

## **Responsibility of M&E Consultant/ Agency**

M&E Consultant/ Agency: The primary responsibility of the M&E consultant is to create an M&E framework for the entire RACP project in consultation with the PMU and PIUs. This framework must be aligned with the project and intermediate outcome indicators. In order to do so, the M&E consultant will define key process and performance monitoring indicators, data collection frequencies, and formats for collecting the relevant information. All aspects of the project, including technical, institutional, environmental, social, economic, financial, and procurement status, will be monitored. The framework will compare actual achievement with the plans in the PAD, Environmental and Social Management framework, Procurement and Financial Management guidelines, Project Operations Manuals and other relevant documents. The M&E framework will clearly specify data collection responsibilities of the different implementing agencies and the external consultants. The M&E consultant will be responsible for collecting data for their independent monitoring of both process and performance indicators.

### **Specific Responsibilities of the M&E Agency/consultant are to:**

- (i) Conduct the Baseline Survey for the project;
- (ii) Monitor and evaluate the progress in the provision of critical project inputs and activities;
- (iii) Evaluate progress in achieving the project outputs and outcomes and evaluate the project's impact at key junctures during the project period to assess progress towards achieving project's objectives;
- (iv) Strengthen the capacity of the project implementing agencies to monitor project impacts and use the PMIS by providing on-the-job training;
- (v) Design and implement a Participatory M&E System (PMES) using state-of-the-art methods and tools that will monitor performance of relevant activities such as the activities of the common interest groups, village organizations, and producer companies' activities of self-help groups in the common service centres. The consultants shall identify suitable participatory M&E mechanisms and tools such as the use of community score cards, focus groups, and participatory social auditing. The methodology and approach for the PM&E shall be designed in close consultation with key stakeholders and will be finalized in consultation with the PMU

- (vi) Prepare six-monthly M&E reports for the PMU which would summarize achievements of the preceding six months, crosscutting issues and recommendations, and updated project indicators;
- (vii) Provide two comprehensive reports - the baseline survey and impact evaluation at project completion.