

TERMS of REFERENCE

Monitoring and Evaluation Specialist

item 4.17

BACKGROUND

The Republic of Serbia has received a loan from the International Bank for Reconstruction and Development (IBRD) in the amount of EUR 29.1 million equivalent toward the cost of the *Second Serbia Health Project (SSHP)* and EUR 25 million equivalent toward the cost of the *Additional Financing for the Second Serbia Health Project (AFSSHP)*, Loan No.: 8830-YF.

The Project Development Objective (PDO) is to contribute to improving the efficiency and quality of the public health system through the strengthening of: (i) health financing, purchasing, and maintenance systems; (ii) quality improvement systems and management of selected priority non-communicable diseases.

The project includes the following components:

1- Improvement of Health Financing

This component aims to strengthen the performance of the health financing system by supporting introduction of incentives to improve quality and efficiency at the primary care and hospital levels.

2- Improve Access to Quality Health Care

This component is organized around the following main areas: improve access to medicines; strengthening of Health Technology Assessment (HTA); and improving systems for medical equipment maintenance.

3- Strengthening Quality of Service Delivery

This component aims to improve standards of quality and efficiency of care in the Serbian health sector through: (i) strengthening quality improvement systems, (ii) modernizing cancer treatment at selected tertiary facilities.

4- Project management

This component will support the day-to-day Project management, including fiduciary tasks, monitoring and evaluation, audits of Project financial statements. Monitoring the implementation of the proposed reforms, including potential unintended consequences, will be a key function that will be supported under this component.

Due to the overlapping of numerous activities of the SSHP parent project and AF-SSHP, there is a need to engage a Monitoring and Evaluation Specialist to provide technical assistance to the MoH/PCU team in capturing project performance results and provide effective, accurate and timely monitoring, evaluation and reporting of all project activities.

SCOPE OF WORK

The main purpose of the consultancy is to develop design, coordination and implementation of the monitoring and evaluation (M&E), research, and learning framework of the project. The Consultant will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project. The proposed scope of work will include the following activities:

- Reviewing the existing monitoring and evaluation system, tools and indicators in use by the MoH/PCU/stakeholders, identifying sources of data already available and flow of information.
- Contributing to enhance the current monitoring and evaluation system, as well as reporting
- Discussing progress and sharing early drafts of the SSHP/AFSSHP results framework with the MoH/PCU and other key stakeholders for inputs and comments, as well as discussing constraints and opportunities, and how sensitive or confidential data, if any, are to be handled.
- Monitoring the progress of results indicators, as defined in the SSHP/AFSSHP results framework
- Tracking and analyzing the progress of agreed outputs for each project component towards achieving Project Development Objectives
- Improving the existing system for collecting and utilizing information related to the progress of the SSHP/AFSSHP and providing a framework to enable systematic planning of what data to collect, when and how often to collect them and analyze them to support decision-making
- Leading the results reporting and regularly updating the SSHP/AFSSHP results framework, in cooperation with PCU Coordinator
- Participating in monitoring of the project activities through site visits, if required
- Preparing SSHP/AFSSHP weekly and monthly reports
- Providing inputs for and drafting of the SSHP/AFSSHP Progress Reports, including the Results Framework
- Preparing other reports, such as SSHP/AFSSHP Annual Report for the Republic of Serbia Government, SSHP/AFSSHP Quarterly Reports for the National Assembly, as well as other ad hoc reports, as requested by the Ministry of Health and the World Bank
- Regularly communicating with PCU staff to ensure adequate inputs for reports
- Liaising closely with the World Bank team regarding evaluation approaches and methodologies, ensuring that project meets the minimum requirements for monitoring and evaluation, including carrying out of mandatory project evaluation.
- Other activities from the domain of monitoring and evaluation, as agreed with the PCU Coordinator

EXPECTED DELIVERABLES

- SSHP/AFSSHP Weekly Reports, SSHP/AFSSHP Monthly Reports, SSHP/AFSSHP Interim / Progress Reports, SSHP/AFSSHP Annual Reports for the Republic of Serbia government, SSHP/AFSSHP Quarterly Reports for the National Assembly, as well as other ad hoc reports, as requested by the MoH and the World Bank;
- Regular update of the Project Results Framework.

The timing of deliverables and their detailed content will be agreed with the Project Coordinator.

REPORTING REQUIREMENTS

The Consultant is obliged to report to the Minister of Health of the Republic of Serbia and persons named by him/her and SSHP/AFSSHP PCU Coordinator in the schedule and format agreed.

QUALIFICATION REQUIREMENTS

- University degree in social studies or management
- Minimum 10 years of relevant professional experience;
- Minimum 5 years of experience in health related projects;
- Experience in the World Bank funded projects and other IFIs health related projects in Serbia is an advantage;
- Excellent communication skills in both English and Serbian (oral and written);
- Advanced user MS Office applications.

DURATION OF THE ASSIGNMENT

The consultant will be hired on a full-time basis for a period of 12 months. In case of satisfactory performance, the consultant will be engaged until the end of the project.