

**MINISTRY OF INDUSTRY AND COMMERCE  
DEPARTMENT OF SME PROMOTION**

**MSME ACCESS TO FINANCE EMERGENCY SUPPORT AND RECOVERY PROJECT  
(MSME A2F-ESR PROJECT) IN LAO PDR**

**TERMS OF REFERENCE - INDIVIDUAL CONSULTANT**

**Monitoring and Evaluation Officer (National Consultant)  
(Ref: LA-DOSMEP-3.4.9.F-CS-INDV)**

**1. Background**

The Government of Lao PDR received financing from the World Bank Group's International Development Association (IDA) for a proposed project to assist Micro, Small and Medium Enterprises (MSMEs) and the Financial Sector, specifically Participating Financial Institutions (PFIs). The proposed Project's development objective is to provide long-term funding sources for banks to provide long-term credit to Micro, Small and Medium Enterprises (MSMEs) to overcome the impact of the COVID-19 Pandemic. Negative impacts of the global COVID-19 pandemic are expected to exacerbate Lao PDR's the weak fundamentals and lead to a deterioration in the macroeconomic situation, including the SME and Financial sectors. The proposed project's aims are to strengthen the capacity of financial institutions and MSMEs to sustain operations and recover from the COVID-19 emergency. The proposed project is expected to support the recovery and growth of privately-owned MSMEs by increasing the supply of long-term finance provided by commercial banks and by strengthening the capability of Department of SME Promotion to formulate and implement public policies that promote access to finance for MSMEs and strengthen the banking sector to recover from the effects of the COVID-19 Pandemic.

The proposed Project included three components: (i) Emergency and Recovery Line of Credit to MSMEs; (ii) Strengthening BOL Capacity to Supervise PCG Facility; (iii) Technical Assistance and Project Management. The required services is full-time National Consultant to be managed and selected by Department of SME Promotion (DOSMEP) in accordance with the "World Bank Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017 and August 2018 edition".

**2. Objective of the Assignment**

As part of Component 3 above, DOSMEP is seeking an experienced full-time National Consultant to fill the position of a Monitoring and Evaluation Officer (M&E) for the MSME Access to Finance Emergency Support and Recovery Project (MSME A2F-ESR). The Consultant will assist PMU/DOSMEP in managing and coordinating M&E activities. The objective of which is collect and analysis accurate information related to Project activities to demonstrate the progress and the impacts of the Project, as well as to build the capacity of government and key stakeholders/beneficiaries on M&E.

### 3. Scope of Work

#### 3.1 M&E Tasks:

The scope of work will include, but not limited to, the following:

- Establish and maintain an overall work program for M&E of project activities in close cooperation with the International M&E Expert (to be selected under a different TORs) and DOSMEP;
- Assist the International M&E Specialist (to be selected under separate TORs) in carrying out a “Rapid MSME TA Needs Assessment.
- He/she will also work closely with the International Project Advisor (IPA), International M&E Advisor, Project Manager and DOSMEP on the design and implementation of the Monitoring and Evaluation Framework and system;
- Closely monitor project implementation against all agreed indicators, using field visits, other methods and incorporate with IPA to present findings as part of the Annual Components Performance Report;
- Measure, assess and report progress on achievement of results;
- Consolidate, review and report key findings (from evaluations) in an agreed format, detailing lessons learned and specify recommendations for future actions for improvement of project performance;
- Ensure that the required reports are generated to be submitted by DOSMEP to the World Bank and MoIC on quarterly basis, as part of the quarterly progress reports;
- Annually, review the results-based framework, M&E plan and methodologies, indicators, targets, data sources, etc to ensure continuing relevance to project objectives;
- Build M&E capacity of key stakeholders/beneficiaries as required to produce quality data as well as effective use of M&E for improvements of their activities;
- Contribute to the Project M&E performance as part of the Borrower’s Implementation Completion Report of the Project;
- Any other task as assigned by the Project Director and Project Manager respectively.

#### 3.2 Capacity Building for DOSMEP:

Besides the M&E responsibilities mentioned above, the Consultant will be expected to work with the International M&E Specialist in coordinating assistance to improve the in-house capacity M&E for DOSMEP staff, including the SME Promotion Fund staff. With the assistance of the International M&E Specialist, develop a training program to enhance the capacity of DOSMEP’s M&E staff, including training on the operation of the M&E System. The specific tasks (with the assistance of the International M&E Consultant) will be:

- **Training Program:** Develop a training program to enhance the in-house capacity of DOSMEP M&E staff;
- **Visualization:** Train relevant DOSMEP staff as required to produce and update information products such as reports, charts and infographics by turning data into graphical products to convey messages and a storyline; assist in developing advocacy materials including posters, presentations and other visual materials as required by DOSMEP to promote MSME activities.

#### 4. Deliverables:

No	Description of Result Area	Result indicators
1	Establish and maintain an overall work program for M&E	All project M&E activities are monitored and reported on.
2	Accountability for M&E activities	Project progress information is properly documented and available to DOSMEP, MOIC, WB and stakeholders.
3	Capacity Building of DOSMEP M&E staff and key stakeholders/beneficiaries	Training delivered according to agreed timeline to DOSMEP staff;

#### 5. Reporting and Duration of the Assignment

The Consultant will work under supervision and report to the Project Manager for the duration of the assignment. The contract will be valid for a period of two years including the 6 months probations and can be extended by DOSMEP as required, based on performance and project needs.

#### Client's Input and Counterpart Personnel

DOSMEP will provide the selected Consultant with access to documents relevant to the assignment and will assist in facilitating meetings with key counterparts and selected PFIs, MSMEs, and other stakeholders and will work cooperatively with the consultant to ensure effective delivery of contract deliverables. DOSMEP will also provide the selected Consultant with office space and furniture, including internet access for work purposes.

#### 6. Confidentiality and Conflict of Interest

The Consultant undertakes to comply with the World Bank's policies and rules with regard to corrupt and fraudulent practices, conflict of interest and confidentially. The consultant shall maintain confidentially on all sensitive information obtained during the assignment and shall not publish wholly or in part the findings or such information, without prior written consent by DOSMEP. Any draft reports and other documents produced by the consultant will be discussed and cleared with DOSMEP before their final issue.

#### 7. Qualifications and Experience Requirements

- At least a Bachelor Degree in economics, business management or related field;
- A minimum of 5 years works experience in relevant development work at the national level in providing advice and hands-on experience the information management, monitoring, and evaluating results, including log-frame M&E systems and in Development projects (previous experience in both development projects related to SMEs capacity building, and experience in the working with banks will be advantaged).
- Experience in foreign funded development projects is preferable.
- Knowledge of relevant research and analytical approaches in sector analysis and market assessments, M&E system and key M&E and Information Management methodologies;

- Knowledge of SME promotion practices and policies;
- Demonstrated skills in research design, specifically for impact evaluation for development projects;
- Familiarity with the relevant Government procedures and regulations is an asset.
- Ability to read and write excellent English, draft reports in English for regular and continuous presentations to Project Management, Government agencies, World Bank etc.
- Ability to interact with staff in the relevant agencies.
- High level of computer literacy, including Word, Excel, email and the internet.
- Strong communication skills and good interpersonal relations.

#### **8. Payment Procedure:**

The client shall pay the Consultant for Services rendered at the rate(s) per man/month spent subject to a maximum of eight hours per day and standard twenty-two working-days per month in accordance with the rates agreed in the Contract.