

Terms of Reference

M&E Specialist

Background

Punjab Tourism for Economic Growth Project of World Bank Group (WBG) is a five year project to assist the Government of Punjab (GoPb) in its 5- Year Medium Term Growth Framework which is aimed to optimally exploit the potentials of Recreational, Adventure, Cultural, Historical and Heritage Tourism. A good tourism program can contribute towards economic growth through creation of jobs, foreign exchange earnings, opening up trade, knowledge sharing, regional development and much needed portrayal of a soft image for Pakistan.

Objectives:

1. To support the Government of Punjab in implementing a cultural, heritage and tourism policy supported by comprehensive institutional reforms for effective implementation framework.
2. Leverage private sector's potential to create new economic opportunities for job creation, revenue generation, innovation, entrepreneurship and production efficiency increase.
3. To promote an environment of pluralism and tolerance in the Province through a raised awareness of a varied culture and heritage.

Main Responsibilities:

- Development of quarterly reporting frameworks, aimed at i) capturing the quantitative achievements vis-à-vis the project results framework; and, ii) capturing qualitative data related to process indicators and establishment of delivery mechanisms and other unintended consequences of the project
- Develop an M&E plan that defines each indicator, its source of data, frequency of data collection and the mechanism for collation
- Identify needs for capacity development in the area of M&E and undertake training sessions of field staff and other implementing partners as required
- Compile baseline data for all identified results and impact indicators. This should be disaggregated by gender and other relevant demographic groups.
- Ensure revision of the M&E framework as required
- Guidance evaluation policies, procedures and practices to project managers concerned with evaluation, consultants and/or members of the evaluation team.
- Institutionalize a mechanism of quick/rough evaluations that assess project performance on a regular basis; lessons learned to guide implementation modalities Follow up on the implementation of evaluation recommendations
- Ensuring the optimal use of evaluations by providing guidance in the preparation of a timely management response to all mandatory evaluations and by developing a communication plan.
- Collaboration and coordination with other relevant stakeholders, government agencies, NGOs, and other organizations on Monitoring and Evaluation issues;
- Ensuring the optimal use of M&E data to guide policy changes and timely course correction as required
- Ensure information dissemination in a timely manner by developing a communication plan.
- Any other tasks assigned by Project Director/Supervisor.