

Enhancing Access to Quality Early Childhood Education Project (UZB1018)

Terms of Reference for Monitoring and Evaluation Specialist

1. BACKGROUND

With a view to realizing the tasks set for the improvement of the Preschool Education system in Uzbekistan, the Ministry of Preschool and School Education (MPSE) prepared the investment Project “Enhancing Access to Quality Early Childhood Education” (hereinafter “the Project”) which is financed by the Islamic Development Bank and the OPEC Fund for International Development. The proposed Project would be implemented over a period of five years, organized around six components, for an amount of US\$ 30.0 million from the IsDB. The Project Development Objective is to enhance access to quality early childhood care and education (ECCE) facilities and improve the quality of early learning environments in Uzbekistan. The project has the following components: (1) Enhancing Access to ECCE Education facilities; (2) Enhancing the Systems and capacity for improving the quality of preschool education; (3) Support to project management; (4) Financial Auditing consultant; (5) Technical Review and Monitoring consultant and (6) Contingency Emergency Response Component.

The Agency for Preschool Education (APE) will be the Executing Agency (EA) of the Project and being responsible for overall implementation. The APE plays the lead role in policymaking, strategic planning, program implementation and improving management of the preschool education system in Uzbekistan. The PMU to be located in the premises of the APE will be responsible for the day-to-day management and administration of project activities. The PMU will report directly to the Deputy Director of the APE. The PMU would provide technical, managerial, and fiduciary assistance to the APE to implement the project effectively including: (i) implementation, coordination and oversight; (ii) financial management, including planning and budgeting, accounting, financial reporting, internal controls, funds flow and disbursement and auditing; (iii) management of environmental and social safeguards aspects; (iv) procurement and contract management; (v) Project monitoring; (vi) coordination and oversight of disbursements by PFIs; (vii) Project completion. The PMU will also be responsible for the coordination amongst project stakeholders, service providers and the financing parties i.e. the Government and the IsDB. The PMU in close coordination with the relevant Departments/Entities of the EA will also monitor/evaluate the quality of deliverables and timelines of project implementation through internal control mechanisms. The PMU, through the EA, will share progress reports with the IsDB for review and feedback.

2. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to develop a comprehensive monitoring and evaluation of the project, oversee the monitoring of components and subcomponents, provide technical guidance and participate on the development of the integrated information system and training of the staff responsible of the monitoring of components and subcomponents of the project.

3. SCOPE OF WORK

The M&E specialist will be responsible for overseeing the monitoring and evaluation (M&E) framework of the overall project implementation. His responsibility will include:

- (i) Working closely with person responsible for M&E within each implementing agencies to collect, analyze and consolidate data collated.
- (ii) Provide technical support and build capacity of the person in charge of M&E in various implementing agencies.
- (iii) Overseeing the arrangements for results monitoring including mid-project evaluations, which can be used by managers and policy makers to assess project effectiveness during implementation, as well as end-of-project evaluation, which can be used to evaluate the effectiveness of the project after it is completed.
- (iv) Maintaining an MIS system which will track progress in all project subcomponents, both in terms of financial performance and meeting implementation targets.
- (v) Monitor the performance of all contractors under the project against agreed benchmarks.
- (vi) Provide quarterly reports to the PMU which will be made available to IDB.
- (vii) Coordinate the compilation of project baseline and comparison data to assess outcome-based project impact during implementation and developing and populating the project database.
- (viii) Assist in the design and development of the project information system (including Business licensing, company registration and immigration services automation) that will manage the project data and information keep track of information flows, project issues and documentations.
- (ix) Review indicators from surveys and routine data collection, and ensure that the information repository of the M&E activities is accurate, accessible and up to date.

4. **QUALIFICATIONS AND EXPERIENCE**

The following skills and expertise will be required in carrying out the above assignment.

- (i) First degree in relevant discipline, e.g. Economics, Statistic, Information System Management, etc. with minimum 8 years post graduate experience in database management, monitoring and evaluation.
- (ii) Must have good knowledge of monitoring and evaluation practice and procedures of a multilateral financial institution as well as M&E practice.
- (iii) Excellent skills in project management demonstrated in previous jobs.
- (iv) Proven track record in working effectively within multidisciplinary teams.

Language: Knowledge of Uzbek and/or Russian and English language is compulsory.

Duration of the assignment. The M&E specialist will be offered a one-year contract renewable for up to five years, subject to satisfactory performance. The probation period is 3 months.