

Terms of Reference and Scope of Services

MONITORING AND EVALUATION SPECIALIST (PART-TIME POSITION)

I. Background and objective of the project

Background Information

The Government of Serbia and the World Bank have identified skills development and inclusion of vulnerable groups as strategic priorities for their next phase of cooperation, based on a Systematic Country Diagnostic (SCD) and Country Partnership Framework between the two partners. In particular, the SCD highlights the importance of building human capital to increase labor productivity and enhance social inclusion through closing education enrollment gaps for low-income and Roma students starting in pre-primary. Quality Early Childhood Education and Care (ECEC) programs play a critical role in laying the necessary foundation for skills development early on and for narrowing the equity gap in education access and performance.

The Inclusive Early Childhood Education and Care project also directly contributes to the goals outlined in the Strategy for the Development of Education in Serbia until 2030 (SED 2030) and to its related Action Plan. This strategy defines mechanisms for assuring accessibility, quality, and equity in ECEC and sets clear priorities for: (i) increasing coverage; (ii) enhancing quality of the service delivery and outcomes; (iii) increasing efficiency; and (iv) attaining and maintaining relevance for the overall system. The project will directly support these priorities through its various components.

Objective

The objective of the project is to improve access to quality Early Childhood Education and Care, with a focus on children from socially disadvantaged backgrounds for all children ages 0 to 6.5 years. Activities for children ages 3 to 6.5 years focus on increasing access to inclusive quality preschools (i.e. child-centered and with age-appropriate learning opportunities) while also supporting their transition to the early grades of primary education. Activities for younger children, i.e. from birth onwards focus on empowering parents and families to support children's holistic development through increased knowledge about the importance of early stimulation at home and access to relevant services in the community.

The Project is implemented by the Ministry of Education, Science and Technological Development (MoESTD) with the support of Project Management Unit (PMU).

The overall fiduciary responsibilities of the Project, procurement, financial management and disbursement issues, rest on the Central Fiduciary Unit (CFU). The CFU is housed under the Ministry of Finance (MoF) as per the agreement reached between the MoF and the MoESTD.

II. Objective and Scope of the Assignment Required

The Monitoring and Evaluation (M&E) Specialist will be responsible for monitoring the progress on achieving the Project Development Objective in general, as well as specific goals of all Project components. He/she will ensure that monitoring and evaluation information is

up-to-date and regularly reported to the PMU Director. The Consultant will work under the overall guidance of the PMU Director, instructed by coordinators for components (Coordinator for Component 1, Coordinator for Component 2, Coordinator for Component 3, and Grant Coordinator).

Detailed Tasks and Responsibilities

The following are the specific tasks and responsibilities of the Consultant:

- Performing regular monitoring of the progress in achieving Project Development Objective (PDO) and updating the project results framework;
- Informing the project management in case of delays in achievement of the PDO targets;
- Performing monitoring of specific intermediate indicators and their targets, set in the Project documents, and suggest measures for improvements in case of significant delays in achievements of their targets, in coordination with and instruction from the Project coordinators for components (Coordinator for Component 1, Coordinator for Component 2, Coordinator for Component 3, and Grant Coordinator);
- Participating in preparation and updating of Project related documents;
- Participating in preparation of periodical and annual progress reports of the Project;
- Maintaining regular communication with the PMU Director, all Project coordinators for components, relevant MoESTD's sectors, and CFU;
- Other tasks related to the Project monitoring and evaluation at the request of the PMU Director.

III. Reporting obligations

The Consultant shall work under the supervision of and report directly to the PMU Director.

IV. Consultant's Qualifications

- University degree, preferably in management or economics;
- Minimum 5 years of experience of working on projects requiring rigorous monitoring and evaluation;
- Excellent analytical and writing skills (in Serbian and English);
- Written and spoken fluency in English is required;
- Previous experience in projects financed by international institutions (World Bank, EU, EIB, CEB, etc.) is desirable;
- Computer literacy (MS Word, MS Excel, MS Project, MS Power Point, e-mail, internet) is required.

V. Duration of the assignment

The Consultant shall provide part-time services for the life of the project, i.e. until December 30, 2022, with a probationary period of 6 (six) months. The expected number of working days is up to 10 (ten) working days (one working day equals 8 (eight) working hours at the most) per month. The expected start of services is November 2021.

VI. Selection method

The selection method is the Individual Consultant, in accordance with the procedures specified in *the Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by the World Bank Borrowers*, January 2011 (revised July 2014).

The evaluation criteria for this assignment are:

- Specific Experience relevant to the Assignment (60) Points)
- Qualifications and Competence relevant to the Assignment (40) Points)