

लुम्बिनी प्रदेश सरकार  
वन तथा वातावरण मन्त्रालय

वन निर्देशनालय

बुटवल, रूपन्देही, नेपाल

दधिलाल फडेल  
वन निर्देशक

०७१-५७२९६८  
९८५७०१७४१०  
९८५७०१९९६८

(समृद्धिका लागि वन परियोजना/प्रादेशिक परियोजना व्यवस्थापन इकाई)

प.सं.: २०८१/०८२

मिति: २०८१।०५।२६

च.नं.:

**विषय: Expression of Interest (Eoi) सहितको विवरण पेश गर्ने सम्बन्धी विस्तृत सूचना ।**

(सूचना प्रकाशन मिति: २०८१।०५।२६)

वन निर्देशनालय, रूपन्देहीमा रहेको समृद्धिका लागि वन परियोजनाको प्रादेशिक परियोजना व्यवस्थापन इकाईको लागि आवश्यक तपसिलको विज्ञ पदमा स्वीकृत कार्यसूची अनुसार काम गर्न इच्छुक व्यक्तिले आफ्नो अघावधिक वैयक्तिक विवरण र पुष्टि हुने कागजातहरू तथा तपसिलमा उल्लेखित पद अनुसारको आवश्यक कागजातहरू संलग्न गरी यो सूचना प्रकाशन भएको १५ दिन (२०८१ आश्विन ०९ गते, कार्यालय समय) भित्र यस वन निर्देशनालय, बुटवल, रूपन्देहीमा Expression of Interest (Eoi) खामबन्दी गरी पेश गर्नहुन सम्बन्धित सबैका लागि यो सूचना प्रकाशन गरिएको छ ।

तपसिल

S.N.	Ref No.	Specialist Position	Tentative Assignment duration*	Market Approches
1	NP-MOTIFE-BUTWAL-417371-CS-INDV	Forestry and Enterprise Specialist	200 Days	Open and National
2	NP-MOTIFE-BUTWAL-439164-CS-INDV	Social and Gender safeguard Specialist	180 Days	Open and National
3	NP-MOTIFE-BUTWAL-439163-CS-INDV	Environment Safeguard Specialist	180 Days	Open and National
4	NP-MOTIFE-BUTWAL-439165-CS-INDV	Monitoring and Evaluation Specialist	180 Days	Open and National

\*Tentative Assignment duration: The selected specialist will be assigned for the fiscal year 2081/82 (2024/25 AD) and can be renewed annually for project period with satisfactory performance and budget availability. Tentative Assignment duration may be changed according to date of agreement and remaining period of the fiscal year.

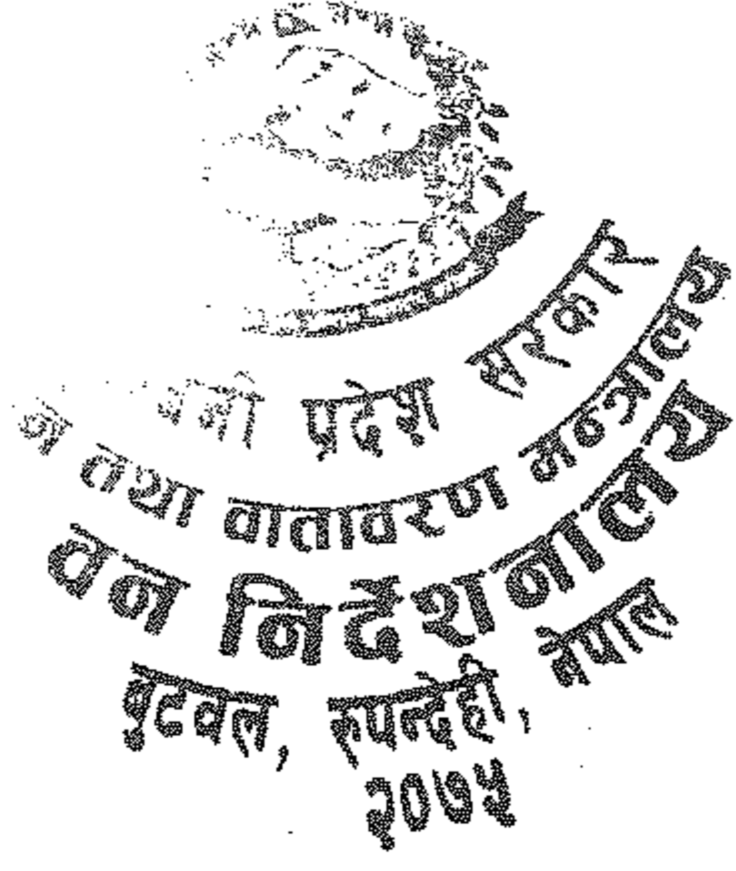
प्रदेश सरकारको सोच: "समृद्ध लुम्बिनी, आत्मनिर्भर प्रदेश"

Website: [www.pfdir.lumbini.gov.np](http://www.pfdir.lumbini.gov.np)

E-mail: [forestdirectorate5@gmail.com](mailto:forestdirectorate5@gmail.com)

[ffplumbini@gmail.com](mailto:ffplumbini@gmail.com)





Government of Lumbini Province  
Ministry of Forests and Environment  
Forest Directorate  
Forests for Prosperity Project  
Provincial Project Management Unit  
Butwal, Rupandehi

  
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## TERMS OF REFERENCE (TOR)

for

### MONITORING & EVALUATION SPECIALIST

(Ref No: NP-MOTIFE-BUTWAL-439165-CS-INDV)

#### 1. Background

The Government of Nepal (GON) is implementing the Forests for Prosperity Project (FPP) in fifty selected Municipalities of the Madhesh and Lumbini Provinces from the Nepali fiscal year 2078/79 (A.D.2021/22). The project's goal is to improve sustainable forest management, increase forest benefits, and reduce net greenhouse gas emissions in the participating municipalities. The Project has the following four components:

#### **Component 1: Policy and capacity building support for new government structures and processes for sustainable forest management**

This component will provide capacity-building support for government institutions at federal, provincial, and local levels.

#### **Component 2: Community-based SFM and smallholder forest plantations**

This component will improve forest productivity through SFM and establish plantations and agroforestry by smallholder farmers on privately degraded, underutilized, or marginal land and degraded public lands.

#### **Component 3: Forest Enterprise improvement and development**


This component will support the forest product-based private sector to improve the enabling conditions and provide access to finance. This will also address constraints related to the enabling and regulatory environment for establishing, operating and improving existing and new small-scale forest-based businesses and promote a favorable policy and regulatory environment.

#### **Component 4: Project governance, monitoring, and learning**

This component will finance the operation of a Project Management Unit (PMU) at the federal government level and an additional PMU in each of Madhesh and Lumbini provinces. The role of province-level PMU is to support and manage project governance and oversight, planning, budgeting, contract and financial management, procurement of goods and services, technical assistance, monitoring, and environmental and social risk management.





  
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The Lumbini province PMU constitutes a permanent-deputed Project Coordinator, Account Officer, and project-recruited Experts and Consultants. This Provincial Forest ministry has already assigned Project Coordinators and Account Officers and immediately needs consultants, experts, and support staff to initiate the approved program and prepare an implementation plan for the current fiscal year. Hence, the Lumbini Province Project Management Unit seeks a Monitoring and Evaluation specialist for the Lumbini Province.

## 2. Objective and Scope of Work

### Objective

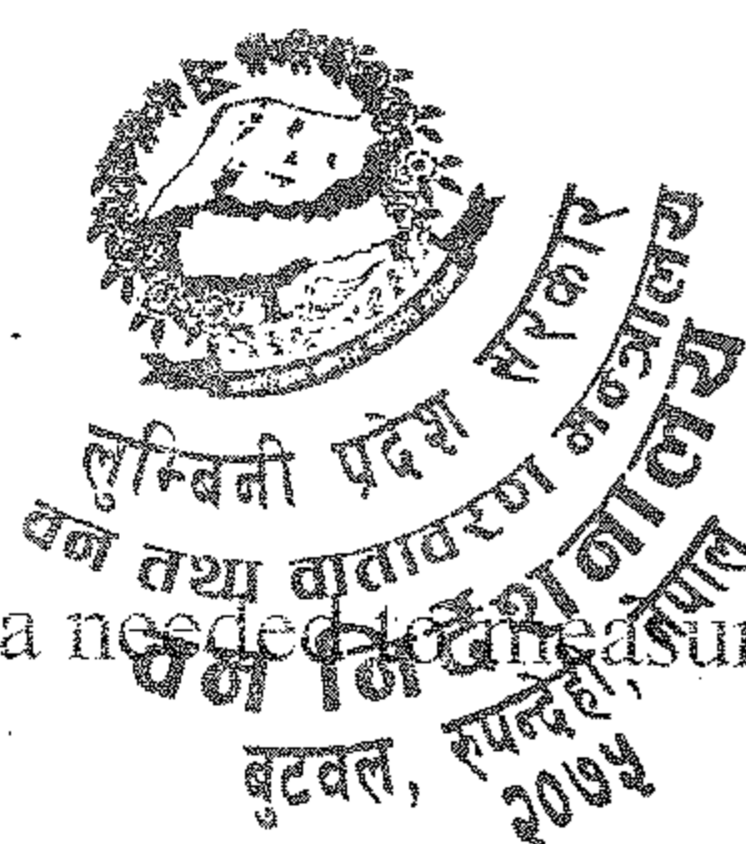
- To support MOFE, the implementing agency (IA), the PPMU seeks to employ Monitoring and Evaluation Specialist who will serve as the province-level focal person for all monitoring and evaluation-related activities for the FIP FFP Project in the respective province. S/he will be responsible for establishing and operationalizing a monitoring and evaluation system for the project PPMU that responds to the requirements of the resulting framework, the FIP FFP project results, and the need to learn from the project's performance. The specialist will also be responsible for setting up and operating the MIS for effective implementation of the knowledge management and information system.

### Scope of Work

The Monitoring and Evaluation Specialist, with support from and in cooperation with the Monitoring and Evaluation Specialist of PMU, will undertake the following activities in Lumbini province:

- Develop the monitoring and evaluation plan, including an indicator reference sheet, which includes (clear definitions of indicators; monitoring approaches, mechanisms for data flow from the field to the project PPMU, and associated templates for data collection)
- Assist and provide inputs to prepare and update the Annual Work Plan including the budget plan (WBP) and take the lead for regular monitoring execution of the agreed plan.
- Collect and verify project progress data and information from relevant technical specialists at the provincial and field levels and compile them as per requirement (Local, Provincial level) of the project).
- Supervise to collect and take the lead for compilation and submission of data and information on standard template - Implementation Completion Results Report (ICRR) of the Government and the World Bank
- Be responsible for establishing and coordinating a performance-tracking system to collect and track beneficiaries, agencies, and PPMU staff to institute an early warning system that identifies and addresses implementation bottlenecks;
- Be responsible for managing various surveys, including baseline, mid-term, and impact assessments, in line with the M&E plan. The tasks include designing TORs hiring a survey firm, providing basic training to the survey company on the project, supervising the design of questionnaires and surveys, ensuring quality control over survey implementation and





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results, and using results to provide data needed to measure project targets as in the results framework.

- Update the achievement of targets in the Results Framework every six months and report it to the IA FPMU as part of the quarterly report;
- Coordinate the collection and submission of data and information required for the Implementation Completion Results Report (ICRR) of the Government and World Bank
- Support and provide inputs to SME specialists in designing the project dashboard within KMIS/Knowledge Portal and update the portal on a regular basis to track target Vs. achievements.
- Provide technical inputs to develop the Knowledge Platform and M&E framework for the national M&E system. Plan, design and facilitate M&E training for province-level project staff, communities, and other relevant stakeholders.
- Provide inputs to the FIP FFP project reporting requirements
- Prepare M&E elements of the biannual reporting system required as per the project's obligations in the grant agreement;
- Ensure timely availability of reliable project progress and results for management decision-making;
- Ensure availability of the project M&E data and information for relevant stakeholders that would inform national forest-related regulations and standard operating procedures;
- Take lead to prepare learning documents, best practices, and success stories from the field to be incorporated in province-level project reports.
- Carry out other duties as required by Province Level Project Coordinator.

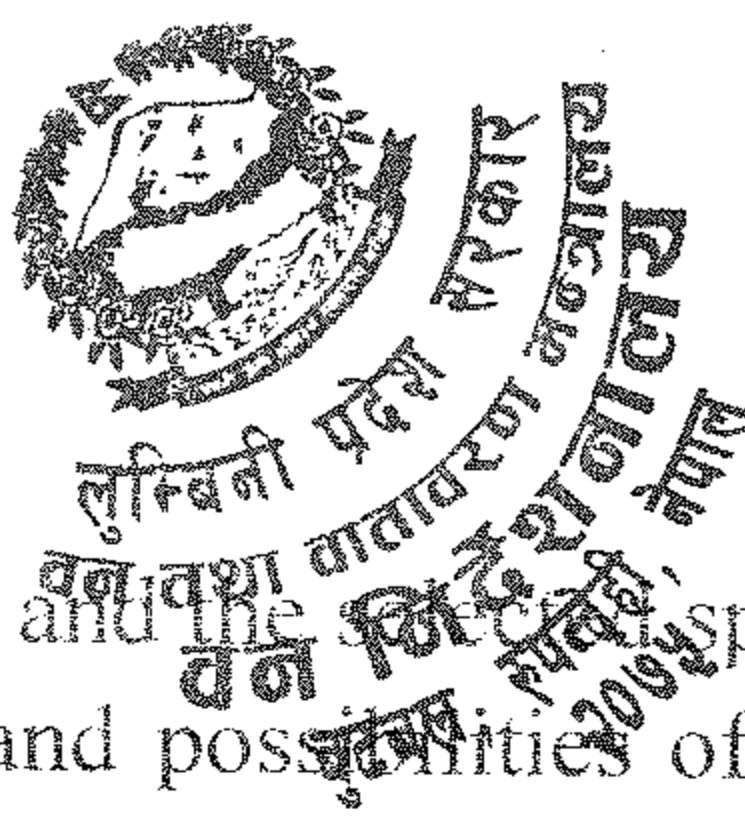
### 3. Expected Outputs

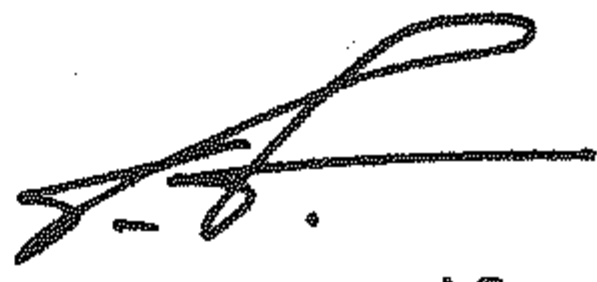
- Development of M&E Plan within 2 months of signing the contract
- TOR or concept design for comprehensive surveys planned in the evaluation (baseline, midterm, and end line) within 30 days after the M&E plan is agreed upon / approved.
- Designing, contracting, and implementing baseline survey within 90 days of acceptance/approval of the overall survey TOR
- Baseline survey report within 90 days after completion of data collection of the baseline survey
- Annual reporting and updating of M&E plan and results framework
- Mid-term review
- Final Project Evaluation
- Translated documents in Nepali related to his/her work

### 4. Working and Reporting Requirements

- The M&E Specialist will work under the supervision of and report to the Province Level Project Coordinator and coordinate with relevant project members, including the Monitoring and Evaluation Specialist at PMU.

### 5. Expected Duration and Location



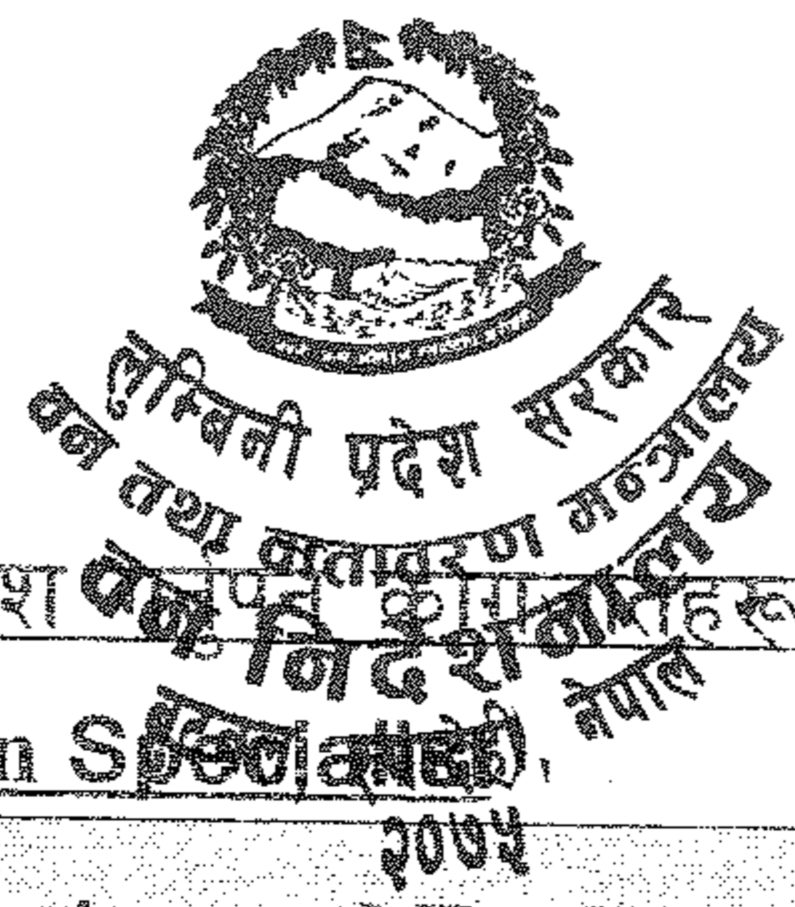
  
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- The post is for a full-time position, and the specialist will be assigned initially for 180 days for fiscal year 2024/25 and possibilities of further extension up to the project period upon satisfactory performance and budget availability. The consultant is expected to work in Butwal and travel to project areas for project-related matters when the situation demands.

#### 6. Qualification and Experience Requirement

- Master's degree or above in Forestry Science/Agricultural Sciences/Social Science/Management/ Environment Sciences/ Engineering, or related field
- Minimum 7 years of experience in Monitoring and Evaluation related experience in design and implementation at the project level.
- Working experience as an M&E expert in projects funded by the World Bank, ADB, or other similar Multilateral Institutions or UN agencies will be an added advantage.
- Previous successful involvement with and good knowledge of civil society is desired.
- Fluency in English with good verbal and written skills
- Computer literacy in Microsoft packages (MS Word, MS PowerPoint, MS Excel, MS Access), GIS, and SPSS is an asset





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Expression of Interest (Eoi) का साथ पेश

पद: अनुगमन तथा मूल्याङ्कन विज्ञ (Monitoring and Evaluation Specialist)

**Instructions for Expression of Interest (Eoi) of Monitoring and Evaluation Specialist (NP-MOTIFE-BUFWAL-439165-CS-INDV)**

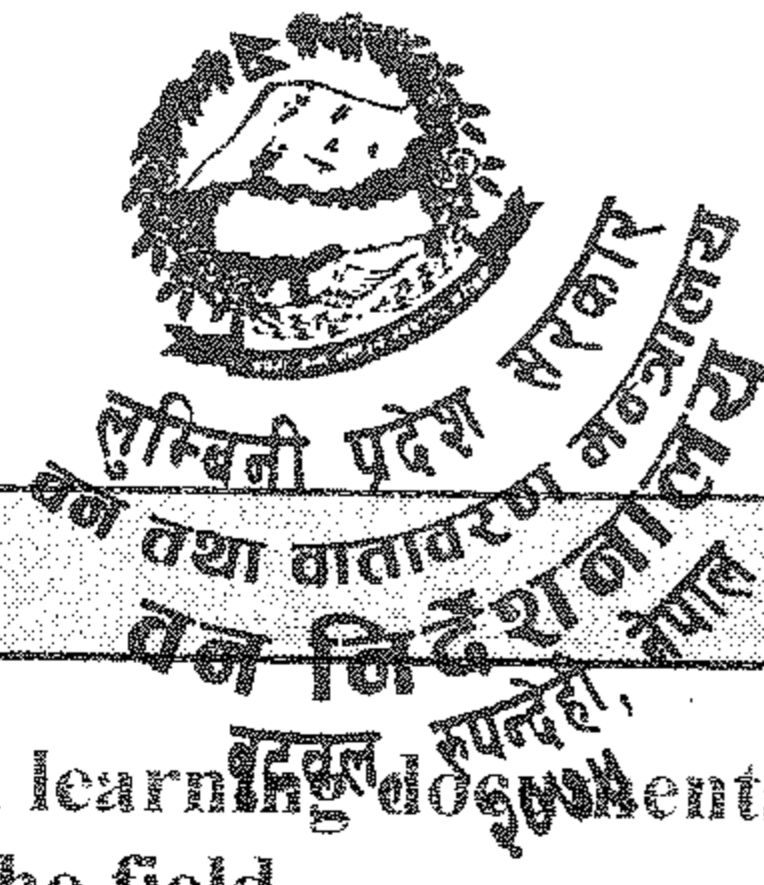
**A. Eligibility Criteria**

S.N.	Details	Documents Required
1	Master's degree or above in Forestry Science/Agricultural Sciences/Social Science/Management/ Environment Sciences/ Engineering, or related field	Transcript. Character Certificate. Equivalent Certificate for abroad study
2	General computer skills (MS word, PowerPoint, Excel etc.)	Self-Declaration

**B. Ranking Criteria**

सि.नं.	विवरण	आवश्यक कागजातहरू
1	<b>General qualifications (General education, training, and experience)</b>	
1.1	<b>Academic Qualification (a+b)</b>	
a	Master's degree or above in Forestry Science/Agricultural Sciences/Social Science/Management/ Environment Sciences/ Engineering, or related field	शैक्षिक योग्यताको प्रमाणपत्रहरू (ट्रान्सक्रिप्ट, चारित्रिक प्रमाणपत्र, समकक्षता समेत)
b	Ph.D. degree or above in Forestry Science/Agricultural Sciences/Social Science/Management/ Environment Sciences/ Engineering, or related field	
1.2	<b>General Experience in Monitoring and Evaluation related experience in design and implementation at the project level</b>	सम्बन्धित निकायले काम शुरू तथा अन्त्य गरेको समयावधी खुल्ने गरी जारी गरेको कागजपत्र
1.3	<b>Participated at least 7 days-training on Monitoring and Evaluation of different aspects of forestry, NRM, Enterprise development, social and Environment safeguards or related field</b>	तालिम सम्बन्धी कागजपत्र (उल्लेखित विषयसँग सम्बन्धित उम्मेदवारले प्राप्त गरेको तालिम समावेश गर्ने)
2	<b>Adequacy for the Assignment (relevant education, training, experience in the sector/similar assignments)</b>	
2.1	<b>Experience of working as an M&amp;E expert in project funded by the Multilateral Institutions or UN agencies or Government sector</b>	सम्बन्धित निकायले काम शुरू तथा अन्त्य गरेको समयावधी खुल्ने गरी जारी गरेको कागजपत्र, तोकिएको सीप (Skill) प्राप्त गरेको कागजपत्र (आंशिक समयको लागि काम गरेको हकमा सो अवधिमा खुद कति समयको लागि काम गरेको सो खुलाउनु पर्ने) (उल्लेखित विषयसँग सम्बन्धित उम्मेदवारले हासिल गरेको अधिकतम अनुभव समावेश गर्ने)
2.2	<b>Experience in conducting various surveys, including baseline, mid-term, end line evaluation of Projects funded by donor (WB/ADB/UNDP/EU/USAID) or GoN on forestry/enterprise development/livelihood or other related issues</b>	
2.3	<b>Specific experience dedicated to prepare and/or implement monitoring and evaluation plan/indigenous traditional knowledge management system/performance tracking system and/or similar plans or activities.</b>	
2.4	<b>Experience of working on Project Planning, Budgeting and Reporting</b>	





बि. लुम्बिनी प्रदेश सरकार  
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निर्देशक

सि.नं.	विवरण	आवश्यक कागजातहरू
2.5	Work experience to prepare and publish learning documents, best practices, and success stories from the field	
2.6	Experience of working as an M&E expert in project funded by the World Bank, ADB, or other similar Multilateral Institutions or UN agencies	
2.7	Computer skills on MS Access, GIS, SPSS	
3	Others	
3.1	Working experience with government agencies/civil societies	
3.2	Experience transferring the knowledge through training specially M&E related	
3.3	Experience of preparing training documents/manuals specially M&E related	
3.4	Work experience on FFP Project having more than one month	
3.5	Expert belonging to FFP project implemented areas	स्व:घोषणा
3.6	Monitoring and Evaluation related article publication in national/international journal	प्रकाशित लेख (प्रकाशन समय, लेखक र जर्नल खुल्ने गरी, तीनवटा भन्दा बढी राख्नुपर्ने)

### EoI पेश गर्ने उम्मेदवारहरूलाई जानकारी

- 1) General Experience तथा Specific Experience को हकमा सम्बन्धित विषयमा हासिल गरेको कार्य अनुभवलाई मात्र मान्यता दिइनेछ ।
- 2) कार्य अनुभवको हकमा उम्मेदवारले प्राप्त गरेको माथि तालिकाको विवरण महलमा उल्लेखित विषयमा प्राप्त गरेको अधिकतम कार्य अनुभव (वर्ष महिना दिन समेत खुल्ने गरी) सम्बन्धी सम्बन्धित निकायले जारी गरेको कागजपत्र संलग्न गर्नुपर्नेछ ।
- 3) तालिम हकमा उम्मेदवारले माथि तालिकाको विवरण महलमा उल्लेखित विषयमा प्राप्त गरेको तालिम समावेश गर्नु पर्नेछ ।
- 4) माथि तालिकाको विवरण महलमा उल्लेखित प्रशिक्षण, तालिम सामग्री, कार्यविधि, नीति नियम, निर्देशिका, कानुन तर्जुमा कार्य अनुभवको हकमा उम्मेदवारले आफु सम्मिलित भई वा एकलै तयार गरेको भए तालिम सामग्री, कार्यविधि, नीति नियम, निर्देशिका, कानुन तयार गरेको भए सो पुष्टि हुने कागजातहरू समावेश गर्नुपर्ने ।
- 5) शैक्षिक उपाधी, अनुभव, तालिम/सिप (विषयसँग सम्बन्धित तालिम) हासिल गरेको मिति र समयावधि स्पष्ट खुल्नेगरी प्रमाणपत्रहरूको प्रमाणित प्रतिलिपी गरी पेश गर्नुपर्नेछ ।
- 6) संलग्न गर्ने कागजपत्रहरू माथि तालिकामा उल्लेख गरे अनुसार सिलसिलेवर मिलाएर राख्नुपर्नेछ । अन्य थप कागजातहरू अन्तिममा राख्नुपर्नेछ ।
- 7) एक भन्दा बढी विज्ञ पदमा आवेदन दिने उम्मेदवारहरूले प्रत्येक पदको लागि छुट्टाछुट्टै EoI र आवश्यक कागजातहरूको सेट पद अनुसार छुट्टाछुट्टै खामबन्दी गरी पेश गर्नुपर्नेछ ।