



**PROJECT IMPLEMENTATION UNIT**  
**Sindh Secondary Education Improvement Project (SSEIP)**  
ADB Assisted [Loan No. 3845-PAK and 4409-PAK(COL)]  
Government of Sindh  
School Education and Literacy Department (SE&LD)



**TERMS OF REFERENCE-TOR**  
**CS-03(a): CHIEF MONITORING AND EVALUATION SPECIALIST**

**Scope of Work:**

The specialist will establish project performance management system to monitor progress of project implementation, and evaluate project impacts and will also oversee and report on the project monitoring and evaluation activities.

**Detailed Tasks and/or Expected Output:**

The specialist will perform the following functions, duties, and tasks:

- (i) Assist the Project Director/Project Manager and the EA in the establishment of a project performance management system to monitor progress of project implementation, and evaluate project impacts;
- (ii) Oversee and report on the project monitoring and evaluation activities;
- (iii) Conduct site visits to monitor the status of implementation of the all the project outputs (1-3)
- (iv) Prepare M&E reports as required by the EA and ADB;
- (v) Perform regular monitoring of implementation progress to achieve program outputs and indicators as stated in the Design and Monitoring Framework (DMF);
- (vi) Identify issues and shortfalls that need attention and actions and report findings to PIU Project Director/Project Manager for guidance and decisions;
- (vii) Prepare templates containing all outputs, indicators, and outcome for the project to be used as an instrument to monitor progress;
- (viii) Prepare quarterly program monitoring reports for submission to EA and ADB;
- (ix) Monitor progress on key dimensions of projects such as GAP, environment impact, and other related social indicators as identified by the DMF;
- (x) Prepare specific analysis and reports on the economic and social impact of the program activities at mid-term and end of project period;
- (xi) Conduct Mid-Term evaluation of progress and achievements of the project and identify areas and/or project activities that need to be improved, strengthened, including strategies to address problems and issues during the remaining period of project implementation;
- (xii) Provide guidance and support to PIU staff and consultants as well as EA and other relevant stakeholders to ensure comprehensive and high quality project monitoring;
- (xiii) Conduct a comprehensive assessment of the outputs, outcome, and initial impact of the project at the end of the project period to provide feedback to the EA for use as inputs for the preparation of Program Completion Report.
- (xiv) Develop and set up a gender responsive M&E system for the project in collaboration with Gender/Social safeguards specialist
- (xv) Apply the baseline information from SELD's existing education information management system (Annual School Census (ASC)) to develop a comprehensive project monitoring system (PMS) to generate data systematically on the inputs and outputs as well as the indicators to be used to measure project impact in collaboration with gender specialist and consulting firms.
- (xvi) Refine PMS in collaboration with gender specialist as the data will be utilize to confirm achievable targets.
- (xvii) Utilize the data from the ASC and supplement it with three surveys to obtain data and information for project baseline, mid-term, and final reviews



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(xviii) Perform such other functions in the area of monitoring and evaluation, as may be requested by PIU project director/project manager.

**Minimum Qualification Requirements**

The specialist will have at least ten (10) years of relevant hands-on experience in monitoring and evaluation of projects preferably those funded by international financial institutions including ADB in the province of Sindh. A Post graduate degree in statistics, sociology, education, social sciences, economics, information technology, and other relevant disciplines, working knowledge of quantitative and qualitative research methods, written and oral English proficiency, excellent computer skills and the ability to produce official reports and documentation are essential.

**Minimum General Experience: 15 Years**

**Minimum Specific Experience (relevant to assignment): 10 Years**