**Terms of Reference**

**Dominica Monitoring and Reporting Specialist**

**Short Term Consultant (STC)**

**Latin America and the Caribbean Region**

**Disaster Risk Management & Urban Development**

**Unit:** Disaster Risk Management and Urban Unit (LCSDU)

**Position:** Monitoring and Reporting Specialist – Short Term Consultant (STC)

**Contract**: May 01, 2014 – December 31, 2014; Number of days – 100

**BACKGROUND**

The Government of the Commonwealth of Dominica has entered into financing arrangements with the World Bank, the proceeds of which will be allocated towards the financing of the Disaster Vulnerability Reduction Project (DVRP).

The DVRP is the investment plan consisting of a comprehensive package of infrastructural projects and technical assistance activities derived from Dominica’s Strategic Programme for Climate Resilience (SPCR) that was developed under the Pilot Program for Climate Resilience (PPCR). By design, the DVRP is co-financed through a blend of financing from the World Bank under the International Development Association (IDA) and the PPCR under the Strategic Climate Fund (SCF).

Support from the PPCR and World Bank under the DVRP is aimed at reducing vulnerability to natural hazards and climate change impacts in Dominica through investment in resilient infrastructure, as well as improved hazard data collection and monitoring systems.

All countries participating globally in the PPCR program are required to monitor on the same PPCR specific core indicators. This PPCR specific monitoring and reporting scorecard serves as a means of comparison across pilot countries to assess the success and diffusion of new approaches to addressing climate resilience at the DVRP project level as well as assessing climate adaptation progress at the national level. Countries participating in the PPCR pilot are required to report annually on the established PPCR monitoring and reporting (M&R) scorecard in June of each year, including this June 2014, and every subsequent year. The World Bank Project indicators are limited to monitoring the success of the DVRP in meeting its stated development objective.

Grenada, Saint Lucia and Saint Vincent and the Grenadines are the other Eastern Caribbean countries participating in the global Pilot Program for Climate Resilience (PPCR) and Disaster Vulnerability Reduction Project (DVRP), in addition to Dominica. The National M&R consultant within these four participating OECS islands will also coordinate with the Regional M&R consultant to streamline processes and support workshop development.

**OBJECTIVE**

The Urban and Disaster Risk Management Unit of the World Bank’s Latin America and the Caribbean Region (LCR) is seeking a National Monitoring and Reporting (M&R) Consultant to support the Dominica Disaster Vulnerability Reduction Project/Pilot Program for Climate Resilience (DVRP/PPCR) Project.

The National Monitoring and Reporting Consultant will support Dominica’s monitoring and evaluation related activities for the DVRP/PPCR from May – December 2014. The M&E Consultant’s responsibility is to: i) confirm the PPCR core indicator baselines and targets, ii) integrate national M&E processes with World Bank and PPCR M&R requirements, and iii) set up a systematic framework and the coordination arrangements for national ministries/agencies involved in the Project to continue streamlined M&R throughout the duration of Project implementation.

To achieve the objectives the consultant will coordinate closely with the Project Coordination Unit (PCU) under the supervision and guidance of the Permanent Secretary of the Ministry of Environment and the DVRP/PPCR Project Coordinator. The consultant will liaise as necessary with the Director-level DVRP Project Steering Committee for the attainment of Project goals.

**SCOPE OF WORK**

Duties and responsibilities include inter-alia:

* Alignment of national M&R processes and indicators for PPCR/DVRP, in close collaboration with key stakeholders and government counterparts;
* Reevaluation and development of the baseline indicators and targets for initial PPCR core indicator scorecard and associated data needs, in close collaboration with government counterparts;
* Development of a methodology to collect necessary data, specific to each PPCR core indicator as well as DVRP Project indicator;
* Carry out national workshops in conjunction with the Regional M&R consultant i) to improve capacity of line ministries and national agencies in M&R, ii) to facilitate coordination of FY14 M&R, iii) increase understanding of the PPCR framework and the World Bank Results Indicators framework, and iv) provide training in M&E principles;
* Review and support the data collection process for each indicator relevant to score card reporting, and share lessons learned;
* Participate in M&R OECS sub-regional workshops and knowledge exchanges, in conjunction with other OECS DVRP/PPCR countries - Grenada, Saint Lucia, and Saint Vincent and the Grenadines - to ameliorate national M&R frameworks and encourage knowledge sharing and lessons learned during the first year of implementation.

**DELIVERABLES**

* Develop revised PPCR core indicator balanced scorecard
* Prepare work plan and M&R national framework
* Support the PCU on M&R for DVRP/PPCR
* Develop a M&R national workshop
* Facilitate stakeholder meetings
* Support implementation of annual M&R process
* Develop Institutional and Coordination arrangements with line ministries and agencies responsible for M&R to facilitate streamlined reporting for the duration of the Project lifecycle

**SELECTION CRITERIA**

The consultant shall be selected based on the Individual selection method of the World Bank’s consultant selection guidelines. Main criteria for the selection will be relevant work experience and qualifications.

**Academic Qualifications and Experience:**

Master’s degree in Social Sciences, Management, Natural Sciences or related field with at least 3 years of experience in M&E design and implementation at the project level. Experience working on M&E programs affiliated with project supported by international agencies, such as the IDB, CDB, World Bank, UN or others would be a plus.

**Competencies:**

* Excellent technical skills in socio-economic research and program and project performance assessment;
* Demonstrated experience in monitoring and evaluation of development project activities;
* Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders, responding quickly to requests for information;
* Excellent qualitative and quantitative data analytical skills and interpretation (managing, analyzing and interpreting data) with the ability to write clearly and concisely;
* Knowledge in designing surveys and other data collection instruments are required;
* Strong familiarity with Microsoft Excel and other database software;
* Broad knowledge and understanding of climate change adaptation, disaster risk management and climate resilience would be a plus.

**TIMELINE**

The consultant will perform the work requested during the period of May 1, 2014 through December 31, 2014 and is expected to work full time (office hours). The consultant would be expected to use their own workstation as workspace will not be provided. Travel to other OECS islands may be required and travel costs will be reimbursed. Payments will be made upon the request for payment through Short Term Consultant (STC) online system, along with products/deliverables to be approved by the Task Team Leader (TTL).

**REPORTING**

The consultant will report to the World Bank Task Team Leader, Ms. Zoe Elena Trohanis.

***Applications:***

Applicants whose qualifications and experience are in line with the Terms of Reference are invited to submit their CVs by April 18, 2014 to: Zoe Elena Trohanis ([ztrohanis@worldbank.org](mailto:ztrohanis@worldbank.org)) with a copy to Nicholas Callender ([ncallender@worldbank.org](mailto:ncallender@worldbank.org))