

Uttar Pradesh Pro Poor Tourism Development Project
TERMS OF REFERENCE
Monitoring and Evaluation Specialist for State Project Coordination Unit

1. BACKGROUND

The Uttar Pradesh Pro-Poor Tourism Development Project is being prepared by the Department of Tourism, GoUP with the World Bank support. The project aims to unlock the potential of Uttar Pradesh's unique heritage through pro-poor tourism development for inclusive growth and poverty reduction in asset-rich, but low income areas in the state.

The Project Development Objective is to increase tourism-related benefits for local communities in the Project target areas through:

1. Provision of basic infrastructure and facilities for tourists and local communities alike to enhance their experience and thereby extend their stay and expenditure in the selected destinations;
2. Formulation of integrated strategy for tourism growth, management, promotion, branding and improved interpretation of selected destinations;
3. Enhancement of tourism governance and systems in selected destinations and at state level;
4. Support to improved participation of local communities and entrepreneurs in the tourism value chain in selected destinations.

In terms of institutional arrangements for the project implementation, a State Project Coordination Unit (SPCU) has been established and fully staffed in the Department of Tourism, GoUP, in Lucknow.

At destination level, the existing Development Authorities, including the Agra Development Authority (ADA) and the Mathura-Vrindavan Development Authority (MVDA), are responsible for the project execution as Implementing Entities (IE). The TSUs will be supported by specialists to be hired by the SPCU and work as part of Technical Support Units (TSU).

The primary responsibilities of the SPCU are to ensure all project resource use, monitoring, and reporting functions follow defined state and central governments as well as the World Bank fiduciary, safeguard and accountability processes and standards including preparation of the Project's Annual Procurement Plan, Annual Work Plan, Annual Budget and related documents and submit them to the World Bank, Empowered Committee and Steering Committee for approval, as required. In addition, to coordinate and facilitate annual/periodic audits of the project activities at all levels; to ensure adequate staffing and to organize internal training to IEs, TSUs and project personnel whenever necessary and to prepare documentation for the implementation support missions, and all other aspects of project implementation.

2. SCOPE OF ASSIGNMENT AND DETAILED TASKS

The SPCU is hiring a fulltime Monitoring and Evaluation Specialist to be based in Lucknow.

His/her primary responsibilities are inter alia to:

- Establishing and managing a Monitoring and Information System (MIS) with clear-cut goals, outcomes, outputs, inputs, processes, indicators, data needs and sources, and reporting formats and frequency, for effective monitoring, reporting and updating progress of the Project. The MIS is being currently prepared by a MIS consultancy firm.
- Supervising, supporting and quality assuring the ongoing work of the MIS consultancy with a view to building a comprehensive baseline of infrastructure provisions, basic services and socio-economic conditions in the target areas and collecting periodic data and information against the baseline to assess and report on the overall development of these areas. Baseline data will be collected through survey and review of existing information.
- Assisting DoT and SPCU/TSUs Specialists in overall data collection and monitoring of the Project
- Responsible for preparing all the monitoring reports required by SPCU / DoT / GoI / World Bank on all aspects i.e., technical, social, cultural, environment, procurement and financial. S/he will be assisted by relevant subject Specialists for the preparation of these reports.
- Coordinating closely with DoT and the IEs for data planning, identification of data sources, and collection of data for monitoring purposes.

- Preparing periodic progress reports on the Project with the support of SPCU/TSU Specialists and in close coordination with the IEs.
- Monitoring and following up progress on various proposals, meetings, reports, working papers etc., with concerned authorities.
- Identifying key issues, lessons learned and best practices in the Project implementation and organizing research and documentation.
- Organizing and conducting mid-term and post-Project evaluations of the Project.
- Perform such other tasks as the CPD, ACPD and the PD may direct from time to time for proper implementation of the Project.

The Monitoring and Evaluation Specialist is primarily responsible for the establishment and management of a robust monitoring, research and evaluation system with well-defined results, milestones and targets for the implementation of the project and its smooth functioning.

3. QUALIFICATION AND EXPERIENCE

The qualification and experience of the Monitoring and Evaluation Specialist is as follows:

Minimum Educational Qualifications:

Post Graduate in Economics/Statistics/MBA from a recognised institute/ university. Additional qualification in Information Technology/computer applications.

Relevant Experience:

- 12 years of professional experience in monitoring & evaluation and research as part of development projects, preferably related to tourism or alike multisector development programs.
- Knowledge and experience in IT Sector Projects and latest Computer Applications and MIS software.
- Demonstrated experience in monitoring and evaluation, including: Impact and Performance Evaluations, Assessments & Feasibility Studies; Qualitative and Quantitative Research, including Surveys, Data collection, and Analysis; Cost Effective Analysis and Effectiveness and Public Financial Management.
- Excellent analytical and interpersonal skills along with strong organizational ability; must be able to obtain, analyze and evaluate a variety of information; organize; interpret and present it in meaningful oral or written form for varied audiences and provide solid significant analysis leading to sound decision-making.
- Excellent interpersonal and team working skill and a high degree of computer literacy are preferred;
- Ability to coordinate and manage complex undertaking and manage multiple tasks effectively;
- Experience in working in World Bank/ADB/Externally aided projects, is highly desirable;
- Strong oral/written communication and English and Hindi proficiency

4. PERIOD OF ASSIGNMENT

The Monitoring and Evaluation Specialist will be hired for a period of 36 months from the date of contract, to be reviewed based on performance and on mutually acceptable terms.

5. PLACE OF ASSIGNMENT

Monitoring and Evaluation Specialist will be placed in the State Project Coordination Unit (SPCU) at Lucknow. S/he has to make visits to different subproject areas as per the requirement.

6. REPORTING AND OUTPUT

The Monitoring and Evaluation Specialist shall report to the Project Director at the SPCU and shall file and maintain the project MIS updated.