**TERMS OF REFERENCE**

**M&E specialist - part time**

**Background**

The International Bank for Reconstruction and Development (IBRD) and Agence Française de Développement (AFD) are implementing US$ 300 million Serbia Local Infrastructure and Institutional Development Project (Project). Project implementation is part of wider urban development activities in Republic of Serbia that are based on Sustainable Urban Development Strategy (SUDS) and will apply a holistic approach, where current policies and practices important for overall local infrastructure service delivery will be strengthened through mixture of investments, technical assistance, and capacity building. In order to support and strengthen infrastructure service delivery at the local level, special focus would be on improving mobility in a sustainable manner to increase accessibility to economic and social opportunities.

**Objective**

The objective of the Project is to improve Local self-governments (LSGs) capacity to manage sustainable infrastructure and improve access to economic and social opportunities in climate aware manner.Project consists 3 components:

*Component 1. Climate Smart Mobility* would improve mobility within the LSGs through strengthening system for transport infrastructure service delivery and by supporting transport infrastructure renewal that will increase resilience to natural disaster while reducing emissions of Greenhouse gases (GHGs) and local pollutants. The component will be implemented through two subcomponents:

(i) *Infrastructure renewal* - The majority of investments will be in transport infrastructure reconstruction and rehabilitation, within the existing infrastructure perimeters. The promotion of resilient and inclusive approach and of active mobility and priority for public transport will be integral part of the project design. This sub-component will also finance technical assistance required for the execution of the works including services for design, supervision, technical audit, and road safety audit. All LSGs will get funding for activities eligible for financing under this subcomponent in accordance with predefined formula and in the form of grant transfers and subject of signing the Grant Agreement.

(ii) *Sustainable mobility enhancement*– Activity willstrengthen LSGs systems to plan, manage, implement, and operate resilient transport networks that promote patterns of climate smart mobility in sustainable manner.This subcomponent will finance technical assistance, capacity building and demonstration pilots in three main areas:

1. *Improve local road network management and resilience*; Creation of framework for local roads management including guidance on institutional arrangements, policy, standards, maintenance contracting, asset management, resilience and road safety.
2. *Mainstream sustainable and integrated mobility planning*; Creation of approximately 40 gender sensitiveSustainable Urban Mobility Plans(SUMPs) with transport management plans for medium and small size LSGs.
3. *Pilot smart mobility solutions through digital technologies*; Creation of proposals for smart mobility contractual modalities in areas such as optimizing public transport services, intelligent transportation systems, real-time information and infrastructure or service sharing schemes.

*Component 2. Strengthening Systems and Capacity for Infrastructure Service Delivery* would improve the effectiveness and sustainability of infrastructure service delivery at the local level through strengthening LSGs’ capacity to implement current planning and Project finance management (PFM) and Public Investment Management (PIM) policies. The component will finance a mixture of technical assistance and capacity building activities focused on:

(i) *Enhanced strategic participatory planning and identification of pipeline projects* that would include climate and resilience considerations into the planning approaches and better integrate them into the capital investment and budget planning process. The subcomponent will finance technical assistance and capacity building in three main areas:

1. *Improve Participatory Planning in Pilot LSGs -*development of critical planning and environmental and climate related strategic documents and corresponding multi-annual and annual budgets.
2. *Identification and Initial Preparation of Future Urban Investment Projects*-urban regeneration and municipal infrastructure projects would be identified, and technical assistance provided for early-stage preparation of future investments.
3. *Mainstream Participatory Approach* - development of Manual for Citizen Participation and E-Government portal extension for informing on the planned infrastructure investments and planned consultations.

(ii) *Strengthened institutions, PFM, access to financing, and capacities* that would ensure institutional improvements in the local PFM and PIM accompany the direct benefits through the provision of funding for the LSGs. The subcomponent will be implemented through set of analytical work, technical assistance, and development of tools, in particular:

1. *Improving access to financing -* Assessment the current local infrastructure financing framework and design of recommendations to improve the LSGs’ ability to raise private capital for infrastructure investments, potentials of green funds, and perspective of the municipal fund scheme;
2. *Strengthening institutions and human capacities* - Review of the currently fragmented institutions and human capital and design of recommendations for consolidated approaches and process simplification
3. *Enhancing the implementation of key country systems for climate aware infrastructure service delivery* - Capacity building and implementation support in areas including: procurement, PFM, PIM, transparency and inclusion, contract management, social and environmental management etc.

*Component 3: Project Implementation Support and Awareness Raising* would establish institutional set up that will enable successful implementation of the project and raise awareness about importance of green transition and sustainable mobility. Activity will support the establishment and maintenance of the strong Project Implementation Unit (PIU) and strengthening of Central Fiduciary Unit (CFU).

The Project will be managed by the Ministry of Construction, Transport and Infrastructure (MCTI) through a PIU, supported by the CFU in the Ministry of Finance (MoF), the employees in the LSGs officially assigned to the project, and the Project Steering Committee.The PIU will be responsible for the overall management of the Project, and it will provide full technical support and guidance to the LSGs in selecting, preparing, reviewing, supervising, and managing investments. The CFU will be responsible for fiduciary issues like the financial management of the Project, will support the PIU in approving procurement related documents, and will support the LSGs to implement procurement procedures, including procurement capacity development. LSGs will be responsible for full project life cycle – from prioritization, preparation, procurement to management and supervision. The Project Steering Committee will consist of the representatives of respective ministries and project partners and will overview the implementation of the Project, facilitate policy dialog and inter-ministerial cooperation, help resolving any bottlenecks that might be experienced, and adopt annual progress reports.

**Scope of Work – M&E specialist**

Generally, the Consultant is responsible for support to improve the effectiveness of Projects operations providing objective advice to the Head of PIU and Deputy Head of PIU, on progress of the Project Implementation Plan (PIP) execution against stated Project's objectives. The M&E Specialist will provide technical leadership and support in three major areas:

* Mid-term plans and implementation with a view toward M&E requirements;
* Monitoring and evaluation progress against stated results for Project M&E plans;
* Analysis of Project's objectives, including activities linking planning with regular progress reviews and resource allocations;

The M&Especialist works under the supervision of the Head of PIU and will be primarily and ultimately responsible for:

* Establish a M&E system, consistent with the World Bank and AFD loans M&E framework, that ensures the ongoing collection and management of quality data throughout the life of the Project;
* M&E system should also include a framework for semi annual (6 month)monitoring progress of each activity and record main milestones/issues in a uniform way;
* Develop M&E tools such as surveys, questionnaires, other tools; analyze and visual the data for reports and internal decision making;
* Maintain a uniform and consistent data collection and reporting methodology and schedule, and ensure consistent and timely application of all M&E systems and standards;
* In coordination with Beneficiaries, draft/prepare M&E plans and associated M&E templates;
* Collect qualitative and quantitative data on Project deliverables, results and impact; collate, consolidate and prepare quarterly, semi-annual and annual reports and data submissions;
* Collect and prepare monthly progress report on LSG s sub project implementation
* Identify E&M parameters under Project Development Objectives (PDOs) and Results Framework (RF) ;
* Liaise with PIU and LSG s to ensure realistic inputs into annual plan and target setting exercises, and on implementation of coordinated monitoring and evaluation systems
* Provide internal E&M trainings as needed on project-related matters to the PIU staff, the MCTI, LSGs, and other ministries, and other relevant stakeholders;
* Actively participate in World Bank supervision missions and in the E&M progress report preparation;
* Submit monthly reports on his/her performance and the performance of specialists under personal supervision to the PIU for approval of payment for services rendered;
* Assisting the Head of the PIU in preparing the PIU Reports to the Client and World Bank Cost, Time, Resources, and Scope.
* Any other task assigned by the Head of the PIU.

**Profile of the M&E specialist**

The M&E specialist should possess:

* A minimum of a Master’s University Degree in Statistics, Economics, Financial Management ,Audit and Accounting or similar;
* Minimum 10 years of general professional experience;
* Minimum 7 years of experience in monitoring/ and evaluation and reporting of IFI or EU projects/programs
* Minimum 3 years of Experience working with or supporting local authorities on monitoring and evaluation of investment measures/subsidies execution
* Experience in complex projects/programs, including schedule and deliverable management as advantage ;
* Excellent communications skills to present information, respond to questions and write reports as advantage;
* Experience with IFI or EU projects/programs will be advantage;
* Experience working with LSG will be advantage;
* Working knowledge of Serbian and English language;
* Working knowledge -MS Office

**Length of assignment**

The Consultant shall provide part time services up to 7 working days per month, until November 30, 2028.

**Contracting arrangements**

All leave to be allowed to the Consultant is included in the staff months of service. The leave for national holidays is to be considered paid.

**Reporting Requirements**

The Consultant will work under the supervision of the Client/Project Manager to whom he/she directly reports.

The Consultant should prepare monthly activity reports (timesheets) in which he/she will summarise key issues and emerging and day-to-day tasks undertaken. In addition, the Consultant will prepare progress and ad hoc reports and documents where so required by the Project. These reports will be provided on paper (when necessary) and online in the English/Serbian language.

Each monthly timesheet must be firstly approved by the Client/PIU Project Manager

**Facilities to be provided to the Consultant**

MCTI will provide the Consultant with suitable office space and office equipment (PC, telephone, internet connection, etc.) and access to office services as required.

**Confidentiality**

The Consultant undertakes to maintain confidentiality on all information that is not in the public domain and shall not be involved in another assignment that represents a conflict of interest to the prevailing assignment.

**Selection of Consultant**

The Consultant will be selected applying open competition method

Women candidates are strongly encouraged to apply.

The evaluation criteria for this assignment are:

•             Specific Experience relevant to the Assignment                                  (50) Points

•             Qualifications and Competence relevant to the Assignment           (50) Points