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## **Proposed Himachal Pradesh – Horticulture Development Project: Terms of Reference (ToR) for Monitoring & Evaluation specialist**

### **Project background:**

The Government of Himachal Pradesh (GoHP) intends to implement a World Bank funded project on Horticulture Development in the State of Himachal Pradesh, viz. Himachal Pradesh – Horticulture Development Project (HPHDP). The project is at preparatory stage and a detailed project implementation plan is under preparation.

The proposed project will address key, well known gaps and deficiencies in the horticulture sector in Himachal Pradesh and transform the sector (and the overall rural economy) to being more productive, efficient and profitable. By doing so, it will contribute to the key aspects of the GoI, GoHP's and the Bank's strategic objectives related to faster and broader agriculture sector growth and inclusive development. The proposed Project Development Objective (PDO) is to "increase the productivity, profitability and market access of selected horticulture commodities in Himachal Pradesh" and the indicative Key Project Indicators (KPI) are - Area under improved clonal rootstock and cultivars of selected horticulture crops; Percentage increase in price realized by producers over control; Share of wholesale price realized by producers; and Number of alternative marketing channels accessed by producers.

The project will achieve the proposed PDO by: (i) improving producer's access to knowledge and climate resilient production technologies so that producers are able to respond to climate changes and climate variability and emerging market opportunities.; (ii) promoting investments in agribusiness, fostering backward and forward linkages in the value chains for horticulture products, facilitating access to finance for agribusiness entrepreneurs, and, where appropriate, push for process, regulatory and/or policy change; and (iii) supporting the development of an improved platform for market-related information and intelligence, alternative market channels developed outside of regulated markets, piloting negotiable warehouse receipts for horticulture commodities and improved services provided by modernizing the promising traditional wholesale markets.

### **Scope of Services:**

Government of Himachal Pradesh wish to appoint a Monitoring & Evaluation specialist up to the project period. The Project Coordination Unit (PCU) will have overall responsibility for all M&E activities. The Monitoring & Evaluation Management shall be the responsibility of a Monitoring & Evaluation Specialist who shall be responsible for designing and facilitating the implementation of the Monitoring & Evaluation Management Framework of the Himachal Pradesh Horticulture Development Project (HP HDP), with the objective of framing, identifying, assessing and mainstreaming the Monitoring & Evaluation aspects of HP HDP in project preparation and implementation. M&E Specialist will be responsible for Coordinating M&E activities across the various implementing agencies and service providers. An M&E system is

at the heart of capturing the many policy relevant lessons that will emerge from the implementation of the project across various agro-ecological zones. Actual M&E activities will be outsourced to a specialized consulting firm with a proven track record.

### **Essential Qualifications:**

#### Educational Qualification

- The Monitoring & Evaluation Specialist must have Master degree /MBA (or equivalent) in economics/Statistics/ Agriculture Economics or a relevant discipline. A combination of several specializations will be an asset.

#### Working Experience

- Minimum experience of 8 years of which at least 3 years should be on a senior and responsible position in Private/Cooperative /Government/NGO sector. The candidate should have extensive experience in project design, monitoring and evaluation and knowledge and experience of both qualitative and quantitative methods for M&E.

### **Desirable Qualifications and Experience:**

- Knowledge of a statistical software and experience with handling large datasets is highly desirable.
- Experience of working in project(s) assisted by any international/national organization
- Experience of providing technical support to and capacity building of organizations with strong analytical skills, and the ability to synthesize complex concepts and to communicate them effectively.
- Ability to work effectively in teams as well as independently.
- Good communication and social skills; the candidate must show initiative, synthesis, organization and personal dynamism, as well as capacity to work with teams and prepare adequate planning and activity reports;
- Fluency in English and Hindi.

### **Computer Skills**

The M & E Specialist must have proven experience of using Internet based applications, using and working with advanced word processing/spreadsheet including MS Word, MS Excel and MS Power Point as well as SPSS/STATA and other related applications.

### **Key Job Responsibilities**

The M&E Specialist will lead and coordinate all monitoring and evaluation activities of the project and assist the Project Management Unit (PMU) in supervising the external M&E consultants recruited by the project. Specifically, this includes

1. Developing a framework for overall M&E of the project, finalizing process and performance / results indicators to be monitored by the project, overseeing the design and implementation of data collection activities, undertaking regular analysis and reporting on M&E.

2. The M&E specialist will be responsible for supervising the external M&E consultants recruited by the project and overall supervision of the project's M&E system including -
  - a. Prepare / review the M&E consultancy TOR
  - b. Review of design and execution of the sampling framework for the M&E study, at both cluster and household levels
  - c. Review of household and community level questionnaire
  - d. Providing necessary assistance for field testing of the questionnaire
3. Regular reporting will involve reporting on project performance, semi-annual and mid-term evaluation reports.
4. Identifying any bottlenecks occurring in project implementation and taking suitable and necessary remedial action in coordination with Project Management Unit.
5. The M&E Specialist will be responsible for coordinating all project related M&E activities of the various line departments involved in the Project and the Project Management Unit.
6. He/she will also be responsible for identifying relevant M&E training needs of line departments, facilitation teams and other project stakeholders and coordinating these training activities.

### **Knowledge Dissemination**

1. Preparation of knowledge materials and products linked to M&E management in HPHDP
2. Dissemination of best practices and cross learning across states
3. Participate in workshops and learning/exchange forums as needed

### **Remuneration and payment terms:**

A fixed monthly consolidated remuneration/ consultancy fee of Rs 1,00,000/- will be paid to the incumbent and this monthly remuneration/fee shall be subject to applicable TDS deductions. However, in case of retired Government/Public Sector Employees Remuneration will be fixed based on the principle of last monthly pay-drawn (Gross Pay) minus the pension as per the policy of the State Government.

### **Travel Requirements**

The M&E Specialist will be required to undertake field-visits and tours as per the project requirements.

### **Reporting and Performance Review**

The M&E Specialist will report to the Project Director of HPHDP. The work and performance of the M&E Specialist shall be reviewed by the project director on a periodic basis. First performance review shall be undertaken after first six month's performance. Second review and all subsequent reviews thereafter shall be undertaken prior to the completion of the respective year.

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