

Terms of Reference

for

Environmental & Social Safeguard and Project Monitoring & Evaluation Consultant (MARD/CS/IC/007)

1. BACKGROUND

The Government of Albania has received financing in the amount of EUR 31 million equivalents from the World Bank toward the cost of the Water Resources and Irrigation Project (WRIP), with the objective (i) to strengthen the Government's capacity to manage water resources both the national level and in the Drin-Buna and Semani river basins and (ii) to sustainably improve the performance of irrigation systems and irrigation institutions in the project area.

The Project consists of the following components:

Component 1: Systems Rehabilitation;

Component 2: Institutional Support for Irrigation and Drainage;

Component 3: Institutional Support for Integrated Water Resources Management;

Component 4: Implementation Support;

The WRIP is implementing by the Ministry of Agriculture and Rural Development (MoARD), as the Implementing Agency of the Client. The Project is fully mainstreamed in the activities of several departments in MoARD that are supporting Project implementation oversight. Project implementation will be carried out in accordance with World Bank's Procurement Guidelines: [Guidelines: Procurement of Goods, Works and Non-Consulting Services under IBRD Loans and IDA Credits & Grants by World Bank Borrowers](#) (January 2011) and [Guidelines: Selection and Employment of Consultants by World Bank Borrowers](#) (January 2011).

A Project Management Team (PMT) was established at the Ministry of Agriculture and Rural Development (MoARD) with the main responsibilities for coordination, day-to-day Project implementation and management, procurement and financial management, monitoring and evaluation of the Project, including monitoring and reporting of safeguards compliance.

These Terms of Reference for the position of the “*Environmental & Social Safeguard and Project Monitoring & Evaluation Consultant*” (E&SS and PM&E) are tailored as the need to strengthen the capacity of PMT to cover the likely increased physical scope of the Project activities and taking into account additional activities associated with the proposed Additional Financing.

2. OBJECTIVES OF THE ASSIGNMENT

The Ministry of Agriculture and Rural Development (MoARD) seeks the Consultancy Services of an experienced Individual Consultant “*Environmental & Social Safeguard and Project Monitoring & Evaluation Consultant*” as part of the PMT (full-time engagement) and it was intended to apply part of the proceeds for payment of this Individual Consultancy. The objective of this assignment is monitoring compliance of the Project activities with Environmental & Social Safeguard instruments. In addition, the Consultant will be in charge for the Project's Monitoring & Evaluation (M&E).

3. SCOPE OF WORK

Duties and Responsibilities:

The specific tasks stipulated in this ToRs to be undertaken by the E&SS and PM&E include, but are not limited to the following:

With regard to the Environmental & Social Safeguard:

The Consultant will assist the Project Coordinator and Project Manager and will work closely with the staff of the Conception and Feasibility Directorate and the Projects' Sector of Agricultural and Livestock to handle the increased demand related to Environmental and Social Safeguards related responsibilities.

- Undertake site visits and on the ground review, check and document compliance with site-specific measures as presented in site-specific ESMPs.
- Provide guidance to contactors, site supervisors and other stakeholders on manners of implementation and documentation of compliance related to environmental mitigation and monitoring measures, as presented in site-specific ESMPs.
- Provide that all documents necessary to ensure full compliance with Environmental & Social Safeguard instruments, in particular, Environmental and Social Management Plans (ESMPs) and Resettlement Actions Plans (RAPs) are prepared, regularly updated and are available to relevant stakeholders;
- Ensure that project activities, being developed as a part of the Project, are designed to include avoidance of potential social and environmental risks, as recommended to ESMPs and RAPs already prepared for the Rehabilitation of Irrigation Schemes/Systems;
- Provide overall Environmental and Social Management oversight during the implementation of WRIP's activities and advice the Client in addressing the environmental issues;
- Ensuring that each subproject and activities under the project is subjected to the Project ESMP procedures;
- Review subproject and activity plan, design, cost, and bid documents and be involved in procurement of Civil Works and Supervision to ensure that Civil Works and Supervision contracts include provisions concerning the Environmental and Social Safeguard issues;
- Coordinate with relevant agencies for obtaining environmentally-related permits, as necessary;
- Communicate with Local Governments, Contractors and with the Environmental, Social, Health and Safety (ESHS) Expert that is part of the Supervision Team in all matters related to design, implementation, documenting and reporting on environmental compliance, as indicated in site-specific ESMPs;
- Monitor implementation of site-specific ESMPs by the Contractors to ensure that appropriate management process and procedures are in place, that Environmental and Social Safeguards related measures are adequately addressed and to ensure that in the event of a noncompliance agreed remedial actions are applied and documented;
- Check and ensure that the regular reports are prepared and timely submitted by the Contractor as per content agreed and provide comments, as appropriate;
- Prepare Semi-Annual ESMP Compliance Reports, as per provided outline, as requested by the World Bank.
- Participate at regular and other missions and technical visits by the World Bank, and work closely with the World Bank Environmental and Social Specialists in ensuring the Project's compliance with relevant environmental and social policies.
- Undertake other actions related to environmental and social aspects of the Project, as may be instructed by the Project Manager and Project Coordinator from time to time, in order to ensure full compliance of the Project with national and international environmental and social standards and legislation.

With regard to the Project Monitoring & Evaluation:

The Consultant will be in charge for the Project's Monitoring & Evaluation (M&E), design the strategic and technical approach to implementing project goals within the technical framework outlined for the Results Monitoring. The Consultant will coordinate and work with other member of PMT, in particular with the staff that MoARD has assigned from the Conception and Feasibility Directorate and the Projects' Sector of Agricultural and Livestock and IT Department to operate the MIS that is in place on the presentation of the Project monitoring indicators. In addition, she/he will also work closely with the Consultant that will be hired to carry out Monitoring & Evaluation end Project Survey, and facilitate gathering information.

- Review and familiarize herself/himself with the Project's documents, in particular with Project Operational Manual (POM) and Monitoring Information System (MIS) already established;
- Carry out the preparation and implementation of the M&E program and keep records on achievements, breakdowns of indicators;
- Continuously monitor progress towards the Project Development Objective (PDO) and according to agreed Performance Monitoring Indicators;
- Report in semi-annual reports on PDO and Results Framework updates;
- Monitor Project's implementation and evaluate outcomes and results for each Component and Subcomponent, using the MIS;
- Determine whether the inputs in the project are well utilized;
- Monitor Project's implementation against the plan of activities (physical and financial), analyse reasons for delays, if any, and proposed measures and solution to overcome them;
- Ensure that the Project's activities are properly implemented as per agreed program, and take corrective actions when necessary;
- Identify good practices within the Project and advantages, and record lessons learned for future consideration;
- Carry out the role and responsibilities given by the Project Coordinator or Project Manager;
- Support the beneficiary survey and other end-project evaluations, including the Ministry's Implementation Completion Report writing.
- Take all necessary measures for maintenance of MIS to keep it operational;

6. QUALIFICATIONS REQUIREMENTS

The person suitable for the position of the Environmental & Social Safeguard and Project Monitoring & Evaluation Consultant should have the following qualifications:

- Master degree, preferable in the Environmental Sciences, Environmental Engineering or equivalent professional qualifications appropriate to this Consultancy Services;
- A minimum of 5 (five) years of relevant experience in Environmental & Social Safeguard Monitoring;
- Knowledge of the Albanian regulations and laws (particularly in the EIA processes) is required;
- Familiarity with the World Bank Safeguard policies will be an advantage;
- Knowledge and experience in Project Monitoring & Evaluation is desirable;
- Proficiency to use the computer and office software packages (word processing, spreadsheet etc.). Experience in handling of web-based data and Management Information Systems will be an added advantage;
- Fluent written and spoken Albanian and English;

7. REPORTING OBLIGATIONS

The E&SS and PM&E Consultant will work under the direction of and report to the WRIP Project Manager and Project Coordinator. She/he will deliver Monthly progress reports concerning the accomplishment of her/his assignments.

In addition, concerning the Project M&E, the Consultant shall prepare Semi-annual and Annual surveys on Project outcomes indicators and prepare Semi-annual and Annual Project Progress Reports, updating relevant part of the Result Framework, as appropriate.

8. CLIENT'S INPUTS

The E&SS and PM&E Consultant will be based and work in the WRIP office at the Ministry of Agriculture and Rural Development. The Client will provide office space and equipment required to perform the tasks assigned.

9. TERMS OF THE ASSIGNMENT AND DURATION

- The Environmental & Social Safeguard and Project Monitoring & Evaluation Consultant will work on full-time basis. The remuneration will be paid on a monthly basis.
- The Consultant will be offered the opportunities to grow up professionally by attending relevant training events and courses during the term of the contract
- The initial contract with the Environmental & Social Safeguard and Project Monitoring & Evaluation Consultant will be signed until May 31, 2018 with a 3 month probation period, at which time the performance of Consultant shall be evaluated.
- Evaluation of the 3 month probation period and any contract extension would be fully based on the consultant's performance certified by the Project Coordinator and Project Manager and agreed with the Bank.

ANNEXES

Annex 1:

Template for preparation of EMP (Environmental Monitoring Plan) for each Irrigation Works Contracts;

Annex 2:

Results Framework (for current Project and Additional Financing);

Template for EMP (Environmental Monitoring Plan)

Date of visit		
No. of visit		
Location		
Employer of monitoring report		
Human Health		
	Environmental Assessment situation	Measures implemented by the company
Health – Road Safety		
Health – (Noise/Vibration)		
Soil		
Waste		

Land		
Acoustic Environment		
Water pollution		
Air quality		

Introduction

1. (The name of the monitored scheme)
- 1.1 Scope of report
- 1.2 Objectives of monitoring report
- 1.3 Monitoring methodology
- 1.4 Contractor site activities
- 1.5 Photos from object
- 1.6 Conclusion
- 1.7 Monitoring conclusion

**A. Results Framework (Current Project)
P121186; Loan No. 8211-AL
Revised Performance Monitoring Indicators**

Project Development Objectives	
Original Project Development Objective:	
The Project Development Objective (PDO) is to: (i) establish the strategic framework to manage water resources at the national level and at the level of the Drin-Bura and Semani River basins and (ii) improve, in a sustainable manner, the performance of Selected Irrigation Systems.	
Results	
Core sector indicators are considered: Yes	Results reporting level: Project Level

Project Development Objective Indicators												
Indicator Name	Core	Unit of Measure	Baseline	Cumulative Target Values					End Target	Frequency	Data Source/	Responsibility for
				YR1	YR2	YR3	YR4	Methodology			Data Collection	
Preparation of an agreed IWRM strategy		Yes/No	No			No	Yes	Yes	Annual	NA	PMT	
Preparation of two agreed RBM		Yes/No	No			No	No	Yes	Annual		PMT	

plans for the Drin-Buna and Semani basins											NA	
Direct project beneficiaries (*) (water users) (Core Indicator)	<input checked="" type="checkbox"/>	Number	0.00	0.00	0.00	0.00	30,000	40,000	Annual	M&E system, informed by field visits (target number is to be confirmed by the baseline survey that will be conducted on the irrigation schemes)	PMT supported by M&E and safeguards consultants	
Female beneficiaries (Supplemental, Core Indicator)	<input checked="" type="checkbox"/>	Percentage	0.00	0.00	0.00	0.00	50	50	Annual	M&E system, informed by field visits	PMT supported by M&E and safeguards consultants	

Intermediate Results Indicators											
				Cumulative Target Values						Data Source/	Responsibility for

Indicator Name	Core	Unit of Measure	Baseline	YR1	YR2	YR3	YR4	End Target	Frequency	Methodology	Data Collection
Number of dams rehabilitated in compliance with international dam safety standards		Number	0	0	0	5	10	11	Annual	NA	PMT
Area provided with irrigation and drainage services (Core)	<input checked="" type="checkbox"/>	Hectares	0	0	0	0	15,000	20,000 (TBD subject to the ongoing designs)	Annual	M&E system, informed by field visits (Component 4)	PMT supported by M&E and safeguards consultants
Preparation of an agreed irrigation strategy		Yes/No	No			Yes	Yes	Yes	Annual	NA	PMT
Establishment of a functional Water resources database		Yes/No	No			No	Yes	Yes	Annual	NA	PMT
.											
Share of area served with I&D service, where sustainable cost-sharing and		Percentage	0.00	0.00	0.00	0.00	0.00	80.00	Annual	M&E system, informed by field visits	PMT supported by M&E and safeguards consultants

O&M arrangements are introduced											
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*After the baseline survey is completed, the accurate target number will be written in the updated Project Operational Manual

Project Development Objective Indicators	
Indicator Name	Description (indicator definition etc.)
Preparation of an agreed IWRM strategy (Yes/No)	An IWRM strategy is agreed and prepared
Preparation of two agreed RBM plans for the Drin-Buna and Semani basins (Yes/No)	Two RBM plans for the Drin-Buna and Semani basins are agreed and prepared
Direct project beneficiaries (Number)-(Core)	Number of water users benefiting from the rehabilitation and improvement investments on dams and irrigation. Core Indicator definition: Direct beneficiaries are people or groups who directly derive benefits from an intervention. Please note that this indicator requires supplemental information. Supplemental Value: Female beneficiaries (percentage). Based on the assessment and definition of direct project beneficiaries, specify what proportion of the direct project beneficiaries are female. This indicator is calculated as a percentage.
Female beneficiaries (Percentage- Sub-Type: Supplemental)-(Core)	Based on the assessment and definition of direct project beneficiaries, specify what percentage of the beneficiaries are females.

Intermediate Results Indicators	
Indicator Name	Description (indicator definition etc.)
Number of dams rehabilitated in compliance with international dam safety standards (Number)	Dams are rehabilitated in compliance with international dam safety standards.
Area provided with irrigation and drainage services (ha)	This indicator measures the total area of land provided with irrigation and drainage services under the project, including in (i) the area provided with new irrigation and drainage services, and (ii) the area provided with improved irrigation and drainage services, expressed in hectare (ha).
Preparation of an agreed irrigation strategy (Yes/No)	An irrigation strategy is agreed and prepared
Establishment of a Functional Water Resources Database (Yes/No)	A Functional Water Resources Database is established.
Share of area served with I&D service, where sustainable cost-sharing and O&M arrangements are introduced	Share of area served with I&D service, where sustainable cost-sharing and O&M arrangements are introduced, is shown in percentage.

**B. Results Framework (Additional Financing)
P162786; Loan No. 8817-AL
Performance Monitoring Indicators**

Project Development Objectives							
Original Project Development Objective - Parent:							
The Project Development Objective (PDO) is to: (i) establish the strategic framework to manage water resources at the national level and at the level of the Drin-Buna and Semani River basins and (ii) improving, in a sustainable manner, the performance of Selected Irrigation Systems.							
Proposed Project Development Objective - Additional Financing (AF):							
The Revised Project Development Objective (PDO) is to: (i) establish the strategic framework to manage water resources at the national level and at the level of the Drin-Buna and Semani River basins; and (ii) improve irrigation service delivery in Selected Irrigation Systems.							
Results							
Core sector indicators are considered: Yes				Results reporting level: Project Level			
Project Development Objective Indicators							
Status	Indicator Name	Corporate	Unit of Measure		Baseline	Actual(Current)	End Target
Revised	Preparation of an agreed IWRM strategy	<input type="checkbox"/>	Yes/No	Value	No	No	Yes
				Date	27-Nov-2012	03-Feb-2017	31-May-2018
				Comment			
New	Water Users provided with	<input type="checkbox"/>	Number	Value	0.00	0.00	35000.00

	new/improved irrigation and drainage services			Date		05-Dec-2017	31-May-2020
				Comment			
New	Water Users provided with irrigation and drainage services - Female	<input type="checkbox"/>	Number	Value	0.00	0.00	4000.00
			Sub Type				
			Supplemental				
Revised	Preparation of two agreed RBM plans for the Drin-Buna and Semani basins	<input type="checkbox"/>	Yes/No	Value	No	No	Yes
				Date	27-Nov-2012	05-Dec-2017	31-May-2018
				Comment			
Revised	Direct project beneficiaries	<input type="checkbox"/>	Number	Value	0.00	0.00	80000.00
				Date	27-Nov-2012	05-Dec-2017	31-May-2020
				Comment			
Revised	Female beneficiaries	<input type="checkbox"/>	Percentage	Value	0.00	50.00	50.00
			Sub Type				
			Supplemental				
Intermediate Results Indicators							
Status	Indicator Name	Corporate	Unit of Measure		Baseline	Actual(Current)	End Target
Revised	Number of dams rehabilitated in compliance	<input type="checkbox"/>	Number	Value	0.00	11.00	13.00
				Date	27-Nov-2012	05-Dec-2017	31-May-2020

	with international dam safety standards			Comment				
New	Project-supported RBMPs and investments informed by citizen feedback through consultations	<input type="checkbox"/>	Number	Value		0.00	15.00	
				Date		05-Dec-2017	31-May-2020	
				Comment				
New	Grievances responded to and resolved in relation to the delivery of project benefits	<input type="checkbox"/>	Percentage	Value	0.00	0.00	80.00	
				Date		05-Dec-2017	31-May-2020	
				Comment				
New	Records disaggregated by gender, % of female participation	<input type="checkbox"/>	Percentage	Value		0.00	40.00	
				Date		05-Dec-2017	31-May-2020	
				Comment				
Revised	Area provided with new/improved irrigation or drainage services	<input checked="" type="checkbox"/>	Hectare(Ha)	Value		0.00	40,000	
				Date	27-Nov-2012	05-Dec-2017	31-May-2020	
				Comment				
Revised	Area provided with new irrigation or drainage services	<input checked="" type="checkbox"/>	Hectare(Ha)	Value	0.00	0.00	0.00	
				Sub Type	Date	27-Nov-2012	03-Nov-2017	31-May-2020
				Breakdown	Comment			
New	Area provided with improved irrigation or	<input checked="" type="checkbox"/>	Hectare(Ha)	Value		0.00	40,000	
				Sub Type	Date		05-Dec-2017	31-May-2020

	drainage services		Breakdown	Comment			
Revised	Preparation of an agreed irrigation strategy	<input type="checkbox"/>	Yes/No	Value	No	No	Yes
				Date	27-Nov-2012	05-Dec-2017	31-May-2020
				Comment			
No Change	Establishment of a functional Water resources database	<input type="checkbox"/>	Yes/No	Value	No	No	Yes
				Date	27-Nov-2012	05-Dec-2017	31-May-2020
				Comment			
Revised	Share of area served with I&D service, where sustainable cost-sharing and O&M arrangements are introduced	<input type="checkbox"/>	Percentage	Value	0.00	0.00	80.00
				Date	05-Mar-2015	05-Dec-2017	31-May-2020
				Comment			

