

**Benazir Income Support Program (BISP)  
National Social Protection Program (CR.5973-PK)**

**TERMS OF REFERENCE  
EVALUATION SPECIALIST**

**1. BACKGROUND**

Initiated in July 2008 by the Government of Pakistan (GoP), BISP is the first ever comprehensive and countrywide Social Safety Net (SSN) programme. BISP's primary aim is to eradicate poverty through provision of unconditional and conditional SSNs. Unconditional SSNs through cash injection enhance buying capacity of the disadvantaged families. Through conditional SSNs schooling of the children aged 05-12 is supported. Between 2008 and 2012, BISP carried out a National Socio-Economic Survey (NSES) to take stock of the socio economic status of entire population of the country by applying a comprehensive Proxy Means Test (PMT) to NSES in order to identify eligible beneficiary families with PMT scores less than 16.17.

It is widely acknowledged that household demographics change to a considerable extent over a duration of five years, and, often, economic registries have errors at three levels i.e. (i) design, (ii) Implementation, and (iii) time/aging factor which in turn affect the measure of accuracy. In consideration of these, this year, BISP has initiated a fresh National Socio Economic Survey to update its National Socio-economic Registry (NSER).

The World Bank is actively engaged with the GoP and BISP since 2009. The World Bank's initial support to BISP came through sectoral Development Policy Credit (US\$150) in 2009, accompanied by Social Safety Net Technical Assistance (TA) Project (US\$60 million). In 2012, the TA Project was restructured with additional financing of US\$ 150 million to support expansion of the program and strengthening administration and performance by introducing disbursement linked indicators (DLIs) and was closed on June 30, 2017.

World Bank is extending its support through National Social Protection Program (NSPP), a US\$ 100 million credit from IDA. It will support the GoP through, a Program for Results (PforR) in an amount of US\$ 90 million by making disbursement against the key results as part of the Government's program; and an Investment Project Financing (IPF) TA component in an amount of US\$ 10 million to finance critical areas to achieve the quality of results. The expected closing date of NSPP is June 30, 2021.

**2. OBJECTIVES OF THE ASSIGNMENT**

The Evaluation Specialist shall work under the direct supervision of the Director (M&E), BISP and shall be responsible for devising and guiding the overall evaluation strategy and implementation of related activities, as well as providing timely and relevant information to BISP Management and all the stakeholders. This will require close coordination and communication with all the Wings/Units of BISP at HQ and Provincial, Regional & Tehsil Offices, representatives from primary stakeholder, external consultants and field staff when appropriate. S/he will be responsible for the development of all related evaluation strategies which will serve as the basis for managerial decisions and programme development, to ensure that BISP adopted strategies and initiatives are efficient and transparent.

**3. RESPONSIBILITIES**

The Evaluation Specialist shall be responsible for the following:

- Get well acquainted with the BISP Operations Manual and its annexes, particularly "Annex E: M&E Manual" and all the strategic documents of BISP initiatives to understand the BISP-Safety Net (SN) concept and implementation mechanisms.

- Review information flows and project cycle to advise, and implement procedures to best evaluate project preparation and implementation
- Assist and guide setting up the Evaluation System of BISP, ensuring it is implemented efficiently and effectively.
- Develop electronic format of the evaluation system for decision-making processes at the provincial and federal level.
- Develop the concept and methodology of evaluating project implementation and performance indicators in conjunction with management agreeing therein on reporting requirements.
- Coordinate designing of Logical Framework Matrixes of all the BISP's Wings and initiatives providing therein performance and impact indicators for evaluation of programme's implementation along with their corresponding means of verification.
- Contribute to the development of the Annual Evaluation Work Plan, ensuring alignment with the programme's strategies, agreement on annual targets and inclusion of Evaluation activities in the work plan with budgeting.
- Ensure realistic baseline, intermediate and end-of-project targets are defined.
- Assist in the preparation and analysis of impact evaluations, beneficiary assessments, studies, and promotion/outreach campaigns which can be useful for refinement of existing initiatives and for planning and designing of new initiatives.
- Design and coordinate the conducting of baseline studies for various programme initiatives.
- Identify sources of data, collection methods, who collects data, how often, cost of collection and who analyzes it.
- Promote a results-based approach to evaluation, emphasizing results and impacts.
- Coordinate the preparation of all Evaluation reports. Guide staff and executing partners in preparing their reports in accordance with approved reporting formats and ensure their timely submission. This includes quarterly reports, annual project report, inception report, and ad-hoc technical reports.
- Ensure that results of evaluations are discussed in the appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussion forums to fill any gaps.
- Develop training manuals for BISP delineating the evaluation approach, methodology, timeframe and cost involved in the process and conduct training of newly inducted as well as existing officers/staff of BISP.
- Organise (and provide) refresher training in M&E for programme and implementing partner staff, provincial and regional offices and primary stakeholders with view of developing local M&E capacity.
- Oversee and assist in the development, implementation of and training for the Management Information System (MIS) database for the project.
- Prepare Briefing materials and Presentations on roles and responsibilities of provincial/divisional/tehsil level service providers involved in the implementation of various initiatives of BISP.
- Conduct any other function and responsibility, which may be assigned by the Supervisor

#### **4. TIMEFRAME AND SUPERVISION**

Initial contract will be for a period of one year subject to further extension based on satisfactory performance. The consultant will work with BISP management to perform the assigned tasks and will report directly to the Director (M&E), BISP.

#### **5. QUALIFICATIONS AND EXPERIENCE**

- A Master's degree in public policy, social policy, economics, business administration, development studies or equivalent.
- Should have a minimum of ten (10) years of experience and leadership in the development sector demonstrating evidence of achieving results and graduation to responsible positions.
- Extensive experience and proven track record of excellence in Social Sector Programme development
- Leadership personality with the proven capacity to manage, and work effectively as a designer, implementer and evaluator of Social Sector Programmes and institutions.
- Strong familiarity with the country context, including different tiers of government and donor agencies operating in the area of Social Protection.
- Good understanding of the logical framework approach, strategic planning approaches, M&E methods and approaches (including quantitative, qualitative and participatory), Planning, design and implementation of M&E systems, Training in M&E development and implementation and/or facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders and Data & information analysis.
- Abundant experience with concepts of project management and project cycle management and Report writing.