

Terms of Reference

Baseline Creation and Third Party Monitoring/Validation

Introduction

Azad Jammu and Kashmir (AJK) is a disaster prone region, and most vulnerable to climate change. It has experienced a number of unprecedented natural calamities over a period of less than a decade, including the earthquakes in 2005 and 2015, recurrent floods, heavy rains and landslides. Lagging economic development and low human development and social indicators increase the vulnerability of the region's population to disasters. Furthermore, limited capacity of the government, due to financial and technical constraints, compounds vulnerability to disasters.

Floods hit part of AJK in early September 2014 resulting in hundreds of casualties, and caused damages to housing, irrigation, transport and communications infrastructure. In response to the floods, the Government of AJK has received financing from the World Bank for the Disaster and Climate Resilience Improvement Project (DCRIP) for restoration of flood protection infrastructure and strengthening government capacity to manage disaster and climate variability. Keeping in view the aforementioned aim, P&D AJK is seeking to engage a relevant and suitably qualified firm to undertake third party monitoring and validation of project activities.

Objective

The objectives of the consultancy are to:

- Undertake overall project Monitoring and Validation
- Suggestions/ Recommendations for the project, specifically highlighting:
 - o Implementation lessons to determine whether project is on track to achieving results; and,
 - o Ensure that corrective action can be taken on a timely basis

Scope of Work:

- Overall project Monitoring / validation vis-à-vis project Results Framework (RF)
- Firm will review procurement and financial management procedures to make sure that all the activities are within the dimensions of P&D AJK, and do not conflict with any guidelines provided by the Bank.

- Firm will review compliance with Bank's environmental and social safeguards requirements.
- Firm will make recommendations to ensure that milestones are achieved in the anticipated time period.
- Firm will ensure that goods procured are according to the specifications, and have been properly tagged, and record maintained in the inventory system.
- Firm will review quality of infrastructure works under the project.
- Firm will also ensure that hired firms are working in the framework and scope of work provided to them, and within the anticipated time period.
- Firm will also ensure that fair trail policy has been adopted and adequacy of Grievance Redressal Mechanism is ensured.
- Firm will provide its recommendation / suggestions related to project implementation if they identify room for improvement.
- In addition to human resources, firm will be expected to employ various technologies for monitoring of project activities, particularly for infrastructure works in remote locations in the State.
- Firm will be required to monitor / validate that training standards are up to mark and can be easily adopted / replicated.
- Firm will ensure quality of trainings with particular emphasis on standard of training, stock of knowledge and the extent to which training is being utilized.
- Firm will assess the quality of instructions materials disseminated and any publication made for the awareness of general public / community as well as CBDRM interventions with a particular emphasis on quality, relevance of content, standard of training, community engagement and utilization of training.

Period Of Contract

The overall period of contract will be four years (Upon Completion of Project)

Coordination:

The consulting firm will report to the Project Director, DCRIP or any other staff designated at the Authority. All work must be approved by the Project Director or the designated staff. A copy of the firm's outputs will also be independently provided to the Bank.

Qualifications:

The interested consultants shall be a tax registered national management / Monitoring consultancy firm or an international management / M&E consultancy firm incorporated for at least five (5) years for offering similar services and have completed similar projects of this scale and complexity and in comparable organizations. Consulting firm should possess good knowledge of the working of the Government of AJK, as well as of all concepts, principles and approaches required for the assignment.. In case of joint venture, the details of such projects

will be provided separately as primary or associated consultant. Consulting firm should propose adequate approach, methodology & work plan for timely and effective completion of assignment. Evaluation criteria for short listing will base on following marking criteria.

- a. General Experience (The consultant should have completed at least Five (05) similar sizes of projects of the same scale and/or complexity and in comparable organizations to judge capacity and performance of the firm. (Marks 30 points)
- b. Relevant Experience: The consultant should have completed at least Four (04) similar project of the same scale and/or complexity and in comparable organizations. Experience of working with Government of AJK would be preferred.) Specific experience includes third Party Evaluation, Validation and Ground truthing survey and Related Project). (Marks 40 Points)
- c. Management Capacity (Volume/number of consultant’s services in terms of total number of staff months executed in the assignment, as their specific input should be sufficient to indicate that the firm would be able to handle the requirements of this assignment.) (Marks 30 Points).

Interested consulting firm(s)/ Joint Venture(s) must provide information indicating that they are qualified to perform above services (e.g. descriptions of similar assignments, value of previous assignments, experience under similar conditions.), alongwith the documentary evidence which include contract agreement, copy of the final deliverable or any other legal document.

Affidavit from all the participating partners of the association confirming that: (a) applicant firm(s)/ joint venture(s) have never been blacklisted by any International, Government/ Semi Government Organization and (b) All the information provided by the applicant firm(s)/ joint venture(s) is correct.

Timelines for Deliverables

	Deliverable	Description	Schedule (months after signing of Contract)
1	Inception Report	<ul style="list-style-type: none"> - Outline of overall methodology to be used - Work plan - Monitoring and Evaluation strategy - Formats for Reporting/tools for data collection 	One (01) month

2	Baseline Creation	- Establish baselines against indicators in project Results Framework	Two (02) months
3	Bi-annual Monitoring Report	- Monitoring of activities, and progress towards achievement Project Development Objective / Results framework - Highlight overall implementation experience - Impact Assessment for the activities carried out and submission of Quarterly Report.	Every six (06) months
4	Draft Mid-term Evaluation Report	- Assessment and analysis of activities carried out. - Reporting on progress on Project Development Objectives - Recommendations for any shorting coming in ongoing activities.	Twenty (20) months
5	Mid-Term final Report	- Report on progress up to mid-term review - Work expected in remainder of project	Two (02) months after scheduled Mid Term Review
6	Draft Final Impact Evaluation Report/ Draft Implementation Completion Report	- Suggestions for improvement, sustainability and exit strategy - Impact assessment of project activities	Two (02) months before project completion
7	Final Report/Implementation Completion Report	After incorporating suggestions on the Draft Final Report	One (01) month after project completion

Indicative Payment Structure:

The ‘Consultant’ will be paid the lump-sum amount for undertaking the assignment according to the submission and client’s approval of deliverables. All other costs would be considered included in the lump-sum costs.

S. No.	Benchmark	Payment
1.	Mobilization Advance upon signing of contract	10%
2.	Submission of Inception report and Baseline	10%
3.	Submission of Deliverable 3	25% (proportion to be paid at each bi-annual submission)
4.	Submission of Deliverable 4	15%
5.	Submission of Deliverable 5	15%
6.	Submission of Deliverable 6	15%
7.	Submission of Deliverable 7	10%

Selection Process:

Procurement will be Based on Consultants Qualification (CQS) method in accordance with paragraph 3.7 of World Bank's Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers, January 2011 (Revised 2014).