

TERMS OF REFERENCE
Consultancy Service for
PROJECT RESULTS MONITORING & EVALUATION
For the Second Regional and Municipal Infrastructure Development Project (SRMIDP) (Georgia)

Section 1. Background

The Municipal Development Fund (MDF) is implementing the World-Bank financed the Second Regional and Municipal Infrastructure Development Project (SRMIDP). The Project Development Objective (PDO) is to improve the efficiency and reliability of targeted municipal services and infrastructure. The SRMIDP comprises two core components:

Component 1: Infrastructure Investment, Project Management and Monitoring. This component is financing infrastructure investments for the rehabilitation and expansion of priority municipal services, and provision of public infrastructure to attract private sector investments in towns and villages.

Component 2: Institutional Development. This component is supporting LSGs in improving their institutional capacity and performance in (1) asset planning and management to ensure efficiency and sustainability of investments, (2) Managing the infrastructure project cycle, (3) improving fiscal discipline and accounting. In addition, the component is supporting development and roll out of a unified software platform for 63 municipalities, which will help the LSGs to provide better services for their beneficiaries.

The Project is scheduled for completion in April 2021. From the beginning to June 2019, MDF received support from a consulting firm to collect and analyze data for the project outputs and outcomes. The consulting firm has developed the methodology for data collection and analysis and submitted periodic and other reports to MDF. Following the project extension from June 2019 to April 2021, there is a need to continue project monitoring, therefore, MDF is recruiting a consulting firm, who will provide support in monitoring and evaluating the Project outputs and outcomes against the agreed indicators as presented in the Results Framework.

Section 2. Objective of the assignment

The objective of this consultancy is to support MDF in carrying out monitoring and evaluation activities for the Project. The assessment should provide information about project implementation and achievement of Project Development Objectives during implementation and at project closure. This assignment is a continuation of the previous one, which was conducted between 2016 and 2019 by an international firm. During this period, the consultant delivered various reports, including M&E Strategy, Test and Data Collection, Periodic and Final Results Reports & Evaluation of the Project. The Client will make all above mentioned reports available to the selected Consultant. The consultant will be expected to study the previous reports, validate the M&E methodology for data collection and analysis used by the previous consulting firm and if needed, propose a new methodology, and agree on the way forward with the Client. Based on the agreed work plan, the consultant will continue data collection and will produce deliverables as specified in the deliverables section below.

To achieve the set objective, a firm shall:

1. Review the project results matrix and indicators; validate previous reports and data collection tools to conduct periodic data collection and analysis from the primary and secondary sources to assess progress in the frequency outlined in the project results matrix.
2. Validate and/or propose a methodology to conduct an expanded result assessment (which will collect primary data on key expected project results, as well as key socio-economic indicators of project

beneficiaries). Quantitative data collection should also be complemented through the development of focus group discussions prior to project closure.

3. Collect primary and secondary data – following agreed methodology under (i) and (ii) to support the project results matrix and expanded results assessment.

Frequency of data collection: the consultant shall collect data from primary and secondary sources at frequencies specified in the results matrix. Towards the end of the project, the Consultant shall conduct surveys (and/or focus groups) for the effected communities (households), businesses and municipalities to build a story line around the project outputs and outcomes.

Section 3. Activities

Within this assignment, the Consultant shall perform the following activities:

The consultant shall review and validate previous reports and in case the amendments are required, amend the methodology to monitor the implementation and evaluate the achievement of indicators (Annex 1) present (Task 1), provide Periodic Results Reports (Task 2) and present Final Report (Task 3).

The assignment includes three main tasks, as follows:

Task 1 - Inception Report:

Consultant is responsible for the review of all previous reports, adoption or amendment of the methodology and proposal of the work plan, which will supplement the previous data collection tools and reporting to ensure consistency across two consultancies.

Task 2 – Conducting Surveys and Data Collection:

Based on the agreed methodology under Task 1 (provided in inception report) the consultant shall collect data in the frequency and using the methodology as outlined in the inception report. The consultant shall at a minimum produce the following outputs as part of this task:

- Updated project results matrix for indicators and short summary report explaining methodology for data collection, including data sources and a storyline on the progress achieved during the reporting period;
- Databases and summary report on findings for household-, firm- and municipality level surveys (this should be done prior to project closure)
- Focus group discussion summary report (once, prior to project closure)

Focus group discussions. By the end of the project, the firm should also conduct targeted focus group surveys for pre-identified businesses, households and municipalities which have directly and indirectly (positive externalities of improved infrastructure and services) benefited from the project. The survey should inquire how (if at all) project improved infrastructure and services have influenced business investment and growth, living conditions of the affected communities and online services offered by the municipalities.

Task 3 – Final Reporting:

Final Results Report shall compile all previous periodic results reports and shall be produced at the end of the assignment. The report shall summarize the project results assessment and findings from both secondary and primary data collection.

All reports, as applicable, should describe the data collection exercise including, i) a description of the method of data collection, ii) details regarding the sample frame and sampling design, iii) details regarding the implementation, especially highlighting replacement and non-response rates, iv) any other sampling biases introduced in the survey implementation, v) all codes used relating to the survey, and vii) any other pertinent

information for data analysis. The report shall also cover observations/experiences arising from the survey including survey design, observations of the pilot, survey implementation, and data quality.

The Final report shall serve as an overarching document, which among others will provide the following:

- the summary of the information provided in the previous reports
- succinct summary of the methodology used
- observations from the test and oversight data collection
- all intermediate and final results of the project
- best practices observed
- lessons learned

Section 4. Qualifications and Level of Effort

The Consultant (firm) should possess the following minimum qualifications:

- No less than 3 (three) years of experience in monitoring and evaluation activities is required.
- At least one similar contract successfully carried out within the last 5 years with certificates of satisfaction (signed handover agreement) issued by the Client(s).
- Key staff with necessary qualifications and experience to run and manage the assigned project. These include:
 - Team Leader, who plans, supervises and manages the surveys with the assistance of the field and data managers. S/he is responsible for the reporting to the Client. Requirements comprise more than ten years of experience in managing and conducting related development surveys, evaluations, and field research, including significant experience conducting large-scale, complex, mixed-method studies, and producing high quality written deliverables; degree in management, or other relevant field, and specific training in survey management.
 - Field Manager, responsible for training of field staff, who plans, supervises and manages the field work. The Field Manager must have experience in managing field work; have degree in management, or other relevant field, and specific training in survey management.
 - Data Manager who plans, supervises and manages data entry, error checking, processing and consolidation of data; has solid skills in both quantitative and qualitative analysis including professional and frequent application of quantitative analysis software such as SPSS, STATA, or equivalent applications. The data manager must have experience in managing data entry for surveys; degree in statistics or other relevant discipline; specific training in data entry for household survey management.
 - All team members must have excellent written and oral communication skills in Georgian. All interviewers must speak both Georgian and English to be able to conduct interviews in a language applicable to the selected beneficiaries.

Section 5. Language

The working language of the report is English and Georgian. All reports should be submitted in 4 hard copies and electronically in both languages.

Section 6. Duration

The tentative duration of the assignment is 17 months after contract signing. The assignment is expected to be completed in April 2021.

Section 7. Payment Schedule

Payment	%	Deliverable	Timeline
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1	10%	Deliverable 1: Inception Report (Task 1)	In two weeks after the contract is signed
2	15%	Periodic Results Report Deliverable 2: Conducting Surveys and Data Collection (Task 2)	December 2019
3	15%	Periodic Results Report Deliverable 2: Conducting Surveys and Data Collection (Task 2)	June 2020
4	15%	Periodic Results Report Deliverable 2: Conducting Surveys and Data Collection (Task 2)	December 2020
5	15%	Periodic Results Report Deliverable 2: Conducting Surveys and Data Collection (Task 2)	March 2021
6	30%	Deliverable 3: Final Reporting (Task 3)	April 2021

Each report will be reviewed by the Client and the World Bank. The revision will take up to two weeks, which will not count against the Consultant's timeframe. All deliverables will be paid upon successful approval by the Client. The Consultant cannot proceed to the next Task without the acceptance of the previous deliverable by the Client.

Annex 1: Revised Results Framework

Revised PDO: *"To improve access to quality municipal services and infrastructure"*.

Project Development Objective Indicators by Objectives/ Outcomes

Indicator Name	Baseline	Intermediate Targets						End Target
		2015	2016	2017	2018	2019	2020	
Number of direct project beneficiaries (Number)	0.00	10,000.00	40,000.00	80,000.00	238,000.00	300,000.00	330,000.00	330,000.00
Female Beneficiaires (Percentage)	0.00	51.00	51.00	51.00	51.00	51.00	51.00	51.00
Average number of hours per day of piped water service in selected municipalities (Hours)	7.00	7.00	7.00	24.00	24.00	24.00	24.00	24.00
Percentage of LSGS with improved asset management and accounting systems (Percentage)	0.00	0.00	0.00	0.00	0.00	30.00	70.00	70.00

Intermediate Results Indicators by Components

Indicator Name	Baseline	Intermediate Targets						End Target
		2015	2016	2017	2018	2019	2020	
Infrastructure Investments								
Roads rehabilitated (Kilometers)	0.00				53.00	55.00	58.00	58.00
Water supply pipes rehabilitated (Kilometers)	0.00				53.00	53.00	108.00	108.00
Public facilities rehabilitated (Number)	0.00				20.00	22.00	23.00	23.00

Indicator Name	Baseline	Intermediate Targets						End Target
		2015	2016	2017	2018	2019	2020	
Wastewater network rehabilitated (Kilometers)	0.00				16.00	16.00	16.00	16.00
Establishment of pilot beneficiary feedback mechanisms to provide feedback on municipal services (Number)	0.00	0.00	1.00	2.00	7.00	8.00	9.00	10.00
Number of beneficiary feedbacks reviewed and addressed (disaggregated by gender) (Number)	0.00	0.00	30.00	50.00	165.00	170.00	200.00	230.00
Number of beneficiary feedbacks reviewed and addresses (female) (Number)	0.00	0.00	15.00	25.00	35.00	40.00	115.00	115.00
Institutional Development								
Percentage of LSGs with established PCM systems and procedures (Percentage)	0.00	0.00	0.00	0.00	0.00	30.00	70.00	70.00
Percentage of LSGs with staff that can operate PCM systems (Percentage)	0.00	0.00	0.00	0.00	0.00	30.00	70.00	70.00
Percentage of LSGs with functioning, budgeting and accounting systems (Percentage)	0.00	0.00	0.00	0.00	0.00	30.00	70.00	70.00
Percentage of LSGs with staff that can operate budgeting and accounting systems (Percentage)	0.00	0.00	0.00	0.00	0.00	30.00	70.00	70.00
Percentage of LSGs with established asset planning and management systems (Percentage)	0.00	0.00	0.00	0.00	0.00	30.00	70.00	70.00
Percentage of LSGs with staff that can plan and manage LSG assets (Percentage)	0.00	0.00	0.00	0.00	0.00	30.00	70.00	70.00