

## Terms of Reference

<b>Position:</b>	<b>ToR Monitoring and Evaluation (M&amp;E) Consultant</b>
<b>Project Title:</b>	Public Information and Awareness Services for Vulnerable Communities in Laos Project (PIASVC)
<b>Duty Station:</b>	Vientiane, Lao PDR
<b>Duration:</b>	30 days
<b>Type:</b>	Consultancy Contract
<b>National/International position:</b>	National or Vientiane based International

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### **1. Background**

The Public Information and Awareness Services for Vulnerable Communities Project (PIASCV) - funded by the World Bank (WB) through the Japanese Social Development Fund (JSDF) and co-financed by the Swiss Agency for Development and Cooperation (SDC) - aims to improve public access to information on natural resource rights, by providing awareness raising and enhanced legal counseling services to poor and most vulnerable communities. Increased awareness and improved capacity of local paralegals to deliver legal counseling will help these communities to prepare and address challenges and livelihood impacts stemming from large scale natural resource-based investments.

The Development Objective is to improve access to legal information and counseling services for poor and vulnerable persons in selected rural districts to enhance protection and fulfilment of their natural resources and livelihood rights. The project aims to improve public knowledge on natural resource rights by providing awareness raising and by enhancing legal counselling services for the poorest and most vulnerable communities with approaches tailored to their unique conditions. The awareness raising and capacity building for counselling services focus on rights to natural resources that are of pivotal importance for the livelihoods and subsistence of the beneficiary communities. Increased awareness and improved capacity of village mediation committees, para-legal volunteers and community leaders to deliver legal counselling will help the communities to address challenges and livelihood impacts stemming from natural resource-based investments typical to Lao PDR.

The project is based on three main components. **Component 1:** This Component supports capacity building for Civil Society Organisations (CSOs) members of the Land Information Working Group (LIWG) to deliver awareness rising and counselling service trainings for village-level facilitators and paralegal volunteers who will disseminate public information and provide counselling services for the vulnerable and poorest rural communities, including women, persons with disabilities, ethnic minorities and communities located in remote geographical locations. **Component 2:** This

component focuses on the delivery of the small grant support. The Sub-Grants will be used to cascade the CSO capacity building, and the training of trainer inputs provided under the Component 1 to implement in the project target areas the awareness raising and the capacity building for counselling service at community level. **Component 3:** This component relates to Project Management, Monitoring and Evaluation and Knowledge Dissemination.

The project duration is 3 years, starting in November 2021 and is managed and implemented by Helvetas Swiss Intercooperation through Project Management Unit (PMU), headed by the Project Manager.

## **2. Implementation Arrangement**

The M&E Consultant will directly report to the PIASVC Project Manager on all Monitoring and Evaluation issues and will also be guided by the Helvetas Country Director who oversee the overall implementation and administration of the PIASVC project.

The consultancy contract will for 30 (thirty) days from February 2022 to September 2022.

The M&E Consultant will be based in Vientiane, Lao PDR.

## **3. Objectives and Scope**

Working closely with PIASVC PMU, the M&E Consultant is responsible for the participatory design and development of the PIASVC's Monitoring and Result Measurement (MRM) System in line with the Project Development Objectives (PDO), Intermediate Level indicators and the Results Framework. The M&E Consultant will develop the system, guidelines and procedures in close coordination with the PMU and the LIWG Secretariat and members, including considering the data collection methods and practices of the LIWG CSO member Sub-grantees. He/She will develop a data collection plan and define a data collection method to track project progress through agreed M&E indicators at project level and for the Sub-Grantees. The M&E Consultant will also provide some coaching to support Sub-Grantees with the elaboration of their M&E framework and to support their contribution to primary data collection on beneficiaries and progress of activities.

## **4. Scope of Work**

The specific functions and responsibilities of the M&E Consultant include, but are not limited to:

- Develop a participatory monitoring and evaluation system with i) quarterly, bi-annual and annual monitoring milestones, and ii) recurrent screening and monitoring surveys of the final beneficiaries and grantees.
- Review existing practices from LIWG members to elaborate, develop and test the project MRM (Monitoring and Results Measurement) System reflecting donors' requirements and needs of the project., including all supportive tools, guidelines, procedures and/or templates.
- Support and provide input to, as part of the MRM System elaboration process, the design of relevant methods and tools for the collection of data to feed into the project's baseline survey.

## Monitoring and Evaluation (M&E) Consultant

- Develop a data collection plan to outline and define adapted data collection method and tools for each PDO and intermediate results indicators, as per the logframe and the Project's Theory of Change.
- Design a Management Information System (MIS) that will track project progress through agreed M&E indicators.
- Liaise with other consultants as needed (e.g. the Communication and Social Network Management Consultant, the legal counselling and knowledge management expert or the awareness raising and knowledge management expert), and in particular for the elaboration of the Knowledge Management Strategy development.
- Provide capacity development support to relevant stakeholders for the use of the MRM System, including support to sub-grantees to help them collect reliable and accurate data to track progress of the project.
- Provide capacity development and coaching support to Subgrantees to set up their own M&E systems / plans for internal progress tracking, to adopt the necessary skills and good practices for efficient M&E and to support data collection during project's implementation.

### **5. Experience and qualifications**

- Master's degree in social sciences, economics, international relations, development or related field.
- At least 6 years of similar work experience with at least 3 years of experience in the development and implementation of MRM systems for development projects.
- Good knowledge of concepts and framework for monitoring and Evaluation and Result Measurement and strong demonstrated experience in monitoring, evaluation, accountability and learning, including participatory approaches.
- Demonstrated experience database management.
- Knowledge in designing surveys and other data collection instruments and tools.
- Knowledge and understanding of the political, economic and social contextual factors of Laos in relation to the development sector, especially on land issues is a plus.
  
- High degree of computer literacy in Microsoft packages (MS Word, MS PowerPoint, MS Excel).
- Experience in and the ability to facilitate capacity building and training at different levels for staff and beneficiaries.
- Excellent and demonstrable analytical skills.
- Excellent written and spoken English language skills.
- Ability to be creative and proactive to work.