



Republic of Somaliland

Hargeisa Local Government

Nagaad Project (SURP II)

Project Implementation Unit (PIU)

Terms of Reference

for

PIU MONITORING AND EVALUATION SPECIALIST

Date October 2026

1. Project Background

With support from the World Bank, the Hargeisa Local Government is implementing the Nagaad Project (SURP-II). This project is part of a broader effort to enhance urban resilience, improve service delivery, and strengthen municipal governance in Hargeisa, Somaliland.

Hargeisa faces a range of urban development challenges, including rapid urbanization, inadequate infrastructure, exposure to climate-related risks, and limited institutional capacity. The SURP-II Nagaad Project was designed as a strategic response to these challenges, aiming to support sustainable urban development through a combination of infrastructure investments and institutional strengthening.

The Project Development Objective (PDO) of the Nagaad Project is to strengthen the public service delivery capacity of local governments, expand access to climate-resilient urban infrastructure and services, and enable an immediate and effective response to eligible crises or emergencies in targeted areas.

The Nagaad Project adopts an integrated approach that combines the development of critical infrastructure with the strengthening of municipal institutional capacity. This strategic focus enhances climate resilience, promotes socio-economic stability, and supports inclusive and sustainable urban governance in Somaliland.

The Nagaad Project is structured around five key components: Component 1 – Urban Infrastructure and Services, Component 2 – Institutional Strengthening and Analytics, Component 3 – Project Management and Capacity Building, Component 4 – Response to Urban Forced Displacement, and Component 5 – Contingent Emergency Response.

2. Scope of Work

The PIU Monitoring and Evaluation (M&E) Specialist will be responsible for designing, implementing, and overseeing the monitoring and evaluation framework of the SURP-II project at the city level. The specialist will ensure the collection, analysis, and reporting of high-quality data to support decision-making, track project progress, and assess impact in line with World Bank and Government requirements.

3. Responsibilities of the M/E Specialist

I. Monitoring & Evaluation Plan and Database Management

- Support the establishment of the project's M&E plan for Hargeisa and continued refinement of Management Information System (MIS), in coordination with the PCU M&E specialist, to ensure its effective implementation and continuous tracking throughout the project lifecycle using timely and credible data.
- Provide quality assurance and data verification for all information entered into the MIS for Hargeisa, incorporating feedback loops as necessary.
- Periodically review and update the M&E plan, including its operational guidelines, user manual, and data protection protocols.
- Deliver ongoing training and technical support to relevant users on M&E tools, systems, and reporting requirements, including the MIS.
- Ensure that project data is:
 - a) accurately and consistently reflected in internal reports (monthly, semi-annual, annual) and the MIS,
 - b) used effectively for external reporting (public communications on project outcomes), and
 - c) available and useful for independent evaluations.

I. Quality Assurance and Evaluation Oversight

- Provide technical oversight for the design, execution, and analysis of evaluations, assessments, and surveys.
- Establish and maintain standards, methodologies, and a strong analytical framework for all evaluations and studies.
- Collaborate and support external consultants or firms contracted to carry out M&E-related tasks.
- Oversee the full M&E cycle in Hargeisa, including baseline and endline assessments, ensuring the use of participatory methods, data quality assessments, and appropriate verification techniques.
- Develop standardized reporting templates for measuring project results and ensure their consistent use across all reporting entities.

I. Reporting and Compliance

- Lead the design, development, and quality assurance of M&E outputs including data quality assessments, evaluation reports, and study findings.
- Support the preparation of impact evaluations, population-based surveys, and analytical studies, including validation of project hypotheses and indicators.
- Ensure stakeholders and implementing partners adhere to project M&E reporting formats and provide timely support in addressing data-related issues.
- Conduct site visits as required to collect data using the MIS, verify data collected by others, and support field-level monitoring activities.

I. Communication and Stakeholder Engagement

- Ensure that all communications, including digital and print materials, are based on verified data prior to dissemination.
- Maintain active collaboration with field-level counterparts, implementing partners, and technical stakeholders on evaluation and knowledge-sharing matters.
- Support the PIU Coordinator in outreach efforts with private sector actors, academic institutions, NGOs, government entities, and donor agencies as needed.
- Coordinate closely with the PCU, World Bank team, Monitoring Agent, SURP-II specialists, and subproject stakeholders to ensure data integrity and credibility for performance evaluation and results reporting.

1. Duration of the Assignment

The duration of the assignment is renewable one year with a proportion period of three (3) months. The renewal is not validated until after the satisfactory performance evaluation approved by the World Bank and availability of budget.

2. Key deliverables

- M&E Plan: Finalized plan and operational/user manual including indicators, data protocols, and reporting formats.
- M&E Database Refinements: Revisions to the existing Project MIS to enable

functional and regularly updated system for data entry, tracking, and reporting.

- o Periodic Reports: Timely monthly, quarterly, and annual reports and regular reporting using the MIS reflecting project progress and data trends.
- o Data Quality Assessments: Routine data quality checks and corrective action plans.
- o Project Evaluations: Oversight of baseline, midline, and endline assessments and related reports.
- o Capacity Building: Training materials and sessions for PIU staff and stakeholders on M&E systems.
- o Survey and Evaluation Reports : Support or production of analytical reports based on assessments.
- o Field Visit Reports : Documentation of findings from monitoring visits, including data verification.
- o Stakeholder Reporting Compliance : Ensure partners follow standard M&E reporting procedures.
- o Data for Communication: Verified project data for use in public communication and outreach materials.

1. Required Qualifications and Experience

I. Education:

A master's degree in a relevant field such as Project Management, Economics, Statistics, Data Science, Management Information Systems, Development Studies, Social Sciences, or related disciplines, with a focus on monitoring and evaluation, statistics, or research methods.

I. Professional Experience:

Minimum of seven (7) years of progressive professional experience in monitoring and evaluation, of which **at least four (4) years** in a lead or specialist M&E role on development projects.

At least three (3) years of demonstrated experience in designing and implementing M&E systems for urban infrastructure or urban development projects. This includes results frameworks, indicator definitions, data collection tools, MIS/databases and progress reporting.

At least two (2) years of experience on World Bank-financed projects or similar

donor-funded urban infrastructure programmes (e.g., AfDB, EU, UN agencies) is highly desirable. Familiarity with World Bank results frameworks and Implementation Status and Results (ISR) reporting is an added advantage.

I. Technical Skills and Expertise:

Expertise in **survey design, field-testing tools** , and use of mobile data collection applications (e.g., ODK, KoboToolbox, ONA).

Proficiency in **data visualization tools** such as Microsoft Power BI or Tableau.

Familiarity with **GIS software** (QGIS or equivalent) is an added advantage.

Strong understanding of **baseline setting and result-based monitoring** approaches.

Experience in the use of **computerized database systems** or Monitoring Information Systems (MIS).

I. Communication and Reporting:

Excellent written and verbal communication skills in English, with a strong ability to prepare analytical, concise, and reader-friendly reports tailored to different audiences, including non-technical stakeholders and the public.

Confident in making presentations and facilitating workshops or learning events.

I. Organizational and Interpersonal Competencies:

Strong organizational skills with the ability to manage multiple tasks and deliver quality outputs under tight deadlines.

Ability to work independently with minimal supervision and demonstrate initiative and adaptability.

Effective at facilitating knowledge sharing and capacity building among project staff and stakeholders.

I. IT Proficiency:

Strong computer skills, including proficiency in Microsoft Office Suite (Word, Excel, Access), and other relevant digital tools for data management and reporting.

1. Input/facility by the Client

The client will provide office space with necessary furniture and other facilities to enable the consultant to perform day-to-day work. The Client shall also provide soft and hard copies of procurement manuals.

2. How to Apply

The attention of interested Consultants is drawn to section III, para 3.14,3.16 & 3.17 of the World Bank's Procurement Regulations for IPF Borrowers: Procurement in Investment Projects Financing Goods, Works, Non-Consulting and Consulting Services, July 2016, revised November 2017, August 2018, November 2020, September 2023 and update February 2025 ("Procurement Regulations"), setting forth the World Bank's policy on conflict of interest

A Consultant will be selected in accordance with the Individual Consultant method set out in the World Bank Procurement Regulations.