

**MOLDOVA HIGHER EDUCATION PROJECT**  
**MINISTRY OF EDUCATION, CULTURE AND RESEARCH**

**TERMS OF REFERENCE**  
**MONITORING AND EVALUATION SPECIALIST**

**A. BACKGROUND**

„Moldova Higher Education” Project (MHEP) is a World Bank-financed Project to be implemented between May 2020 and December 2025.

The total cost of credit is EUR 35.7 million (US\$39.4 million equivalent) financed by an International Development Association (IDA) and is provided to the Republic of Moldova in support of Moldova Higher Education Project.

The Project Objective is to improve the labor market orientation of selected higher education institutions and the quality assurance mechanisms. The Project is organized around three components and includes systemic interventions in the areas of higher education quality, financing and management, as well as a targeted program to be implemented by selected universities and pedagogical colleges to address some of their most pressing needs in labor market orientation.

The MHEP components are described below:

1. Improving the Quality Assurance Mechanisms
2. Improving the Labor Market Orientation through Targeted Interventions
3. Project Management

*Component 1 – Improving the Quality Assurance Mechanisms.* This component aims to improve Moldova higher education system’s quality assurance mechanisms, which would also contribute to improve its labor market orientation. It comprises three sub-components that support activities in: (i) National Qualifications Framework (NQF) and Quality Assurance (QA); (ii) System Management and Monitoring; (iii) Higher Education Financing.

*Component 2 – Improving the Labor Market Orientation through Targeted Interventions.* This component would finance the design and implementation of a targeted and needs-based program (Higher Education Improvement Program - HEIP) aimed at improving the labor market orientation of Moldova’s higher education institutions, as well as their research capacity.

*Component 3 – Project Management.* This component would support the day-to-day management of the Project by the MoECR with assistance of a dedicated team of individual consultants who would provide managerial, fiduciary, and technical support to the implementation of the proposed Project for its full duration.

In this context, a Monitoring and Evaluation Specialist will be hired that will assist and provide technical support to the Ministry of Education, Culture and Research and Project management team in order to monitor and evaluate the Projects’ impact, to ensure systematic arrangements during the project implementation.

**B. OBJECTIVE OF THE CONSULTANCY**

The Monitoring and Evaluation Specialist will provide technical assistance in data collection for monitoring and evaluating the implementation progress. Monitoring and Evaluation Specialist is responsible for reporting on MHEP’s activities according to the Project’s Results Framework, as well as for development and implementation of the monitoring and evaluation plan for MHEP components. He/she will develop and maintain a database for data project monitoring and evaluation. The Monitoring and Evaluation Specialist is also responsible for establishing and maintaining a record and filing system of technical documents and all official correspondence of the Project.

The Monitoring and Evaluation Specialist will be responsible for gathering the relevant reports and information from MoECR’s representatives, NEA’s staff, HEIP beneficiaries, and other relevant parties involved in the project implementation to monitor the project objectives and results obtained.

The actions to be taken envisages the implementation of the following main activities:

- Implementing of the monitoring & evaluation strategy;
- Developing and maintaining a database for data monitoring and evaluation;
- Collection, monitoring, and analysis of data and indicators;
- Disseminating of monitoring data and evaluation results;

### **C. SPECIFIC TASKS**

To achieve the assignment's objectives, the Consultant shall perform the following tasks:

#### Implementing Phase

The Monitoring and Evaluation Specialist is expected to:

1. Develop and maintain a comprehensive a Monitoring & Evaluation Database for data monitoring and evaluation of the to measure projects implementation actions;
2. Develop and implement of the monitoring and evaluation plan for HEIP sub-component;
3. Develop and implement the Monitoring Plan for the site visits and other monitoring activities;
4. Carry out field visits, including HEIP Beneficiaries, to support implementation of M&E activity and supervise the progress achieved during the implementation phase;
5. Monitor HEIP Beneficiaries under Component B, implementation processes and report on the progress achieved, outcomes generated, as well as to warn on implementation issues, risks and threats and recommend measures for mitigation and improvement;
6. Ensure that all the tools and logistics necessary for the field visits are available and set up on time;
7. Support the implementation of the MHEP operations manual;
8. Support the implementation of the MHEP working plan 2020-2025;
9. Support the implementation of the MHEP Annual Operations Plan;
10. Ensure regularly data collection in a technically accurate and error-free format (projects progress reports, monitoring indicators and on eventual implementation issues etc.), data analysis and results evaluation;
11. Ensure that, in general, project monitoring arrangements comply with the project's documents, operational manual, M&E strategy etc.;
12. Periodically review the tools for monitoring and evaluation and make adjustments (as necessary) to facilitate objective measurement of indicators included in the results framework and monitoring from PAD;
13. Periodically review and update (as necessary) the Monitoring & Evaluation procedures;
14. Prepare progress and annual reports or info notes on M&E findings including but not limited to reporting on the project's Results Framework;
15. Provide reports on monitoring data and evaluation results to the Project Coordinator, World Bank Group and other stakeholders (on request);
16. Participate in meeting with World Bank representatives during supervision missions, required by the Project Coordinator;
17. Evaluate implementation processes and performance, and report on the progress achieved, outcomes generated, as well as to warn on implementation issues, risks, and threats. Recommend mitigation measures;
18. Support the Project Coordinator in other activities defined in the operational manual.

#### Closing Phase

The Monitoring and Evaluation Specialist is expected to:

1. Organize and archive all relevant information collected during the Project life cycle according the operational manual and Monitoring and Evaluation Strategy.
2. Supervise that all consultancy products and services, hired/ bought for Monitoring and Evaluation activity, are delivered before the closing date of the Project.
3. Disseminate in cooperation with the HEIP Officer the monitoring data and evaluation results.
4. Support the Project Coordinator in organizing a final dissemination event to show the results and impact achieved.

#### **D. DURATION**

This is a full-time assignment expected to begin in September 2020. The contract will be signed for a period of 12 months. Subject to Consultant's satisfactory performance, the contract may be renewed until the Closing Date of the project on December 31, 2025.

#### **E. CONSULTANT'S REPORTING OBLIGATIONS**

The consultant to be hired in accordance with the proposed assignment should prepare monthly reports on all activities performed. This monthly report should be subject to approval of MHEP Project Coordinator. The consultant reports to MHEP Project Coordinator.

The MoECR and Project team will provide the Consultant with necessary support to complete the assignment: project documents necessary for assignment accomplishment, necessary work conditions, including office space, telephone, fax and other office equipment and supplies.

#### **F. QUALIFICATION REQUIREMENTS AND BASIS FOR EVALUATION (EVALUATION CRITERIA)**

The Consultant should meet the following qualifications:

- University degree in public administration, social sciences, economics, or other relevant discipline, postgraduate degree will be an asset;
- At least 3 years of experience in monitoring and evaluation of projects, or relevant experience, financed by international organizations is a strong advantage;
- Working experience in higher education system policies will be an advantage;
- At least 5 years of professional experience in implementing the Banks' projects and good knowledge of the Bank procedures;
- Strong computer skills, specifically with MS Office, in particular MS Excel, and ability to master other software quickly.
- Flexibility and good analytical skills;
- Excellent knowledge of English and Romanian (both written and oral) and ability to develop documents in English;