



## MEGHALAYA BASIN MANAGEMENT AGENCY (MBMA)

C/o Meghalaya State Housing Financing Cooperative Society, Upper Nongrim Hills, Behind Bethany Hospital, Shillong, East Khasi Hills District, Meghalaya - 793003

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### **REQUEST FOR PROPOSAL (RFP)**

**No.MBMA/HR/167/2023/Vol-I/247**

**Dated, Shillong, 18<sup>th</sup> March, 2026**

The Meghalaya Basin Management Agency (MBMA) is hiring Individual Consultant – Monitoring & Evaluation for the Meghalaya Multisectoral Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER) to strengthen the Monitoring and Evaluation functions within the project and provide technical support to the project in strengthening M&E systems, monitoring project performance, and ensuring effective use of data for project management

For detailed information regarding the scope of work, deliverables, and other relevant details, please visit the MBDA website at **[www.mbda.gov.in](http://www.mbda.gov.in)**.

Date of Issue of RFP: **18<sup>th</sup> March 2026**

Last date and time of submission: **31<sup>st</sup> March 2026**.

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**Shri Vijay Kr Mantri, IAS**  
**Co-Project Director**  
**MPOWER Project, MBMA**

## Terms of Reference (TOR)

### Position: Individual Consultant – Monitoring & Evaluation

### Project: Meghalaya Multisectoral Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER)

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#### 1. Background

The Meghalaya Basin Management Agency (MBMA), with support from the World Bank, is implementing the Meghalaya Multisectoral Project for Adolescent Wellbeing, Empowerment and Resilience (MPOWER). The project adopts an integrated, cross- sectoral approach to improve human capital outcomes of adolescents and youth by addressing learning, life skills, health, wellbeing, and transitions to education, skills, and employment.

The project is implemented through the State Project Management Unit (SPMU) of MPOWER, MBMA with participation from multiple departments and implementing partners.

Given the scale and multisectoral nature of the project, a robust Monitoring and Evaluation (M&E) system is essential to track implementation progress, measure results against the Project Development Objective (PDO) and Results Framework indicators, support evidence-based decision-making, and inform adaptive project management.

To strengthen the Monitoring and Evaluation function within the SPMU, the Meghalaya Basin Management Agency (MBMA) seeks to engage a Monitoring & Evaluation Specialist as an Individual Consultant. The Consultant will provide technical support for the project in strengthening M&E systems, monitoring project performance, and ensuring effective use of data for project management. The Consultant will also provide technical inputs on selected aspects of survey and evaluation activities undertaken by the agency hired to conduct the baseline, midline, and endline surveys, ensuring adherence to approved methodologies, protocols, and quality assurance standards.

#### 2. Overview of MPOWER Project Components

The MPOWER Project is structured around four mutually reinforcing components.

**Component 1: Learning Mission, Life Skills, and Career Preparation in Schools** This component focuses on improving learning outcomes, life skills, and career readiness among adolescents enrolled in government and government-aided schools across upper primary, secondary, and higher secondary grades. Key interventions include strengthening foundational literacy and numeracy, delivering life skills education through classroom and club-based approaches, and providing career guidance and academic counselling.

##### **Component 2: Community Interventions and Pathways for Out-of-School Adolescents**

This component aims to support the wellbeing and socio-economic pathways of out-of- school adolescents through community-based youth centres and clubs. Interventions include life skills and wellbeing services, community engagement initiatives, and support for education and employment pathways through bridge education, vocational training, and job linkages.

##### **Component 3: State Capability and Program Management**

This component strengthens institutional capacity for adolescent-focused programming and project management. It includes development of the Multisectoral Competency and Wellbeing Framework, establishment of a State Centre for Adolescents and Youth, development of youth employment strategies, and strengthening of project management systems including MIS, monitoring and evaluation systems, and grievance redress mechanisms.

## **Component 4: Contingent Emergency Response Component (CERC)**

This component allows for rapid reallocation of project resources to respond to eligible crises or emergencies in accordance with World Bank policies.

### **3. Objective of the Assignment**

The objective of this assignment is to support the SPMU in the design, operationalization, and strengthening of the Monitoring and Evaluation system for the MPOWER Project.

The Consultant will provide strategic and technical inputs to ensure that project monitoring systems effectively track Project Operations, implementation progress, measure implementation outputs and outcomes, and generate reliable data to support day-to-day evidence-based decision-making.

The assignment will also focus on strengthening institutional capacity within the SPMU and participating departments to manage and utilize MCE systems effectively.

### **4. Scope of Work**

The Monitoring & Evaluation Specialist will work closely with the SPMU and provide technical support across the following areas.

#### **4.1 Strengthening the Project M&E Framework**

- Support the SPMU in developing and operationalizing the Project Monitoring and Evaluation Plan, ensuring alignment with the approved Project Results Framework and the Project Operations Manual (POM).
- Provide technical inputs to strengthen monitoring frameworks and indicator tracking systems across project components.
- Support integration of project operations monitoring systems with the MIS and other data systems.
- Assist the SPMU in establishing protocols for data management, verification, and reporting.

#### **4.2 Monitoring Systems and Data Management**

- Support the SPMU in establishing and strengthening systems for routine monitoring and reporting across project activities.
- Support review and validation of monitoring data and analytical outputs generated through project systems.
- Provide technical inputs to analytical outputs including progress reports, thematic briefs, and policy notes.

#### **4.3 Survey and Evaluation Support**

- Provide technical support to the SPMU in reviewing methodologies, survey instruments, sampling approaches, and analytical frameworks used for baseline, midline, and endline surveys.
- Support the SPMU in reviewing selected technical aspects of survey plans and methodologies proposed by the agency hired to conduct the baseline, midline, and endline surveys.
- Provide technical inputs to ensure that survey instruments and evaluation methodologies are aligned with the project Results Framework and good international practices.
- Support the SPMU in reviewing key outputs and evaluation reports produced through these survey exercises.

#### 4.4 Data Quality Assurance and Ethical Compliance

- Support the SPMU in strengthening data quality assurance mechanisms for project monitoring and survey activities, with special attention to critical components such as procurement and financial components.
- Provide technical inputs to ensure adherence to ethical standards including informed consent, confidentiality, and safe data management practices.
- Support the SPMU in reviewing selected quality assurance processes applied during survey implementation.

#### 4.5 Capacity Building and Institutional Strengthening

- Develop and implement a capacity building plan to strengthen monitoring and evaluation capabilities within the SPMU and participating departments.
- Provide technical mentoring and hands-on support to SPMU staff in monitoring systems, data analysis, reporting, and evidence-based decision-making.
- Support development of M&E guidelines, tools, and standard operating procedures to institutionalize monitoring practices.

#### 4.6 Coordination and Stakeholder Engagement

- Work closely with the SPMU, Sub-PMUs, district teams, MIS units, and implementing partners to support effective coordination of MCE activities.
- Support coordination between the SPMU and the agency hired to conduct the baseline, midline, and endline surveys on relevant technical aspects.
- Provide inputs to project review meetings and World Bank implementation support missions where required.

### 5. Deliverables: The key deliverables of the Consultant will include:

1. Project Monitoring and Evaluation Plan aligned with the approved Results Framework and POM.
2. Technical inputs to the SPMU for reviewing the Inception Report related to survey and evaluation activities.
3. Technical support to the SPMU in reviewing selected aspects of survey methodologies, sampling strategies, and instruments used for baseline, midline, and endline surveys.
4. Technical support to the SPMU in ensuring that baseline, midline, and endline surveys conducted by the agency hired to undertake these surveys adhere to approved methodologies, protocols, and quality assurance procedures.
5. Technical inputs to the SPMU for reviewing datasets and analytical outputs generated through survey and monitoring activities.
6. Technical inputs on baseline, midline, and endline evaluation reports.
7. Technical inputs to quarterly monitoring reports, thematic briefs, and policy notes prepared under the project.
8. Capacity building plan and training materials for strengthening M&E systems within the SPMU.
9. Documentation of capacity building activities and mentoring support provided to the SPMU.
10. All deliverables shall be submitted in formats and timelines agreed with the SPMU.

## **6. Reporting and Coordination**

- The Consultant will report to the Project Director, MPOWER, MBMA and will work closely with the Team Lead of the SPMU for day-to-day coordination.
- The Consultant will submit periodic progress reports and a Monthly Progress Report summarizing activities undertaken, key outputs delivered, and support provided to the SPMU.

## **7. Payment Terms**

- The selected candidate would be paid a monthly remuneration/professional fee as may be mutually agreed.
- Payments will be made on a monthly basis, subject to submission and approval of the Monthly Progress Report by the Project Director, MPOWER, MBMA.
- Operational arrangements such as those relating to official travel etc. will be borne by MBMA or such OPE will be reimbursed on actual basis.

## **8. Qualifications and Experience**

- Master's degree in economics, Statistics, Data Science, Public Policy, or a related discipline.
- A minimum of ten (10) years of professional experience in developing and implementing M&E systems for Externally Aided Projects especially for World Bank funded project.
- Demonstrated experience in designing or managing baseline, midline, and endline surveys and mixed-method evaluations.
- Proven experience with the logical framework approach and other strategic planning approaches, M&E methods and approaches (including quantitative, qualitative and participatory), training in M&E development and implementation, facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders, information analysis and report writing;
- Strong analytical skills with experience using statistical software such as SPSS, STATA, R, or similar tools.
- Strong analytical, reporting, and stakeholder coordination skills.
- Experience working on World Bank or other multilateral development projects will be highly desirable.

## **9. Ownership of Data and Reports**

- The Planning, Investment Promotion and Sustainable Development Department (PIPSDD), Government of Meghalaya shall retain ownership of all data, reports, and materials generated through this assignment.
- All outputs produced under this consultancy shall be the property of the Government of Meghalaya.

## **10. Duration and Level of Effort**

- The assignment will be for a period of 12 months on a full-time basis.
- The contract may be extended subject to satisfactory performance and mutual agreement between both parties.

## **11. Duty Station**

- The Consultant will be based on site for a period of 20 days per month, for the duration of the assignment.

## 12. Selection Process:

For selection of the candidate,

- 80% weightage will be given to suitability of the candidate based on above parameters and
- 20% weightage will be given to the remuneration sought by the candidate.

## 13. Submission of Offer:

Interested candidates shall submit their proposal for the assignment demonstrating their qualifications, experience, and suitability for the role.

As no standard format is prescribed, candidates are required to organise their proposal covering the following components:

### 1. Curriculum Vitae (CV)

A detailed and updated Curriculum Vitae, duly signed by the candidate, clearly indicating educational qualifications, relevant professional experience, key assignments undertaken, roles and responsibilities, and duration of engagements.

### 2. Write-up on Suitability for the Assignment

The candidate shall submit a brief note (maximum 2 pages) demonstrating suitability for the assignment.

The note shall be clearly linked to the requirements of the MPOWER project and should include:

- A concise description of the candidate's relevant experience in strengthening monitoring and evaluation systems in development projects
- Key actions the candidate proposes to undertake for improving project monitoring, planning & evaluation, reporting, and data quality within MPOWER Project.
- Approach to supporting the planning, review, and quality assurance of baseline, midline, and endline survey and evaluation activities
- An indicative work plan for the first six (6) months of the assignment, outlining proposed priority activities, timelines, and expected outputs

### 3. Financial Proposal

The proposal shall include the consultant's expected remuneration (monthly rate or lump-sum, as applicable), inclusive of all applicable taxes and duties.

### 4. Availability and Declaration

The candidate shall indicate the earliest availability for taking up the assignment and provide a signed declaration confirming that the information furnished is true and correct and that there is no conflict of interest in undertaking the assignment.

5. The offer should reach HR Unit, MBMA electronically via **hr1.mbda@gov.in** with the subject line – '**Application for Individual Consultant – Monitoring & Evaluation (M&E)**' latest by **31<sup>st</sup> March 2026**.

6. For more information about the organization please visit our website

<https://www.mbda.gov.in>

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**Co-Project Director, MPOWER, Project  
Meghalaya Basin Management Agency**