



Maldives Pension Administration Office
Republic of Maldives
Pension and Social Protection Administration Project
IDA Credit No.: 4611-MV
Date: 29 October 2014
Terms of reference
MONITORING AND EVALUATIONS COORDINATOR (Local)

A. Background

1. The Government of Maldives (GoM) has undertaken a major initiative to introduce a modern social protection system for the population. This system includes health insurance programs along with targeted social assistance for the vulnerable and the poor. The GoM aims to consolidate the Social Protection programs and create a robust social protection system.
2. This Social Protection system requires a systematic monitoring and evaluation mechanism to ensure that the objectives of the programs are being achieved. The exclusion and inclusion errors need to be identified and relevant actions to correct the issues need to be devised and implemented.
3. The key indicators for the social protection programs and the social health insurance scheme needs to be devised and monitored to enhance the delivery of these programs and subsequently make the social protection system efficient. These developmental efforts are supported via the Pension and Social Protection Administration Project financed by the World Bank.

B. Objective

4. A stringent monitoring and evaluation framework for NSPA programs needs to be developed together with the necessary tool kits for monitoring programs at NSPA. Improving the capacity to monitor the beneficiaries will lead to further cost savings and limit the misuse of the system. The necessary trainings need to be provided for the staff at NSPA on preparing periodic reports on program delivery especially evaluating the coverage and impact for each program. The Monitoring and evaluation coordinator will be responsible to devise a strategy in consultation with NSPA on establishing a monitoring and evaluation framework and developing necessary toolkits for continuous monitoring and evaluation of the Social protection programs and social health insurance scheme.

C. Scope of Services

5. Develop the monitoring and evaluation framework for NSPA.

The National Social Protection Agency (NSPA) is planning to build a comprehensive benefit administering and management system. The success of the system is pivotal on the monitoring and evaluations framework in place to scrutinize the delivery of the programs. The Monitoring and Evaluations coordinator will be responsible to devise this framework in consultation with NSPA



senior management and the stakeholders on social protection. The framework should take into consideration all existing NSPA administration data, the census data, and household income and expenditure survey data and proposed additional data collection efforts with their respective cost benefit validations.

6. Design and development of the monitoring toolkits for social protection programs and the national social health insurance scheme.

The National Social Health Insurance Scheme needs to be monitored on a daily, weekly, and monthly basis to enhance operational as well as policy changes. Thus, the monitoring and evaluation coordinator needs to work closely with the IT unit to find means to generate the required reports from the Aasandha system and tally them with the monitoring mechanism within NSPA. Similarly for all social assistance programs the necessity for a continuous monitoring mechanism has been identified and the successful implementation of such a system would ensure that the benefits are received by those who are in need for them. Improvements to program design and policy can only be effective with evidence based decisions supported via the reports generated through the monitoring and evaluation mechanism.

7. Capacity building for NSPA staff involved in the monitoring and evaluation process.

The monitoring and evaluation coordinator will be responsible to identify the training needs and suggest appropriate courses that could assist staff working on monitoring and evaluation and policy support. The gaps identified need to be addressed via training or recruitment. The consultant should advise on the most feasible options to operationalize the monitoring and evaluation function of NSPA. By the end of the assignment a stringent handover process should be undertaken and documented to ensure continuity of this initiative.

D. Schedule of Completion of Tasks

8. Preparations of reports during the course of the work, including field work. The Monitoring and evaluation coordinator will be required to complete timesheets or any other document used to identify time spent and completion of tasks.
9. To carry out these tasks, a Monitoring and evaluation coordinator is required for the period from November 2014 through June 2015, with potential for renewal based on performance and availability of fund. Work must be conducted onsite, stationed at the premises specified by the NSPA.

E. Services and facilities to be provided by the client

10. The NSPA ensures that office space, office facilities, local calls, internet connection, general stationery, support staff and all other relevant information for



the completion of the task is made available to the selected Consultant in timely manner.

F. Timetable and Deliverables:

11. The duration of the assignment is 8 months with potential for re-contracting with NSPA upon completion of the project and the deliverables include the following.

<ul style="list-style-type: none"> Developing a comprehensive monitoring and evaluation framework for social protection in Maldives, as per the Social Protection Act and the National Social Health Insurance Act. 	<ul style="list-style-type: none"> Inception draft to be submitted within 3 weeks of the assignment. Continue developing the framework and implement tasks in consultation with NSPA. Present the final version before end of tenure.
<ul style="list-style-type: none"> Design and develop toolkits for monitoring and evaluation for programs administered via NSPA and the Social Health Insurance Scheme. 	<ul style="list-style-type: none"> Inception draft to be submitted within one month of the assignment. Test the toolkits and submit final version within 3 months of the assignment.
<ul style="list-style-type: none"> Train and develop capacity within NSPA to conduct continuous monitoring and evaluation. 	<ul style="list-style-type: none"> Begin training NSPA staff after a plan for training is developed and approved by NSPA no later than 3 weeks from the commencement of the assignment.
<ul style="list-style-type: none"> Monthly updates on the status of work to the CEO of NSPA and the PMU. 	<ul style="list-style-type: none"> Monthly reports on progress to NSPA and report to PMU when requested.
<ul style="list-style-type: none"> Timely completion of tasks assigned and follow-up reports. 	<ul style="list-style-type: none"> All tasks to be completed as per the timings agreed to by NSPA and the PMU.
<ul style="list-style-type: none"> Documented details of tasks carried out. 	<ul style="list-style-type: none"> Details of tasks undertaken to be documented on a regular basis.

G. Procedure for Review of Outputs

12. During the course of the assignment the Consultant shall report to the Project Coordinator at NSPA, and will work closely with the technical team responsible for Budget related activities. The project coordinator would communicate the progress to the PMU, which then would be communicated to all other involved parties. The progress will be assessed against the detailed work plan approved by NSPA management.
13. The Consultant's final handover documentations at the end of the project will be reviewed by the Senior Management of NSPA within two weeks after submission.



After driving at a conclusion by the management, the consultant will finalize the respective output which, based on the necessity, would be communicated to all the parties involved

H. Minimum Qualifications:

- Bachelor's Degree in Social policy administration /Developmental studies/ Business Management /or any other relevant bachelor's degree in a related field accredited by Maldives Qualifications Authority.
- Postgraduate degrees are preferable
- Minimum Three years' experience in a relevant field.
- Experience in designing or managing monitoring and evaluation mechanisms.
- Experience in analytic tools such as R, SAS or STATA is highly desirable.
- Familiarity with Microsoft Office, and an in depth knowledge of MS.Excel.
- Appropriate training and supervision skills.
- Good communication skills both in Dhivehi and English.
- Time and task management skills.
- Experience with social protection programs is strongly preferred.
