

**JFPR 9168-IND: Livelihood Improvement for River Erosion Victims in Assam**  
**TERMS AND REFERENCE**  
**MONITORING AND EVALUATION CONSULTANT**

**A. Background**

1. Assam is the most severely floods and erosion affected area in India, accounting for 9.4% of the country's total flood-prone area. In Assam, damage due to floods has been caused by two river systems: the Brahmaputra and the Barak. In the subproject areas, flood and riverbank erosion has been a chronic problem, causing enormous damage to lives, crops, livestock, land and property. These impacts cause massive displacement of people, increase landlessness, and force local governments to focus scarce resources on relief operations rather than development. Major floods have occurred in 1954, 1962, 1966, 1972, 1977, 1984, 1988, 1998, 2002 and 2004, floods of lesser magnitude occur almost every year in the state. As a result, the state has not been able to achieve the desired progress and prosperity in spite of having vast natural resources. The people in the subproject areas (Palasbari, Kaziranga and Dibrugarh) have lost land and lives due to floods and riverbank erosion, which is now an annual phenomenon. In many cases, entire villages have been shifted and relocated away from their original location after the land has eroded by the water.

2. Dykes or embankments have been erected throughout Assam along the riverbanks to protect people and assets from flooding. Such embankments are used by the victims of both riverbank erosion and floods, as their raised platforms provide better shelter than living on the floodplain. Many families and villages in need of land have built their houses on existing or retired embankments. Some of these families, especially in Dibrugarh, are living on side of the embankment rendering them even more vulnerable. Although the embankments are built on government land of Assam has taken a soft stance approach towards such illegal settlements. However, given that it would be an even bigger and costlier exercise to resettle these people on to private land, certain facilities such as basic drinking water supply and in some instances electricity and some educational facilities were supported by the Government.

3. This project, funded by the Japan Fund for Poverty Reduction (JFPR), is linked to the ADB-financed Assam Integrated Flood and Riverbank Erosion Risk Management Investment Program, which ensures a combination of hard (embankments and river revetments, plus adaptive river training technology) and soft (capacity building, community flood risk management) interventions to decrease the risk of flood damage. The JFPR project includes activities, largely implemented by nongovernmental organizations (NGOs) and training institutions, which target landless people or people who have lost a majority of their productive assets due to river bank erosion and flooding in the three project areas of Palasbari, Kaziranga and Dibrugarh. These are extremely poor and vulnerable households living a hand to mouth existence. Since these communities reside in the vulnerable river-side location, they are generally deprived of developmental activities sponsored by government. This JFPR project seeks to include these vulnerable sections of the population in the developmental process and improve their livelihood skills and ability to save through meaningful needs-based interventions for sustainable economic and social livelihood improvement.

## **B. The Project**

The Project has the following components, implemented through five nongovernment organization (NGO) packages:

- (a) Improved eri silk spinning and weaving in Palasbari (Package A);
- (b) Improved vegetable cultivation and marketing in Palasbari and Kaziranga (Packages B and C, respectively);
- (c) Skills training and placement of youth in Dibrugarh (Packages D and E); and
- (d) Project implementation support and capacity building for implementation of NGOs.

## **C. Scope of Work – Monitoring & Evaluation Consultant (international, 4persons month)**

The Monitoring & Evaluation (M&E) consultant will work on the project for a period of 4 months in close collaboration with the Coordination & Livelihood Consultant. Although working primarily in the field, initial work and coordination will be at the Grant implementation Unit (GIU) of the Guwahati Project Management Office (PMO). S/he will report to the Director of the JFPR Project (CEO of FREMAA).

## **D. Detailed Tasks of Consulting Services.**

The project requires technical support from an M&E consultant to produce the JFPR Implementation Completion Memorandum (ICM) and a Case Study report in collaboration with the Coordination & Livelihood Consultant.

The Monitoring & Evaluation (M&E) consultant will take primary responsibilities for the following:

- Review the following documents which provide background context to the assignment:
  - Approved JFPR Grant Proposal; provides relevant information on the Project scope
  - JFPR Implementation Completion Memorandum template; the output of this assignment
  - ADB Guidelines for the Evaluation of Public Sector Operations 2016; will assist in how to evaluate the Project according to ADB
  - The Feinstein International Centres' Participatory Impact Assessment: A Design Guide (2009); will assist in the process of designing and collecting data for this assignment.
- Design a Participatory Impact Assessment, in consultation with EA, GIU and ADB;
  - Identify key performance indicators to be evaluated (as per the JFPR Implementation Completion Memorandum template), and generate key research questions to be investigated.
  - Generate the research design; define the study boundaries ensuring that all 5 packages are included (as per Section B), identify indicators of project impact (see the ADB Guidelines for the Evaluation of Public Sector Operations 2016), identify appropriate methods drawing from primary and secondary data sources (e.g. desktop review of project documentation and reports, quantitative and/or qualitative participatory methods), and identify the evaluation sample (include control samples).

Design primary data collection protocols (information sheets) in local language to be provided to the study participants.

- Conduct data collection and analysis. Ensure that primary data is sex disaggregated. Secure data and ensure a data trail is maintained to guarantee the integrity of findings.
- Produce the JFPR Implementation Completion Memorandum and a case study report.

## **E. Qualification & Experience**

7. The M&E Consultant has at least 5 years of professional work experience including experience in development and management of monitoring and evaluation systems in South Asia. The Consultant is desirable to have graduate degree preferably in social science (geography, development, sociology, economics), or equivalent professional work experiences. Prior experiences of working with ADB or another multilateral or bilateral development agency will be an added advantage. Prior experience and /or knowledge of the Participatory Impact Evaluation methodology designed by the Feinstein International Centre are desirable. The specialist should have prior experience and/or knowledge in conducting post project impact evaluation, preferably relevant to the livelihood components of the projects. Fluency in Assamese and/or Bodo is highly desirable.

### **Deliverables:**

1. Produce a brief bi-weekly progress report update the GIU, PMO and ADB on assignment activities, progress, challenges/issues and expected completion date.
2. Produce the draft JFPR Implementation Completion Memorandum (as per the template) by 30 July 2018.
3. Produce a case study report that elaborates on key learnings identified in the ICM; the report will form the basis for a short ADB publication that evaluates the benefits and limitations of the JFPR in assisting flood-affected victims in Assam.

## **F. Proposed Payment Milestones**

Payment of fees and reimbursement of expenses will be based upon submission of monthly certified timesheets.

## REMUNERATION AND OUT OF POCKET EXPENSES

Contract	
Project	JFPR 9168-IND Livelihood improvement for River Erosion Victims
Expertise	Monitoring & Evaluation
Sources	International
Category	Independent

Code	Description	Qty	Unit	Amount in (USD)	Total (USD)
1	Remuneration	88	WD	600	52,800
2	Out-of-Pocket Expenses				
2.a	Per Diem	120	Days	157	18,840
2.b	Air travel-International	4	Round trips	3,000	12,000
2.c	Air travel-National	4	Round trips	100	400
2.d	Land transport, Vehicle Hire(Local Transport)	4	Months	250	1,000
2.e	Communication & reports	4	Months	100	400
				Sub Total	85,440
3	Contingencies (10% of the total cost)	5,560			

Total Maximum payment 91,000

*(US Dollars Eighty-Nine Thousand) Only*

### Important Notes

- 1 Remuneration is paid based on certification of time sheets by the EA on the actual inputs.
- 2 Fixed per diem rate, no receipts required. The exact number of days and cities may vary based on requirements of FREMAA.No per diem paid on expert's return to home office/usual place of residence.
- 3 Out-of-Pocket Expenses are reimbursable at cost with supporting documents/receipts unless otherwise specified.
- 4 Negotiated rates are fixed; no receipt is required for the duration of the contract. No per diem is paid on the day pf the Consultant arrival in his /her usual place of residence. Actual location/ number of days in each location may vary based on actual requirements, subject to the certification by FREMAA.
- 5 Submission of Original copies of used tickets, or receipts of purchase and /or boarding passes as evidence of travel and class of travel is required.Actual travel itinerary via, most direct route will have to be determined in coordination with FREMAA.
- 6 Communication Expenses including subscription and operation expenses of mobile phone, IDD, Phone Fax, internet, etc.
- 7 Use of Contingency requires prior approval of FREMAA.