

KËRKESE
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PËR SHPREHJE INTERESI PËR SHËRBIMIN E KONSULENCËS LOKALE
“EKSPERT MONITORIM-VLERËSIMI”, PËRFITUES I SË CILËS ËSHTË
MINISTRIA E SHËNDETËSISË DHE MBROJTJES SOCIALE

Tirana, March 27, 2020

REQUEST FOR EXPRESSION OF INTEREST
CONSULTING SERVICES
FOR
“Monitoring & Evaluation Officer”
Ref. no. SAMP/CS/IC/14-2020
Albania

Social Assistance Modernization Project - (SAMP)

Loan No.: 8841- AL

Project ID. No. P162079

The Republic of Albania, has received financing (additional) from the World Bank toward the cost of the additional financing of the Social Assistance Modernization Project (SAMP), and intends to apply part of the proceeds for consultant services.

The M&E consultant will be responsible for the design, development and implementation of an efficient and effective system of monitoring and evaluation (M&E System) that will enable all project staff to track progress, evaluate effectiveness as well as assess the impact of Social Assistance Modernization Project activities.

The assignment is a work on a part-time basis and is expected to start in April 2020 and continuing through June 30, 2022.

The detailed Terms of Reference (TOR) for the assignment are attached to this request for expressions of interest.

The Ministry of Health and Social Protection, through the Project Management Team (PMT) now invites eligible local individual consultants (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they possess the required qualifications and relevant experience to perform the Services.

The evaluation criteria and the score system are:

	Evaluation Criteria	Points
1	General Qualification	20
1.1	University diploma (minimum) or Master degree (preferred) in business management, social sciences or economics or any relevant discipline	20
2	Relevant Experience	60
2.1	At least 8 years of professional experience in the design, monitoring and evaluation of development programs, advantage related to social issues field	30
2.2	Previous experience in working with international organizations and a good knowledge of major development agencies’ policies and practices will be considered an asset	20
2.3	Previous experience in working with World Bank Projects	10
3	Capacity to Carry out the Assignment	20
3.1	Proficiency in MS Office and Management Information Systems	5

3.2	Very good command of English language	10
3.3	Technical and analytical writing ability	5
	Total	100

The attention of interested Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers", date July 2016 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest.

A Consultant will be selected in accordance with the **Individual Consultant Based Selection (IC)** method set out in the Procurement Regulations.

Further information can be obtained at the address below during office hours 08:00 to 16:30 (Monday to Thursday) and 08:00 to 14:00 on Friday.

Expressions of interest must be delivered in a written form to the address below (in person, by mail, or by e-mail) by **April 15, 2020**.

Project Management Team (PMT)
Social Assistance Modernization Project (samp)
Ministry of Health and Social Protection –1-st floor
Rr: "Kavajës", Nr. 53, AL-1001, Tirana, ALBANIA
Att: Suzana Papadhopulli
e-mail: samp.papadhopulli@gmail.com

Terms of reference

Monitoring and Evaluation Officer

1. BACKGROUND

The Government of Albania has signed an additional loan agreement with the World Bank, on the Social Assistance Modernization Project (SAMP) which supports Albania's implementation reforms to improve the equity and efficiency of its social assistance programs.

The additional financing is expected to further contribute to improve the equity and efficiency of the social assistance system. The equity goal is expected to be strengthened by (i) scaling up of the new criteria to determine eligibility to the disability assistance based on the Social Model to at least half of the country's population; (ii) improving the accessibility of people with disability to State Social Services (SSS) regional centers where final eligibility decisions are determined; (iii) harmonizing the assessment and eligibility criteria across both non-contributory and contributory disability benefits; (iv) promoting the social inclusion of Ndihma Ekonomike Program NEP in the transition period of exiting the NE cash assistance program. The efficiency goal is expected to be strengthened by (i) the production and use of automated MIS reports for DA performance management and (ii) the improved oversight and control of disability assistance benefits

The Ministry of Health and Social Protection (MHSP) is the ministry responsible for the project implementation. The Department of Health and Social Protection Development Programs (HSPDPD) within MHSP is responsible for all the activities related to the implementation of reforms for both programs, Ndihma Ekonomike and Disability Assistance.

The project is a specific investment loan that will disburse in two ways: (i) with disbursements for verified achievement of results for implementation and improvements in the main social assistance programs (for activities under project component 1); and (ii) payments against statement of expenditures for inputs associated with technical assistance activities (for activities under component 2).

2. OBJECTIVE AND SCOPE OF THE PROJECT

The AF project will support Albania's implementation of reforms to improve the equity and efficiency of its social assistance programs. Specifically, the goal is to promote the equity and efficiency of the social assistance system.

3. OBJECTIVE OF THE ASSIGNMENT

The M&E consultant will be responsible for the design, development and implementation of an efficient and effective system of monitoring and evaluation (M&E System) that will enable all project staff to track progress, evaluate effectiveness as well as assess the impact of Social Assistance Modernization Project activities.

The monitoring and evaluation consultant will work closely with the PMT staff, Health and Social Protection Development Programs Department (MHSP) and SSS, as well as other relevant government agencies to monitor and evaluate the implementation of the core pillar activities of the project.

The consultant will assist the PMT in Monitoring and Evaluation of AF Project activities, outcomes/results, and will conduct it in accordance with the framework described in the PAD (Project Appraisal Document) Section VII – Results Framework & Monitoring.

In addition, the consultant will be responsible for the preparation of the M&E inputs for the Project Semi-Annual Progress Reports.

The reports shall analyze project activities and implementation status and evaluate the SAMP progress in the achievement of its development objectives as formulated in the PAD Section VII - Results Framework and Monitoring, and the IBRD Credit Agreement.

The responsibilities of the M&E consultant include but are not limited to:

- The overall management, supervision and administration of the M&E activities
- Designing, developing and implementing a monitoring and evaluation system to track progress as outlined in the PAD.
- Establish data gathering mechanisms, consolidating data against the project goals.
- Monitor the implementation of the annual activity program to ensure consistency and effectiveness of activities to objectives, expected results and DLIs;
- Design and implement the program evaluation tools;
- Ensuring that standard principles of project monitoring and evaluation for various project subcomponents are followed.
- Recommending any possible changes based on the lessons learned and suggest measure to improve the monitoring system.
- Analyzing indicators of outputs and outcomes;
- Evaluating the project activities to determine their relevance, efficacy, and efficiency.
- Preparing inputs for Project Quarterly Progress Reports.
- Other responsibilities related to the project might be delegated by the Deputy Minister of Health and Social Protection and SAMP-PMT Project Manager.
- Monitoring, obtaining, and compiling the documentation needed for the verification of the achievement of DLIs as outlined in the POM" in the responsibilities. In addition to monitoring the results-framework and the progress on achievement of the DLIs; the M&E officer is expected to work closely with the PMT to monitor, follow-up, put together the documentation that will be needed for the verification of the DLIs. The documentation needed for each DLI are clearly described in the POM (DLI protocols Annex).

4. REPORTING RELATIONS AND OBLIGATIONS

The Reform Programme Monitoring and Evaluation Expert will report to the Deputy Minister of Health and Social Protection and to the SAMP-PMT Project Manager on a monthly basis. The expert shall deliver:

1. **Monthly Progress Reports:** In collaboration with HSPDPD and SSS will produce Activity Progress Reports and Summaries for the activities for which they are responsible. These reports will be sent to the Deputy Minister's Office for consolidation. In addition to tables, a short (1-2 pages) summary will be produced highlighting any difference from plan together with an analysis of possible causes.
2. **Semi-annual Progress Reports:** by combining monthly reports and the results of the review meetings.
3. **Annual Report on SAMP Performance,** in collaboration with the PMT team.

The reports should be submitted in soft copy and printed format, three copies in English and in Albanian.

5. QUALIFICATIONS

- University diploma (minimum) or Master degree (preferred) in business management, social sciences or economics or any relevant discipline. – (20 points).
- At least 8 years of professional experience in the design, monitoring and evaluation of development programs, advantage related to social issues field - (30 points).
- Previous experience in working with international organizations and a good knowledge of major development agencies' policies and practices will be considered an asset – (20 points).
- Previous experience in working with World Bank Projects – (10 points).
- Proficiency in MS Office and Management Information Systems - (5 points).
- Excellent written and oral communication skills in English and Albanian – (10 points).
- Technical and analytical writing ability - (5 points).

6. DURATION

Local expert will be hired under an Individual Consultant Selection (IC), in accordance with the procedures set out the World Bank Procurement Regulation for IPF Borrowers dated July 2016.

The SAMP Monitoring and Evaluation Expert will work on a part-time basis. The assignment is planned to start in *April 2020* and continuing through *June 30, 2021*.