

TERMS OF REFERENCE FOR THE MONITORING AND EVALUATION SPECIALIST FOR WORLD BANK-FINANCED PROJECTS IMPLEMENTED BY AND THROUGH THE MINISTRY OF ENERGY AND PETROLEUM

REF NO. KE-MOE-495763-CS-INDV

I. The objective of the Consultancy

The Monitoring and Evaluation (M&E) Specialist's responsibility is to coordinate and support the monitoring and evaluation and reporting of all World Bank-funded projects under implementation and assist in the formulation of Results Framework for projects under preparation : The specialist will report to the Project Coordinator and will support the Monitoring and Evaluation of projects under implementation but not limited to the following: Kenya Off-Grid Solar Access Project (KOSAP) and all phases of Kenya's Green and Resilient Expansion of Energy(GREEN) Program

2. The Scope of the Consulting Services and Specific Responsibilities

2.1. The Scope of the Consulting Services

The specialist will assist and report to the Project Coordinator regarding the Monitoring and Evaluation of projects under implementation and under preparation but not limited to the following: Kenya Off-Grid Solar Access Project (KOSAP) and all phases of Kenya's Green and Resilient Expansion of Energy (GREEN) Program.

2.2. Specific Responsibilities

- a) Lead in the development of and oversee the review of project-level Monitoring & Evaluation (M&E) plans, processes, procedures, forms, and associated work plans for each component/activity as reflected in the Results framework;
- b) Assisting the project coordinator in the Overall Project monitoring and evaluation;
- c) Develop Terms of References (TORs) for M&E tasks to be carried out for the project including the design of surveys and evaluations using a combination of quantitative and qualitative methods;
- d) Support the implementing agencies in developing monitoring indicators, schedules, field plans, and quality assurance processes;
- e) Preparing quarterly reports for all the World Bank-funded projects including reporting on the indicators already identified under the projects;
- f) Lead the preparation of the results and monitoring frameworks for new projects under preparation
- g) Support the preparation of the Ministry's Implementation Completion and Results Reports for any closing project
- h) Provide technical support to implementing agencies in developing Performance Monitoring Frameworks (PMFs), systems/plans, and Surveys;

- i) Source relevant data and information for M&E needs directly from other agencies, PIU, etc. (such as budgets, staff capacity, and other internal data) particularly for indicators not requiring a survey;
- j) Oversee and participate in evaluations and assessments of the project implementation;
- k) Ensure quality control of M&E processes and outputs under the project;
- l) Develop and maintain M&E database for the project;
- m) Monitor project progress through field visits and offer feedback to implementing agencies;
- n) Participate and provide necessary inputs for preparation of and during project meetings, Workshops, and trainings;
- o) Serve as a focal point for providing M&E inputs on Implementation Progress Reports (IPRs), Prepare and submit M&E inputs as per the Results Framework to the consolidated monthly/annual project implementation progress reports meeting the deadline as per the requirement of the project and World Bank;
- p) Capacity development in monitoring and evaluation in the implementing agencies;
- q) Undertaking and or facilitating any ad hoc evaluation by GCF, and;
- r) Any other duties as may be assigned by the Project Coordinator.

3. Duration and location of the Assignment

The duration of the assignment will be three (3) years and will be renewable subject to satisfactory performance and work programme requirements. The Consultant will generally be based in Nairobi (Kenya) at the offices of the State Department for Energy at Kawi Complex. The position may involve travels to the participating counties. The Principal Secretary shall approve all such travels in advance.

4. Reporting Requirements and Timelines of Deliverables

The M&E specialist will be expected to deliver the following outputs:

Table I: Reporting requirements

S/No.	Deliverables/Reports	Timelines after contract commencement	Format of submission
I.	Monthly Report and Monthly Timesheet: This report should detail all activities undertaken within the month, clearly outlining the outputs of the assigned activities. It serves as essential support for	Within 7 days after the end of the reporting month	Soft copy/Hard copy

	consultant's service performance.		
2	Quarterly monitoring Report: A comprehensive project monitoring report detailing the progress and milestones achieved. This report should highlight project implementation challenges.	Within 30 days after the end of each quarter	Soft copy/Hard copy
3	Annual monitoring Report: Preparation and submission of annual project monitoring reports that accurately reflect the project's milestones achieved during the year in compliance with World Bank guidelines	Within 30 days after the end of the financial year	Soft copy/Hard copy
4	Implementation Completion and Results Reports for any closing project	3 months before the project closes	Soft copy

The M&E Specialist will report directly to the Project Coordinator.

5. Remuneration

The M&E specialist shall be remunerated based on a monthly rate with clearly identified applicable taxes. The M&E specialist will be reimbursed for approved, project-related expenses incurred outside the office. To facilitate this, a detailed statement of expense and all verifiable supporting documentation must be submitted to the Principal Secretary.

6. Qualifications

1. At least a Master's degree in Economics, Project Management, Statistics or Operations Research, Public Policy, Monitoring and Evaluation, Engineering, Finance, Business or Commerce or in a relevant discipline;
2. At least eight (8) years of relevant experience at the national or international level in monitoring and reporting of development projects/programs:

3. Good knowledge of concepts, methods, principles, and approaches to effective and efficient monitoring and evaluation;
4. Demonstrated analytical clarity, problem-solving skills, and negotiating skills;
5. Exceptional degree of integrity, judgment, and tact in handling sensitive, diverse, and confidential material;
6. Excellent communication and interpersonal skills, organization and team working skills;
7. Strong aptitude and proven record of working with teams that include government staff, field-based staff and development partners;
8. Excellent organizational skills and demonstrated ability to work independently with minimal supervision and deliver assignments in a timely manner;
9. Knowledge and experience in Planning and implementation of electronic monitoring and evaluation systems will be an added advantage.

7. Management and accountability of the assignment

The State Department for Energy in the Ministry of Energy and Petroleum is the Client for these services. The Consultant will report on all contractual matters to the Principal Secretary responsible for Energy.

The Principal Secretary will also be responsible for all payments to the consultant. The Consultant will report on all technical matters to the Secretary Renewable Energy or Secretary Electrical Power as applicable through the Project Coordinator.

8. Obligations of the Client

The Client will provide the following support to the Consultant:

- a) Office space, office equipment (shared printer, copier, scanner, computers), stationery, internet access, and transport services for official use in delivery of the services.
- b) All available relevant documentation to the consultant, such as the Project Appraisal Document, Periodic reports, Implementation Manual, etc.
- c) Contacts of key stakeholders.
- d) Facilitate review and dissemination meetings with key stakeholders; and
- e) Facilitate liaison with other program-implementing partners.

9. Obligations of the Consultant

The Consultant shall be responsible for the provision of their own transport, accommodation, insurance, communication, and other associated costs.

The consultant is expected to undertake activities that will ensure that outputs are consistent with the professional and legal requirements.

10. Confidentiality, propriety rights of Client in reports and records.

All the reports, data, and information developed, collected, or obtained from the implementing agencies, Client, and other Institutions during this exercise shall belong to the Client. No use

shall be made of them without prior written authorization from the Client.

At the end of the Services, the Consultant shall relinquish all data, manuals, reports and information (including the database, codes, and related documentation) to the Client and shall make no use of them in any other assignment without prior written authority from the Client.