

# **Terms of Reference for engagement of a Consultancy Firm to strengthen the Monitoring and Evaluation of the (AGILE) Project**

## **Introduction and Background**

The World Bank is supporting the Federal Government of Nigeria through the Federal Ministry of Education to implement the Adolescent Girls Initiative for Learning and Empowerment (AGILE) Project.

The project development objective is to improve secondary education opportunities among adolescent girls in targeted areas in participating states. The initial seven participating states are Borno, Ekiti, Kaduna, Kano, Katsina, Kebbi, and Plateau, and the eleven additional financing (AF) states are Adamawa, Bauchi, Gombe, Jigawa, Kogi, Kwara, Nasarawa, Niger, Sokoto, Yobe, and Zamfara. The project aims to achieve its objective by addressing the demand- and supply-side critical binding constraints adolescent girls face that limit their access to quality secondary school education. The project will use a comprehensive approach to address these constraints by using the school, family, and community platforms to empower adolescent girls. The approach will consist of interventions aimed at keeping girls in schools and providing opportunities for them to acquire critical life skills and market-relevant skills not currently offered in schools.

AGILE-supported interventions will reach the participating states in all public Junior Secondary Schools (JSSs) and Senior Secondary Schools (SSSs), while prioritizing targeted areas that are poor and have the lowest secondary transition rates among girls in participating states. The AGILE project will benefit all adolescents (boys and girls) in public secondary schools (state/LGA, integrated Islamiya and community schools).

## **Objectives of the Assignment**

### **General Objective:**

To ensure the effectiveness and impact of the project, a robust M&E system is essential. The consultancy will focus on strengthening the M&E functions to accurately monitor, evaluate, and report on the project's progress across all 18 participating states.

### **Specific Objectives:**

The main objective of this consultancy is to enhance the M&E capacity of the National Project Coordination Unit (NPCU) and the State Project Implementation Units (SPIU) to ensure the relevant collection, analysis, and reporting of reliable data that reflects the project's performance as agreed in the results framework. This includes:

1. Setting an enabling environment to conduct routine monitoring, such as: M&E strategy, developing guidelines, reports, ICT monitoring tools, platform, and database management.
2. Coordinate data flow with the states and provide technical assistance for smooth implementation of M&E strategy; and
3. Coordination, reporting, and learning dissemination.

### **Scope of Work:**

The consultant will undertake the following activities:

1. Update M&E Framework:
  - Revise M&E Guidelines and M&E Plan to incorporate new adjustments made on the M&E Result Framework following the approval of AF.
2. Capacity Building:

- Conduct capacity-building workshops for project staff on the reworked M&E Guidelines, M&E Plan, and relevant M&E concepts and principles.
  - Organize capacity-building and peer-learning sessions for M&E Officers of the NPCU and SPIU of all implementing States.
3. M&E Management Information System (MIS):
- Use an online platform that integrates M&E information collected by the SPIUs and the NPCU for electronic monitoring.
  - Coordinate with the NPCU and participating states to harmonize data flow using ICT monitoring tools and reporting formats.
  - Enhance the capacity of all AGILE Project M&E staff on the effective use of the Updated AGILE M&E MIS.
  - Provide technical guidance on the deployment and maintenance of the Updated AGILE M&E MIS for M&E reporting and system strengthening.
  - Oversee the implementation of the Updated AGILE M&E MIS to capture all relevant project outputs and outcomes.
4. Assessments:
- Conduct M&E Baseline Assessment for the newly recruited AF states.
  - Perform readiness assessment of the M&E systems and structures in the AF states.
5. Analysis and Reporting:
- Guide and support the NPCU to track, consolidate, and harmonize monitoring data and conduct component-by-component analysis.
  - Assist the NPCU to harmonize quarterly and annual reports from the SPIUs for presentation to the World Bank.
  - Coordinate round tables to share results and lessons learned and suggest corrections/adjustments.
6. Capacity Development:
- Strengthen NPCU's capacity for routine monitoring and data verification and validation.
  - Support building M&E unit staff capacity for necessary skills development.
  - Assist in the production and dissemination of learned lessons and results from project implementation.
  - Provide training in data harmonization and validation.

#### **Reporting Requirements and Conduct of Work.**

The NPCU TA on M&E shall work closely with the National Project Coordinating Unit M&E Leads / other members of staff at the NPCU to ensure smooth and effective implementation of the Project with the overall reporting to the NPCU, while collaborating closely on technical terms with the National Project Coordinator and M&E Lead. The TA will visit the States to ensure the operationalization of the developed M&E MIS. The TA will also pay three days working visit to the NPCU Office every week and work remotely from their Office for the remaining days.

#### **Key Deliverables & Timeline**

As a result of the activities carried out by the consultant/firm, the following outputs shall be delivered and accepted by the NPCU:

<b>S/N</b>	<b>Key deliverables</b>	<b>Timeline</b>	<b>From contract signing</b>
1	Inception Report, including a detailed methodology and planning of work for 12 months	4 weeks	4 weeks

2	Reviewed M&E Plan and Guidelines reflecting the new adjustments made on the M&E Result Framework during the March 2024 World Bank Missions	1 Week	5 weeks
3	M&E Baseline and Readiness Assessment Report for the eleven (11) New AGILE States	4 Weeks	9 weeks
4	Report on Capacity building and Peer learning sessions for the M&E Officers of the NPCU and the SPIU of all eighteen (18) AGILE implementing States. <ul style="list-style-type: none"> <li>on the practical usage of the Updated AGILE M&amp;E Management Information System (MIS) for M&amp;E reporting and general M&amp;E system strengthening</li> <li>on the training needs identified in the readiness assessment exercise Conducted for Routine Monitoring to project Sites for data verification and validation</li> </ul>	4 weeks	13 weeks
5	Technical guidance on the deployment of the Updated AGILE M&E Management Information System (MIS) as well as maintenance to ensure timely M&E data and report uploads from the States' M&E Officers – MIS showing updated Quarterly M&E data	20 Weeks	24 weeks
6	Report of Visit to States: <ul style="list-style-type: none"> <li>To assess the operationalization of the M&amp;E MIS developed</li> <li>For Monitoring/Spot Checks to validate all Quarterly M&amp;E data Collected</li> </ul>	4 Weeks	28 Weeks
7	Documentation on roundtables with participating states and other stakeholders to share consolidated results and lessons learned from the M&E system	2 weeks	30 weeks
8	Presentation and acceptance of the last report of the Contract	2 weeks	48 weeks

### **Duration of Assignment**

The duration for the implementation of this assignment is for a period of two (2) years (12 months) from the date of Contract signing.

### **Supervision and Coordination**

Except otherwise indicated, the consultant(s)/firm(s) is expected to report directly to the National Project Coordination Unit (NPCU) of the Federal Ministry of Education and the World Bank but will work closely with the SPIUs responsible for project implementation. The specific guidelines (in accordance with supervision, coordination and general responsibilities as contained in the PAD and PIM) are intended to clarify the precise expectation of the NPCU team in terms of the quality of work required.

### **Qualification Requirements**

To perform the requested tasks/activities and achieve the desired objectives of this consultancy, qualifying consultants/firms should:

1. Be a provider of expert M&E, MIS, and operational research services with at least demonstrable 10 years of experience in, preferably, Nigeria, Africa or in developing countries.
2. Have proven experience in providing technical support to government, monitoring, tracking of activities, including good practices for greater transparency, improved governance and developing M&E Systems to ensure that M&E is operational early in the project.
3. Have a proven track record in at least 3 projects financed by international development organizations during the last 7 years by providing M&E services including project implementation monitoring according to the project result matrix (including performance indicators for all activities, outcome, and objective, as well as means of verification).
4. Proven high level of GEMS/ICT4D proficiency including database management. In view of Covid-19 protocol and restrictions, and due to prevailing security environment, it is pertinent to adopt the use of software such as Kobo Toolbox (a suite of tools for field data collection for use in challenging environment), the use of GPS, Microsoft forms for data collection and storage, etc. Ability to set up and use online platforms such as Microsoft teams, WebEx, Skype for business, etc.
5. The consultant/firm is free to organize its resource as it wishes. However, the minimum qualifications and experience of the consultants' monitoring and evaluation are given in the next section.

### **Key Staff Requirements**

The consultant/firm shall provide and avail a team of suitably qualified and experienced personnel. The specialists required shall include but not limited to:

1. **Key expert 1: Project Manager/ Team Leader**
  - MSc degree in the Science, Social Science, Education, Engineering, Management, or other related fields from a recognized institution.
  - Must demonstrate evidence of relevant technical experience and evidence of at least 10 years of broad-based experience in the assignment (M&E)
  - Familiarity with monitoring and management skills in, preferably, Nigeria, or developing countries, including hard-to-supervise and conflict areas.
  - Ability to perform cross-functional tasks and engage with high-level authorities.
  - Excellent proven project management skills and experience with team management.
2. **Key expert 2: Monitoring & Evaluation Engineer**
  - Civil engineer degree holder from a recognized university/college
  - At least 5 years of experience in conducting and leading M&E related to civil engineering, preferably in construction and renovation of schools.
  - Familiarity with the Nigerian context and the Northern Nigeria context (the later preferred) or other African countries
3. **Key expert 3: ICT4D expert**
  - Master's degree in computer science, Information Technology and related fields from a recognized university/college
  - At least 7 years of experience in MIS development and maintenance of management information system. Proven experience in projects related to education is highly preferred.
  - Proficient in the use of data collection methods (Qualitative/Quantitative, open data kit (ODK), education management information system (EMIS), data analysis, and database management).

- Familiarity with the Nigerian context and the Northern Nigeria context (the later preferred) or other African countries

### Method of Selection:

The selection method for this assignment shall be by re-engagement of the Consultant based on Quality and Cost-Based Selection (QCBS) method as described in the World Bank Procurement Regulation.

### Payment Schedule:

Apart from the acceptance and approval of all final Key deliverables by the management as stated above, payment shall be in phases and will be made subject to the submission and approval of the following reports as indicated in the table below.

S/N	Description	Payment Schedule
1.	Contract signing	0%
2.	Inception report	10%
3.	M&E Baseline Report and M&E Readiness Assessment Report for the eleven (11) New AGILE States	20%
4.	Report on Capacity building and Peer learning workshops for the M&E Officers of the NPCU and the SPIU in all eighteen (18) AGILE implementing States. on the practical usage of the Updated AGILE M&E Management Information System (MIS) for M&E reporting and general M&E system strengthening on the training needs identified in the readiness assessment exercise Conducted for Routine Monitoring to project Sites for data verification and validation	20%
5.	Report of States' Visit To assess the operationalization of the M&E MIS developed For Monitoring/Spot Checks to validate all Quarterly M&E data Collected	20%
6.	Finalized quarterly monitoring reports and dissemination and knowledge sharing events	10%
7.	Final Documentations Documentation on roundtables with NPCU, participating states and other stakeholders to share consolidated results and lessons learned from the M&E system. Presentation and acceptance of the End of the Year and last report of the Contract	20%

Documents shall be submitted in English and in electronic form in Microsoft Word Format and other formats to be determined by the signing parties. All data collected on shall be submitted in databases (format to be determined by the NPCU). The copyright of all reports, technical material, data collected, or any other data developed during the assignment, and the specifications shall be the property of the client.

***The National Project Coordinator***

AGILE Project

***Attention: Head of Procurement***

National Project Secretariat

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