFM indicators.
17. Periodically report to the management how the project activities under each component will affect outputs, intermediate outcomes, and ultimately the overall impact to achieve the project development objectives.
18. Advise the management on the achievement of the indicators in the RFM in advance.
19. Carry out period and continuous evaluation and monitoring of all sub-projects (grant financed sub-projects) under Components I and 2 and implementation of component 3.
20. Any other duties assigned by the Project Director/SACEP periodically, as required.