

Insurance Development & Regulatory Authority Bangladesh Insurance Sector Development Project

Credit No. 5972 - BD

REQUEST FOR EXPRESSIONS OF INTEREST

For Selection of Monitoring & Evaluation Specialist (Local)

(Contract Package Number: S-1.3)

1. The Government of the People's Republic of Bangladesh (GoB) has received a credit from the International Development Association (IDA) towards the cost of Bangladesh Insurance Sector Development Project to be implemented by Insurance Development & Regulatory Authority (IDRA) and intends to apply a part of the proceeds of this credit for hiring a Monitoring & Evaluation Specialist for the project as an individual national consultant.

1. The Scope of Services:

A. Develop a strong Monitoring and Evaluation mechanism

- Develop a strong monitoring & evaluation (M&E) framework to systematically track inputs, outputs, and outcomes for each component of the project
- Develop a detailed work plans for implementation of each project component
- Set up operational arrangements for collecting, analyzing, and reporting project data
- Establish standard formats with baseline information/data and guidelines for data collection

B. Monitor project implementation

- Monitor implementation as per plan and analyze progress of each of the components towards their objective, and report on a periodic basis to the Project Director of the project
- Notify and highlight risks and suggest mitigation (prepare mitigation plans, organize teams for implementation) for the same projects
- Track designated milestones and evaluate project progress on cost, schedule and resource utilization

C. Build capacity within the PIU

- Work closely with the PIU to help monitoring the implementation of each component
- Provide guidance to the PIU on monitoring tools, template and best approaches.
- Transfer relevant know how to the PIU officials so that, upon completion of the assignment, they may carry out the M&E activities without the need to seek additional external expertise.

D. Other tasks

- Prepare and submit quarterly reports as per the formats agreed with the World Bank and guidance of the Project Director;
- Other relevant duties assigned by the Project Director.

Duration: 55 (fifty five) months. However, the duration of the assignment may be increased or reduced according to the availability of the consultant, project needs and budget.

Required qualifications and experiences

- Post-graduate degree
- Minimum seven years of work experience in the field of assignment (monitoring, evaluation, data analyses, reporting)
- Strong background in M&E work with experience of M&E system design and/or understanding of results monitoring framework; experience in procurement monitoring and evaluation will be an added advantage
- Excellent oral and written communication skills in English
- Good understanding of participatory approach to solving problems; ability to work effectively in a multi-cultural environment
- Sufficient IT knowledge to carry out the assignment and fully proficient in the following software applications: Word, Excel, and Power Point.

IDRA now invites applications from eligible applicants to express their interest in providing services (complete CV with detail information about employment history with duties and responsibilities, current remuneration, academic details, major publication (if any), contact address including telephone number and e-mail (if any)). The consultant will be selected using the Selection of Individual Consultant method in accordance with the World Bank's Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits & Grants by World Bank Borrowers, January 2011 (Revised July 2014). Only the short-listed candidates will be contacted. It is expected that the services will be commenced in August 2018.

Expressions of Interest (2 copies) must be delivered, along with other supporting documents by the applicant on or before August 14, 2018 within 5:00 p.m. in a sealed envelope, to the undersigned. EOIs submitted through e-mail should also reach the e-mail address given below within the same deadline. Interested candidates may obtain the Terms of References (ToR) upon request from the address provided below either by e-mail or in person during the office hours. The ToR is also available at the IDRA's website (www.idra.org.bd).

The authority reserves the right to accept or reject any or all EOIs without assigning any reason, whatsoever.

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