

## TERMS OF REFERENCE

**Project** : Reduction of Landslide Vulnerability by Mitigation Measures Project (RLVMMP)

**Position** : Monitoring and Evaluation (M&E) Specialist for PMU (01 No's)

**Engagement** : Full Time (FT)

**Funds** : Loan No – L0124A, Asian Infrastructure Investment Bank (AIIB)

### **Objective and Purpose of the Assignment:**

The RLVMMP aims to reduce landslide risk and severity, minimizing loss of life and economic damage. The project, initiated in 2019 and set to be completed in June 2027, consists of four components and 203 landslide-prone locations. The total cost is USD 101.3 million, funded by the Asian Infrastructure Investment Bank (AIIB) and the Government of Sri Lanka (GoSL). This project aims to enhance disaster resilience by implementing effective landslide mitigation measures.

### **Objectives**

The primary objective of this consultancy is to support the Project Management Unit (PMU) in effectively monitoring and evaluating the activities of the RLVMMP.

Under this assignment, the consultant will be responsible for data collection, database management, systematic tracking of physical and financial progress, and preparing project progress reports as well as presentations for the PMU. The consultant will assist PMU in finalizing the methodology for monitoring AIIB Results Monitoring Framework indicators and any relevant GoSL indicators, including data collection, target setting, and progress tracking. Additionally, the consultant will monitor project impacts, particularly at sensitive and vulnerable sites, identify potential risks, and propose mitigation measures. The assignment will also include assessing M&E-related training needs and providing capacity-building support to strengthen PMU/MoD/NBRO's monitoring and evaluation functions.

### **Scope of Work**

The Consultant is expected to attend the following, among many others, as directed by the Project Director of the RLVMMP:

#### **Task 1: Monitoring of Physical and Financial Progress**

- Develop a centralized (cloud-based) system/ tools to systematically collect and track data on the physical and financial progress of project activities.
- Design data collection templates, field monitoring checklists, and dashboards for real-time tracking.
- Support the digitization of data collection and reporting processes, where feasible.
- Maintain a centralized project database to capture progress updates.
- Regularly analyze progress data, identify deviations and bottlenecks, and inform the PMU if there are any emerging issues.

#### **Task 2. Tracking Project Indicators**

- Support the PMU in finalizing methodologies for monitoring AIIB Results Monitoring Framework indicators and any GoSL-mandated indicators.

## TERMS OF REFERENCE

- Collect baseline data, help set targets, and establish monitoring procedures, in consultation with PMU and AIIB.
- Track the progress of all indicators regularly and update the results framework accordingly.
- Validate the data from time to time and ensure the reliability of the data.

### **Task 3. Monitoring of Project Impacts and Risks**

- Monitor the impact of project interventions, particularly at sensitive and vulnerable sites (i.e., archaeological sites, tourist sites, etc.).
- Identify potential risks or unintended consequences.
- Provide recommendations for corrective actions or risk mitigation measures.
- Participate in stakeholder consultations to validate the project impacts and stakeholder impression.

### **Task 4: Reporting and Presentation Support**

- Prepare periodic progress reports (monthly, quarterly, annual) as required by the PMU, AIIB, and GoSL.
- Develop clear, visual, and user-friendly presentations for internal and external reporting with updated data as and when required by the PMU.
- Ensure consistency and accuracy of reported data.

### **Task 5. Capacity Building and Knowledge Management**

- Conduct a Training Needs Assessment (TNA) focusing on M&E capacity gaps within PMU and overall NBRO.
- Design and deliver targeted training sessions on:
  - M&E concepts and good practices
  - Data collection and analysis techniques
  - Results reporting and visualization
  - Use of monitoring tools and systems
  - Project Indicators and Definition
- Document lessons learned, good practices, and case studies from project implementation and support the PMU in the dissemination of those documents, as required by the PMU.
- Support the preparation of knowledge products and learning materials to facilitate internal learning and future project scaling.

### **Deliverables**

The consultant is expected to deliver the following outputs:

- 1) Inception report including the proposed data collection method, database maintenance process and physical/ financial progress calculation method. (end of 01<sup>st</sup> Month)
- 2) Comprehensive M&E implementation plan including AIIB RMF indicator methodology and data collection process. (end of 02<sup>nd</sup> Month)
- 3) Baseline, mid-term, and final evaluation reports. (as agreed with PMU/AIIB)
- 4) Regular performance monitoring reports with analysis and recommendations, and periodic progress reports as required by the PMU. (as agreed with PMU )
- 5) Training materials and reports on capacity-building sessions. (as agreed with PMU)
- 6) Final project evaluation report with lessons learned and recommendations. (End of 01<sup>st</sup> year and/or end of the assignment and/or end of the Project)

## TERMS OF REFERENCE

### Minimum Qualification Requirement

- The specialist shall have a bachelor's degree in relevant field, and a Postgraduate Degree /Postgraduate Dip. in Monitoring and Evaluation, Economics, Agriculture, Statistics, Project Management, Development Studies, or a related field with at least 05 years of experience (10+ years desirable) out of which 03 years of specific experience in Monitoring and Evaluation in above areas in a Multilateral Donor funded (AIIB/World Bank/ADB/UN etc.) project where familiarity with AIIB, World Bank, or ADB/UN-funded project requirements and reporting standards are required.

**In addition, the candidate is expected to:**

- Possess strong expertise in data collection, statistical analysis, and impact assessment,
- Have excellent analytical, communication, data processing and report-writing skills,
- Capable of preparing and delivering presentations, identifying training needs, and conducting training,
- Possess excellent verbal, written, and presentation skills in English, and knowledge of local languages (Sinhala and/or Tamil or both) is considered an added benefit,
- Have experience of working in landslide project/ relevant government disaster risk management project as an M&E or in other capacity will be preferred, and
- Be proficient in MS Office Packages (MS Word, MS Excel, Power Point, etc)

### Period and Places of the Assignment

**Period :** The assignment is expected to last 12 months, with the possibility of extension based on satisfactory performance and project needs. (to be confirmed by the AIIB and PMU). The consultant will be based in Colombo and will be required to conduct field visits regularly as necessary.

**Duty Station :** PMU, Colombo, Sri Lanka.