

ALBANIA
Water Resources and Irrigation Project (WRIP)

Terms of Reference

Consultancy Services

for

**Monitoring & Evaluation Consultancy
end Project Survey Final for Component 3 and Interim for Component 1, 2 and 4**

(Ref. No. WRIP/CS/CQ/006)

1. BACKGROUND AND PROJECT OVERVIEW

The World Bank is assisting the Government of Albania (GoA) with the financing of the “Water Resources and Irrigation Project” (WRIP) with the objective to: (i) establish the strategic framework to manage water resources at the national level and at the level of the Drin-Buna and Semani River basins; and (ii) sustainably improve the performance of irrigation systems and irrigation institutions in the project area.

This Project is jointly financed through a loan from International Bank for Reconstruction and Development (IBRD Loan: No.: 8211 – AL) became effective on May 13, 2013, the Grant of Swedish International Development Agency (Sida Grant No.: TF 014255) became effective on August 23, 2013 and by the Government of Albania for VAT (Value Added Tax). The Project closing date is on May 31, 2018

The WRIP has been subject to a Second Order Restructuring, approved on December 23, 2015 and became effective on July 20, 2016 to: (i) reflect the transfer of the water resources management mandate from the Ministry of Environment to the Ministry of Agriculture; (ii) update the Results Framework; and (iii) effect a limited reallocation amongst the disbursement categories. There is no change in the Project Development Objective (PDO). Following Project’s Restructuring the Loan Agreement (No.: 8211 – AL) was accordingly amended.

The WRIP is implementing by the Ministry of Agriculture and Rural Development (MoARD), as the Implementing Agency of the Client. The Project is on track towards meeting the Project Development Objective (PDO) and intermediate indicators.

These Terms of Reference (ToRs) corresponds to Component 4 “Implementation Support” of the Project, specifically to Sub-component (b) “*Establishment of a Monitoring and Evaluation system*” and are tailored to the needs of MoARD to carry out the Project Evaluation and Beneficiaries Survey at the end of the Project, as an essential requirement.

2. PROJECT DESCRIPTION

2.1 Project components

The Water Resources and Irrigation Project as originally designed and approved consists of the following components:

Component 1: Dam and Irrigation and Drainage System Rehabilitation

Component 2: Institutional Support for Irrigation and Drainage

Component 3: Institutional Support for Integrated Water Resources Management

Component 4: Implementation Support

3. CURRENT STATUS OF THE “WATER RESOURCES AND IRRIGATION PROJECT” (WRIP)

The WRIP is in the 5th year of implementation and the current status of its components and activities is as follows:

3.1 Component 1: Dam and Irrigation and Drainage System Rehabilitation

This Component was designed with the objective to rehabilitate and where possible modernize I&D systems and dams infrastructure and comprises of the following two Sub-components:

- **Sub-component (a) “Rehabilitation and modernization of selected dams and I&D systems”.**

Investments have been mostly located in the Drin-Buna and Semani river basins. The Feasibility Studies and Detailed Design have been developed under the Project for the designated 14 dams and 13 I&D systems associated with these dams.

(i) Rehabilitation of 11 dams (located in Kukës, Berat, Fier, Korca and Murriz Thana)

Rehabilitation works for 11 dams have been completed on 2015 within schedule and time, with specific data as follows:

No.	Name of dam	Amount of investment (ALL)	Area to be irrigated (ha)	Capacity (million m ³)	Height (m)	Length (m)
Murriz Thana dam						
1	Murriz Thana	265,089,956	29,500	66.00	17	3,570
Fieri dams						
2	Kurjan	14,859,500	5,430	31.50	17	540
3	Strumi	7,463,967		17	700	
4	Zharrëzi	74,632,514	600	1.90	22	520
Korça dams						
5	Leminoti	53,530,100	400	1.20	33	180
6	Koshnica 1	238,416,705	350	2.35	31	300
Berati dams						
7	Duhanas	92,945,611	550	1.90	39	
8	Belesova	70,654,911	1,280	1.40	42	304
Kukesi dams						
9	Tregtan 2	21,733,190	28	0.06	10	254
10	Tregtan 3	26,436,520	315	0.95	32	137
11	Vranisht 2	55,640,243	217	0.65	27	158
	TOTAL	921,403,224	38,112	105.56		

Rehabilitation works of Divjaka dam have been financed from GoA budget, as the condition for financing of Divjaka Irrigation scheme from the Bank.

(ii) Rehabilitation of 5 irrigation schemes (location in Municipality of Lushnje, Divjaka, Roskovec and Devoll)

A process of screening was done for ranking and prioritization of the schemes based on the Detailed Design and multi-criteria analysis, which considers: cost-benefit analysis/cost/ha indicators, improved irrigation area or area entered for the first time in the irrigation system, condition of existing irrigation infrastructure, number of beneficiary farmers, intensity of agricultural development in the respective areas, availability of water resources, social and environmental impacts, etc. Only the 5 (five) following schemes resulted technically, economically, socially and environmentally viable have been selected for the rehabilitation.

	Name of Irrigation Scheme	Amount of investment (ALL)	Irrigation area under rehabilitation (ha)
	MURRIZ THANA – Krutje Branch	825,556,135.4	7,600
	MURRIZ THANA – Terbuf Branch	602,087,652.0	4,680
	KURJAN - STRUM	469,725,083.3	4,730
	KOSHNICA	86,264,961.8	350
	DIVJAKA (Northern and Southern scheme)	702,204,809.0	2,650
	TOTAL	2,685,838,642	20,010

The Civil Works for “*Rehabilitation of 5 irrigation schemes (location in Municipality of Lushnje, Divjaka, Roskovec and Devoll)*”, Lot 1: Murriz Thana Irrigation scheme – Krutje & Terbuf branches, Kurjan – Strum Irrigation scheme, Koshnica Irrigation scheme and Lot 2: Divjaka Irrigation scheme (Northern and Southern Irrigation scheme are under implementation and will be completed shortly. With their completion one of PDO’s Indicators is achieved before deadline, ensuring a rehabilitated area with improved irrigation services of 20.000 Ha.

Related Consultancy Services contracts, specifically, “*Supervisory Services for the Rehabilitation of Dams*” and “*Supervisory Services for Irrigation and Drainage Works*” are also financed under the Project. In addition, “*Local Consultant(s) have been hired to assist MoARD on technical oversight for the CWs and Supervision contract(s) for rehabilitation of up to 11 additional I&D schemes and safeguards compliance*”.

(iii) Rehabilitation of Murriz - Thana Irrigation scheme - Krutja (V1 & V2)

Efficient procurement of Civil Works for 5 I&D schemes and other Project’s activities generated savings of funds. It was agreed that the savings will be used to finance additional works, specifically, “*Rehabilitation of Murriz - Thana Irrigation scheme - Krutja (V1 & V2)*”, extremities of Murriz - Thana Irrigation scheme, Krutja branch, which provides re-entering in the scheme of an additional area of 4,300 ha, which is currently not irrigated. The Detailed Designs and ESMPs for this scheme have been completed, the Bidding process has been launched, but was temporary suspended, pursuant to the Council of Ministers Decision No. 482, dated 05.07.2017 "On the Temporary Suspension of the Procurement Procedures for the year 2017". On September 2017 the Council of Ministers Decision allowed continuation of this procurement procedure. However, due to the time constraint (since the implementation of V1 & V2 goes beyond the Project closing date, after which IBRD’ funds cannot be disbursed), the PMT will re-start the procurement procedures, with the condition for contract’s signing.

• Sub-component (b) includes:

(i) Preparation and implementation of safeguard instruments

Sub-component (b) includes the activities concerning preparation and implementation of safeguard instruments and measures associated with the rehabilitation and modernization activities under Sub-component (a), including ESMPs and RAPs. Under the Project Consultancy Services contract for “*Preparation of the Environmental and Social Management Plans (ESMPs) and Resettlement Actions Plans (RAPs) for the Rehabilitation of Irrigation Schemes/Systems*” was financed and already completed.

(ii) Strengthening the framework governing safety of agricultural dams

Sub-component (b) also includes the activities concerning strengthening the framework governing safety of agricultural dams, including capacity strengthening and awareness raising, and preparation of Emergency Preparedness Plans, Supervision and Quality Assurance Plans, and Dam Safety Operational and Management (O&M) Plans, including an Instrumentation Plan. Under the Project the Consultancy Services contracts of Dam Safety Panel of Experts are financed, specifically, “*Dam Portfolio Risk Management Expert*” (International Consultant) and 4 (four) Local Consultants contracts as follows: “*Dam Engineering/Hydro technique*”; “*Engineering Geology Expert*”; “*Dam Hydrologist Expert*” and “*Mechanical Engineering Expert*”.

All activities under the Component 1 are financed by IBRD Loan and GoA funds (for VAT).

Implementation Progress of Component 1 is rated “Satisfactory”.

3.2 Component 2: Institutional Support for Irrigation and Drainage

This Component was designed with the objective to improve the performance of organizations that provide irrigation services and comprises of the following two Sub-components:

- **Sub-component (a) “Institutional reforms of I&D sector”**

Sub-component (a) includes the activities concerning definition of responsibilities for O&M of I&D systems among stakeholders (including Ministry, Drainage Boards (DBs), Local Governments (LGs), Water User Organizations (WUOs) and private operators). This will be achieved through:

(i) Preparation of a National I&D Strategy

Under Sub-component (a) the National I&D Strategy is prepared. The final document is under review by the MoARD and relevant institutions and will be submitted for GoA and NWC’s endorsement by December 2017.

(ii) Development and formalization of I&D service delivery standards

In the current reality with the decentralized responsibilities and the role of the LGs, the Municipalities play a major role in the operation of the irrigation facilities. I&D services are provided, but need to be adapted to the needs of LGs under transfer of the irrigation management and responsibilities.

- **Sub-component (b) “Strengthening the capacity of organizations”**

Sub-component (b) also includes the activities concerning strengthening the capacity of organizations that provide I&D services and of stakeholders (including Ministry, DBs, LGs, WUOs and private operators). This will be achieved through:

(i) Provision of Goods and Training in the areas

Under the Project the Consultancy Services contract for “*Training Services for Drainage Boards (DBs)*” was financed to support improvements of Irrigation systems, by conducting training activities focused

on improvement of efficiency of Irrigation systems management. On this regard some modifications in the ToRs might be needed to comply with the needs of LGs under the transfer of the irrigation management and responsibilities. In addition, the Project will finance (goods) “*Hardware & Software for a Management Information System for rehabilitated Irrigation schemes*” and “*Motorcycles for Drainage Boards*” to support proper operation and management of the rehabilitated Irrigation systems.

All activities under the Component 2 are financed by IBRD Loan and GoA funds (for VAT).

Implementation Progress of Component 2 is rated “Moderately Satisfactory”.

3.3 Component 3: Institutional Support for Integrated Water Resources Management

This Component was designed with the objective to establish the strategic framework to manage water resources at the national level and at the level of the Drin-Buna and Semani River basins. Capacity strengthening activities, critical for satisfactory water sector performances are integrated into each of the Sub-components to ensure their relevance and applicability.

This Component comprises of the following three Sub-components:

- **Sub-component (a) “Preparation of a National IWRM Strategy”**

Under the Project the Consultancy Services contract for “*Preparation and Implementation of an Integrated Water Resources Management (IWRM) Strategy*” was financed, with the objective to draft a National Strategy for Integrated Water Resources Management in Albania. This document is the first of its kind in Albania, providing the strategic priorities for improving Water Resource Management. In view of EU candidate status, the Strategy addresses water Environmental objectives of the EU’s WFD, as reflected in the Law on Water Resources.

IWRM Strategy is already completed and will be submitted for CoMs and NWC’s approval before end of December 2017. This is an important output of the project and its specific is preparation of IWRM Strategy through an inclusive process, ensuring involvement of all stakeholders that have a stake in the management of water resources. Further work is required with strong leadership from the GoA and a collaborative approach between key stakeholders in rationalizing institutions and harmonizing the Strategy and the National Sector Plan for Water.

- **Sub-component (b) “Preparation of River Basin Management Plans (RBMPs) for the Drin-Buna and Semani river Basins”**

The Project has financed the Consultancy Services contract for “*Preparation of River Basin Management Plans (RBMPs) for the Drin-Buna and Semani river basins*” with the objective to improve the quality of IWRM and strengthening capacity to implement Management Plan at river basin level. This will be achieved through identification of structural and non-structural measures and provision of training. Office furniture and equipment for the River Basin Agencies and minor rehabilitation of their offices are also financed.

- **Sub-component (c) “Establishment of a consolidated Water Resources Database”**

Under the Sub-component (c) the Consultancy electronic database system contract for the “*Establishment of Water Cadaster*” was financed. An excellent portal for a wide range of water resources data and information was produced to be used as basis for national water resources planning and programming. The system is web-based and can run on multiple devices including mobile, and supports open access by relevant institutions involved with water resources monitoring and the public in general, to critical data and information. Institutions need to be further strengthened and institutional mandates clarified to deliver on their mandates.

“*Hardware and Software for Water Cadaster Center*” (goods) are also financed under the Component 3 to support functioning of Cadaster Center.

Except goods “*Hardware and Software for Water Cadaster Center*” which are jointly financed by IBRD & Sida Grant, all activities under the Component 3 are financed by Sida Grant.

Implementation Progress of Component 3 is rated “*Moderately Satisfactory*”.

3.4 Component 4: Implementation Support

This Component was designed with the objective *to manage project resources in accordance with the project’s objectives and procedures as outlined in the Project Operational Manual*. The Project is fully mainstreamed in the activities of several departments in MoARD, as implementing agency, that are supporting project implementation oversight. The project provides support for the implementation of the project, including provision of technical assistance, training and goods, and establishment and implementation of a performance based Management Information System (MIS).

This Component comprises of the following two Sub-components:

- **Sub-component (a) “*Project Management*”**

As mentioned above Project implementation is fully mainstreamed into the regular functions of several departments in MoARD. Support for project implementation includes: (i) provision of technical assistance, training and office equipment, and incremental operating costs in support of project management; (ii) overall project planning, quality oversight and evaluation of project activities; and (iii) strengthening procurement and financial management capacity at all levels. The Project Management Team (PMT) established in the Ministry of Agriculture and Rural Development (MoARD) is responsible for coordination, day-to-day management and implementation of the Project. The PMT led by the Project Manager has actively followed on all the agreed actions and strengthened the monitoring of the implementation of project activities, reflected in notable progress achieved in the Project implementation, and on the satisfactory performance of both procurement and financial management. Local Consultants for Procurement and Financial Management are hired under the Project as the Project effectiveness condition to support the PMT. The PMT has established and maintained very good relationships and coordination with other Government agencies like the Delivery Unit (DU) and Technical Water Secretariat in the Prime Minister’s office and stakeholders involved, like mayors and the staff of beneficiary municipalities.

A Financial Software provided by a Local company and acceptable to the Bank was installed being accommodated to use the budgeting information for each Category, Component, Sub-component and source of Financing.

- **Sub-component (b) “*Establishment of a Monitoring and Evaluation system*”**

The project has supported the establishment of a performance based MIS and arrange for data collection and reporting on key performance output and impact indicators through a baseline survey that was completed during project preparation, and followed up surveys at the Mid-Term Review (MTR). The intermediate results indicator is the number of project monitoring reports based on the established MIS submitted on time.

A Monitoring & Evaluation (M&E) end Project survey will be carried out Final for the Component 3 almost completed and Interim for ongoing Component 1, 2 & 4. This M&E is the focus of this Consultancy Services.

Overall Implementation Progress, Procurement performance and Financial management are rated “*Satisfactory*”.

4. OBJECTIVES OF THE ASSIGNMENT

The Project is on track towards meeting the Project Development Objective (PDO) and intermediate indicators. The Project is going to be closed in May 31, 2018, therefore, the Project evaluation and Beneficiaries Survey is an essential requirement.

To increase the impact of the Project in the irrigation systems and support agricultural development and its growth, an Additional Financing (AF) is proposed with the purpose to scale up the now successful WRIP and include additional investments and activities. The implementation period of the activities under AF is estimated to be 2 (two) years, thus extended the original Closing Date from May 31, 2018 to May 31, 2020 to ensure sufficient time for the completion of activities under the additional financing.

Since only Components 1, 2 and 4 will receive AF, the “*Monitoring & Evaluation (M&E) end Project survey will be carried out Final for the Component 3 almost completed and Interim for ongoing Component 1, 2 & 4*”. The Ministry of Agriculture and Rural Development seeks the Consultancy Services of a qualified company, who will carry out the assessment of the project outcomes and of the institutions concerned and on that basis the likelihood of sustaining the project results. To assess the above comprehensively, the Consultant will also design and conduct a Beneficiary Survey. This will allow to: i) validate results, ii) measure changes as a result of project interventions, and iii) assess the perceived impact of project investments from the perspective of project beneficiaries. The final analysis should identify/document lessons learned and provide recommendations that the Project partners and stakeholders might use to improve the design and implementation of other related projects and programs.

The conclusions and the recommendations of the Consultancy Services will be, also, a useful basis for the preparation of the Implementation Completion Report (ICR) of the “Water Resources and Irrigation Project” (WRIP).

5. SCOPE OF WORK

To effectively achieve the objectives of the Consultancy Services the Consultant will be responsible for providing all required services and mobilizing a collaborative team of the qualified professional staff during execution of the Consultancy Services. The Scope of Work of the Consultancy Services shall comprise, but not necessarily be limited to the following tasks:

(i) Situation analysis, strategy and methodology to be used for the Consultancy Services

The first task of the Consultant Company will focus on:

- Acquaintance with the Project documents and other relevant Project-related materials through a desk review;
- An assessment of the available information/documents, concerning the implementation of project activities;
- Collection of the additional information, if necessary, and other quantitative data from different organizational structure/institutions and key stakeholders that might have a stake in the Project, including concerned Ministry of Agriculture and Rural Development and its departments (e.g.: PMT, Directorate of Water and Land Administration (for Component 1 & 2), Irrigation and Drainage Directorate (for Component 1 & 2), Directorate of Water Resources Policies (for Component 3), Legal Directorate and Budget and Finance Directorate), National Water Council (NWC) and its Technical Secretariat (TS), River Basin Councils (RBCs) and River Basin Agencies (RBAs) in the Drini-Buna and Semani river. Useful information can also be provided by direct beneficiaries: Directorate of Irrigation and Drainage (former Drainage Boards (DBs) and Water Users Organizations (WUOs), Municipalities and their Irrigation and Drainage Unit (IDU). It is important to get information from different partner entities of the Project, as well as donors providing Project’s funds;

- Elaboration of appropriate strategy and methodology for effective assessment of impact of the results and conducting a Beneficiary Survey, including the methods for data collection and analysis (e.g. field observations, interviews, focus groups, questionnaires, participatory methodologies, etc.) and how this methodology will be applied;

(ii) Design and carry out of a Beneficiary Survey

A Beneficiary Survey will be undertaken as part of this Consultancy Services to measure Social and Economic impact of the Project investments and assess the perception of the beneficiaries (women and men) on the benefits, mainly of the project investments.

The survey will be undertaken through a combination of quantitative and qualitative data collection methods such as semi-structured interviews (for example with focus groups, individual interviews, etc.), as necessary to obtain robust findings. If needed focus groups will be divided to ensure both women and men are heard.

As a first task the Consultant should develop the overall methodology as well as the survey tools. At a minimum, the survey tools (focus groups and questionnaires) should allow for disaggregating of data by sex and socio-economic status to assess whether the project results and perceptions varied among beneficiary groups. The questionnaire should be discussed and agreed with the Client prior to distributing. Special attention should be given to the direct beneficiaries' perception of the results and outputs. The survey tools suggested for the survey are focus group discussions and interviews. The surveyors should be both women and men (preferably 50/50). The surveyed should be both women and men (preferably 50/50).

In order to conduct the survey, the Consultant shall, based on the focus group discussions, devise the draft questionnaire for distribution to the Project's beneficiaries. A sample size should be established and determined prior to validate the questionnaire. After reviewing tested questionnaire and its finalizing, the interviews should be conducted, through physically questionnaire implementation (e.g: assist the interviewees during filling the questionnaires.). For a robust survey results, critical mass of interviewees is needed, to ensure the material is statistically viable.

The questionnaire should contain the questions to assess the levels of awareness amongst beneficiaries concerning the projects identification and proposal, project evaluation, design and approval, sources of financing for the investments in their area. In particular, the questions should be addressed to assess extent to which the necessary measures have been undertaken for their proper and sustainable operation and maintenance.

Data gathered will be analyzed and processed through detailed data analysis. The survey results will be summarized in a Survey Report including quantitative and qualitative assessment and will provide a summary on the finding and conclusions of the Beneficiaries Survey in form of charts, graphs and illustrations. Wherever relevant, the report shall, also, include photos and descriptions of the data collection process.

(iii) Assessment of the impact of the Project results and outputs

To carry out this task the Consultant will highlight the Project results and outputs and asses the achievement using applicable indications. To do this the Consultant will, also, measure the development results and evaluate how effectively the Project' objectives and targets have been achieved based on project indicators. This is more important, especially, for Component 3, for which this evaluation is Final. On this regard, it is important to assess to what extend the IWRM Strategy has provided the strategic priorities for improving water resource management, including addressing the environmental objectives of the EU-WFD, assess the usefulness of the IWRM for GoA in its current structures, analysis and specification of related policy and resource implications (including the EU gender Acquis) and how these objectives have been adopted to Albanian conditions for making IWRM Strategy realistic and

effective. Concerning the RBMPs for Drini-Buna and Semani rivers it is important to assess to what extent the identified cost-effective priority measures have improved the efficiency of water-resource management in the basins and service delivery.

The evaluation should include the following principal tasks:

- Assess the project design in terms of its relevance to the overall development situation at the national level, relevance to the national strategies, and relevance to beneficiaries (women and men, rural and urban and other parameters as deemed necessary);
- Assess the quality and timing of the inputs and to what extent these have been effective to meet the component objectives;
- Assess relevance and appropriateness of the different strategies and approaches for achievement of project outcomes and outputs, with the view to assess whether the Project' interventions met the needs of the intended beneficiaries and the area of operation;
- Provide a quantitative and qualitative assessment of the project' performance, including the effectiveness, efficiency, and deadlines of producing the expected outputs and the sustainability of the different outputs/results;
- Assess the cost-efficiency/cost-benefit analysis of the Project interventions, supported by an appropriate methodology for such assessment;
- Assess the level of involvement and contribution of the stakeholders in successive Project' stages towards the Project goals and objectives;
- Assess to what extent the context has changed over time (mainly institutionally) and how that has positively and negatively affected the outcomes and outputs and what it means for the future;
- Assess to what extent the organizational structure/institutions and key stakeholders have facilitated the Project implementation and utilized the Project' funds;

(iv) Record of lessons learned, challenges, successes, positive or negative experiences

The evaluation shall, also, comprise a summary on the results of all above tasks, specifically:

- Analyze by clearly pointing out the positive (and/or negative) experiences encountered during the Project' cycle;
- Analysis of the challenges the Project faced and the achievements;
- Assess relevance and effectiveness of the project's management arrangements;
- Analysis of the factors beyond Project' control that might have affected the project results, the stated deadline and the Project' achievement;
- Identify good practices within the Project and advantages, bottlenecks and draw lessons learnt;
- Provide recommendations that the Project partners and stakeholders might use to improve the design and implementation of other related or similar projects/programs;

6. REQUIRED QUALIFICATIONS AND EXPERIENCE

This assignment will be undertaken by a Consultant Company, qualified and experienced in the Evaluation of Project outcomes and Beneficiaries Survey, with proven good records of accomplishment. High degree of flexibility and ability to meet strict deadlines will be required. The Consultant Company proposed for these services should be comprised, but should not necessarily be limited of the experts listed below:

Team Leader/Liaison Expert

The candidate suitable for this position should have the following qualifications:

- University degree (MSc) in Social Science, Economics, Business Administration or equivalent professional qualifications appropriate to this Consultancy Services;
- More than 15 years overall working experience with, at least, 10 years research experience in development studies and evaluation;

- Previous experience as Team Leader is appreciated;
- Knowledge and experience working with the National and Local Governments and Albanian Institutions, demonstrating good communication and liaison skills would be an advantage;
- Skills for designing and developing survey tools for the evaluation, tabulation and data analysis and doing so with a gender perspective (which include designing for and making use of disaggregated data);
- Knowledge of both quantitative and qualitative research methods (including methodologies for female engagement);
- Proven experience in successful implementation of, at least, two assignments in conducting evaluations of similar projects;
- Knowledge on Impact Assessments and Beneficiary Survey of the World Bank' projects and understanding of their specifics would be considered as an advantage;
- Demonstrated capability in report writing;
- Fluency in English (comprehensive writing skills) is required;

The Team Leader of the Consultant Company will be responsible for the overall quality and consistency of all reports and documents produced and delivered.

- Surveyor (1)

The candidate suitable for this position should have the following qualifications:

- University degree (MSc) in Social Science or equivalent professional qualifications appropriate to this Consultancy Services;
- More than 10 years overall working experience with, at least, 5 years of relevant experience, even in the field;
- Proven experience working with the National and Local Governments and Albanian Institutions would be preferred;
- Proven experience in successful implementation of, at least, two assignments in the last 5 years in conducting Beneficiary Surveys;
- Demonstrated capability on developing proper questionnaire;
- Experience in analyzing and summarizing the survey data is highly desirable (including making use of disaggregated data and cross tabulation of results);
- Record keeping and report writing skills;
- Fluency in English is required;

- Surveyor (2)

The candidate suitable for this position should have the following qualifications:

- University degree (MSc) in Finance, Business Administration or equivalent professional qualifications appropriate to this Consultancy Services;
- More than 10 years overall working experience with, at least, 5 years of relevant experience, even in the field;
- Proven experience working with the National and Local Governments and Albanian Institutions would be preferred;
- Proven experience in successful implementation of, at least, two assignments in the last 5 years in conducting Beneficiary Surveys;

- Demonstrated analytical skills and ability to merge data from multiple sources is highly desirable;
- Experience in qualitative and quantitative data collection analysis using statistical software;
- Record keeping and report writing skills;
- Fluency in English is required;

7. DELIVERABLES

All reports will be prepared and submitted in English (2 copies) and Albanian language (3 copies), except the Final Report, which will be submitted in English (3 copies) and Albanian language (4 copies). The reports will be submitted both in hardcopy as well as by full electronic copy (2 CD), including all annexes (word and PDF version). All reports will be submitted as a draft for Client's comments/approval (as scheduled below) in electronic form only (by e-mail). Once the Client's approval is provided the Consultant shall reflect comments (if any) and submit the hard copies and CD, as required. For any other important issues the Consultant Company may contact the Project' representatives or inform them (by e-mail).

The following reports providing information on the progress of the Consultancy Services are expected to be prepared and delivered:

- **Inception Report**: This report should provide a comprehensive description and the results from the **Task (i)** "*Situation analysis, strategy and methodology to be used for the Consultancy Services*". A detailed Work Plan should be provided; the report shall contain the draft strategy and methodology to be used, as well as, how this methodology will be applied and be effective. Together with the Inception Report the Consultant should submit for Client's review and approval a draft questionnaire, which should reflect the socio-economic factors which may have affected beneficiaries' access to project benefits or perceptions of benefits (female and male). The Inception Report (Draft) will be submitted 4 weeks after the contract' signing;
- **Survey Report**: This report should provide a comprehensive description and the results from the **Task (ii)** "*Design and carry out of a Beneficiaries Survey*". A summary of quantitative and qualitative data collection (interview with focus groups, individual interviews, etc.), results and conclusions should be provided as an annex of the report (as described in Task ii), disaggregated by sex, socio-economic status and other parameters as deemed relevant). The Survey Report (Draft) will be submitted 11 weeks after the contract' signing;
- **Draft Final Report**: This report should provide a comprehensive description and the results from the **Task (iii)** "*Assessment of impact of the Project outcomes and outputs*", **Task (iv)** "*Record of lessons learnt, challenges, successes, positive or negative experiences*". The Draft Final Report will be submitted 16 weeks after the contract' signing;
- **Final Report**: This report shall incorporate all comments provided in the Draft Final Report. The results of the Beneficiaries Survey will be, also, included, as an annex. In a separate section the Final Report should underline findings and conclusions from this Consultancy Services. The Final Report will be submitted 1 week from the approval of the Draft Final Report.

Deliverables and Time Frames

Deliverables	Time Frame (Weeks from the date of contract' signing)	English language	Albanian language
Contract Signature	0		
1. Submission of Inception Report & draft questionnaire	4*	by e-mail	by e-mail
Comments issued by the Client			

Submission of Inception Report & draft questionnaire	7	2 (two) copies & CD	3 (three) copies & CD
2. Submission of Survey Report	11*	by e-mail	by e-mail
Comments issued by the Client			
2. Submission of Survey Report	14	2 (two) copies & CD	3 (three) copies & CD
3. Submission of Draft Final Report	16*	by e-mail	by e-mail
Client's approval	17		
4. Submission of Final Report	18	3 (three) copies & CD	4 (four) copies & CD

**The Time Frame represents the deadline for submission of the report by e-mail*

8. REPORTING

The Consultant Company will submit all deliverables to the PMT/Responsible Department(s) of the Water Resources and Irrigation Project (WRIP)/Ministry of Agriculture and Rural Development for comments/approval. The Project Manager will forward the reports to the World Bank, as appropriate.

9. DOCUMENTS TO BE PROVIDED BY THE CLIENT

The PMT will provide all relevant documents to the Consultant Company to facilitate the assignment. These include, but are not limited to:

- The Project Appraisal Document (PAD) for the Water Resources and Irrigation Project (October 18, 2012);
- Restructuring Paper of the Water Resources and Irrigation Project (October 13, 2015);
- Mid-Term Review Report and Semi-Annual Reports produced under the Consultancy Services for "Establishment of a M & E System";

Any other relevant documents that might be deemed useful will be provided by the PMT in the course of the Consultancy Services.

10. PERIOD, TIME SCHEDULE AND SUPERVISION OF THE CONTRACT

The expected duration of the assignment for the "***Monitoring & Evaluation end Project Survey Final for Component 3 and Interim for Component 1, 2 and 4***" will be 4.5 months, commencing tentatively on **January 15, 2018** and continuing until **May 21, 2018**.

The supervision of the Consultancy Services contract will be direct responsibility of the Directorate of the Water Resources Policies, Directorate of Projects' Conception and Feasibility and Directorate of Agriculture, Food Safety and Rural Development' Programs, in close collaboration with the Project Management Team in the Ministry of Agriculture and Rural Development.

It is expected that the Consultant Company to be available to start shortly after the contract signing and make all possible efforts for timely completion of the services.