

TERMS OF REFERENCE
MONITORING AND EVALUATION SPECIALIST
WITHIN THE PROJECT IMPLEMENTATION TEAM OF THE
FEDERAL MINISTRY OF AGRICULTURE, WATER MANAGEMENT AND FORESTRY
WATER AND SANITATION SERVICES MODERNIZATION PROJECT
FEDERATION OF BOSNIA AND HERZEGOVINA

I Background

The project is supported by World Bank loan financing and is aligned with existing projects and available financial resources from other international financial institutions and bilateral donors. The loan amount for this project allocated to the Federation is up to EUR 25 million out of a total of EUR 51.5 million approved for Bosnia and Herzegovina. The repayment period is 32 years, including a grace period of 7 years, which is part of the overall repayment term. Initial grant funds for this project allocated to the Federation amount to USD 1,150,000. The loan amount that a municipality or city may borrow can reach up to 100% of the investment value.

The Water and Sanitation Services Modernization Project in Bosnia and Herzegovina aims to strengthen the institutional, financial, and legal framework as well as sector capacities in water and communal services, with the goal of ensuring the sustainability of infrastructure investments. The objective is to improve the operational efficiency of public utility companies at the municipal level in the Federation through a series of gradual improvements and to achieve the economic sustainability of local utility companies.

The Project Implementing Entity in the Federation of BiH is the Federal Ministry of Agriculture, Water Management and Forestry (the Ministry), responsible for implementing and coordinating the Project. In that regard, the Ministry established the Project Implementation Team (PIT), which shall maintain the Project in the Federation of BiH at all times during the implementation of the Project, with sufficient resources, competent staff in adequate numbers and responsibilities, all acceptable to the Bank and as outlined in the Project Operations Manual (POM). The PIT at the Ministry is responsible for day-to-day project management on behalf of the Ministry, including project procurement, disbursement and financial management, environment and social aspects and monitoring and evaluation activities.

The project consists of three components:

- Component 1: Modernization of the regulatory and institutional environment
- Component 2: Strengthening the municipal framework for water supply and wastewater services delivery

- Component 3: Municipal investment projects – improving access, quality, and efficiency of water supply and wastewater services, including construction of water supply and sewerage networks, drinking water treatment plants, and wastewater treatment facilities.

Direct participation of the Founders (municipalities) is planned in Components 2 and 3, whereby Component 2 will provide technical support for activities aimed at achieving good or high sustainability performance of water services. This serves as a prerequisite for access to loan funds that finance capital investment projects under Component 3, as well as other investments related to improving the quality and efficiency of water service delivery.

Loan funds approved under Component 3 will be implemented under the conditions established in the Sub-Project Loan Agreement, which the Founders will sign with the Federation of BiH (Federal Ministry of Finance).

II Objectives

The Monitoring and Evaluation (M&E) specialist will be responsible for monitoring the progress on achieving the Project Development Objective. Project indicators and targets have already been defined, by POM while additional ones could be set during implementation.

Detailed Tasks and Responsibilities

The M&E specialist will ensure that monitoring & evaluation information is up-to-date and regularly reported Project Coordinator.

She/he will have specific tasks as follows:

- Performs regular monitoring of the progress in achieving Project Development Objective;
- Monitors progress on results indicators as defined by the Framework for Results Monitoring;
- Prepares specific analyses and reports to monitor the economic and social impact of the project activities.
- Supervise all project activities by managing project implementation, coordination with the relevant units/sectors to ensure timely and quality implementation of the activities;
- Responsible for elaboration and implementation of the procedures set in the Project Operation Manual (POM), Environmental and Social Management Framework (ESMF) and other relevant document;

- Ensure regular monitoring of the status of the project activities through the preparation and updating of implementation plans and schedules, operation manuals, disbursement projections. including preparation and transmission of comprehensive progress reports as required under the conditions of the Loan Agreement and any other reporting requirements under the project;
- Responsible for efficient communication and data collection from municipalities that are to take part in the project implementation.
- Any other activities in correlation with the implementation of the projects that will be delegated to him/her by the Project Coordinator;

III Experience and Qualifications

- University-level degree in Engineering, Social Sciences or related fields; MSc will be considered as an advantage;
- At least five (5) years of experience in management and/or implementation of major infrastructure projects; previous experience with International Financing; Institutions and/or donor funded projects and/or international business environments is a plus;
- Experience in briefing and liaising with Government agencies;
- Computer literacy and ability to use Word, Excel and PowerPoint;
- Excellent communication, interpersonal, organizational and team working skills;
- Excellent knowledge of BH languages and English language, both written and spoken;

III Reporting obligations

The Monitoring and Evaluation Specialist will be responsible for generating monthly and quarterly reports, semi-annual progress reports and annual progress reports, and work plans, alongside providing ad hoc analyses and reports as necessitated by the project's demands.

V Duration of the assignment

The initial duration of the assignment is 12 months, with the possibility of extension based on performance and project needs.

The application for the Public Call, which includes the submission of a Motivation Letter and a Curriculum Vitae, should be sent to the following address:

Federal Ministry of Agriculture, Water Management and Forestry

Hamdije Čemerlića 2

71 000 Sarajevo

With the mandatory note: For the Public Call _____ (insert the full title of the project being applied for)

The deadline for submitting applications is fifteen (15) days from the date of publication of the Public Call in the daily newspaper "Oslobođenje."