

MONITORING & EVALUATION (M&E) SPECIALIST

TERMS OF REFERENCE (TORs)

Project Background:

The Punjab Clean Air Program (PCAP) is a strategic, multi-sectoral initiative launched by the Government of Punjab with the support of the World Bank. Its core objective is to address the growing air pollution crisis across the province through integrated policy actions, technological interventions, institutional strengthening, and behavioral change campaigns. The Program targets both urban and rural sources of air pollution, including transport emissions, industrial discharges, agriculture practices (such as crop residue burning), waste management inefficiencies, and construction activities. The program emphasizes collaboration across key departments, including Environment Protection, Agriculture, Transport and Planning & Development Board.

Objective:

The program aims to reduce population-weighted exposure to PM_{2.5} through multi-sector interventions in air quality management (RA1), the transport sector (RA2), and the agriculture sector (RA3). The IPF Component provides support through technical studies, capacity building, verification of DLIs, institutional strengthening, and environmental and social risk management.

Within this framework, the M&E Specialist will be responsible for establishing, implementing, and maintaining an effective Monitoring & Evaluation system for PCAP. The Specialist will track progress against agreed results, verify achievements of Disbursement Linked Indicators/Results (DLIs/DLRs), ensure timely and accurate reporting to the World Bank and Government of Punjab, and contribute to evidence-based decision-making across program activities.

Key Responsibilities:

- Plan, design, and operationalize the M&E framework and procedures for PCAP, aligned with Result Areas (RA1–RA3) and the IPF component.
- Define the structure, data collection methodology, and frequency of reporting for all program indicators.
- Develop Key Performance Indicators (KPIs) to assess the effectiveness of air quality management, pollution control measures, and climate-related initiatives.
- Support program planning and coordination, including preparation and administration of the Annual Work Plan & Budget (AWP&B).
- Collect, consolidate, and analyze program data from implementing agencies and PIUs to measure progress against PDO and agreed indicators.

- Prepare monthly, quarterly, biannual, and annual progress reports for submission to the PCAP-CMU, Government of Punjab, and the World Bank.
- Coordinate with Independent Verification Agents (IVA) for verification of DLIs/DLRs, including methodology, questionnaires, and results framework for Third-Party Validations (TPVs).
- Conduct field visits and spot checks to verify data accuracy and validate project implementation across interventions (e.g., e-bus depots, EV infrastructure, crop residue management, industrial abatement).
- Develop and implement an M&E framework to track air quality initiatives, including real-time tracking through databases/MIS.
- Identify bottlenecks in program implementation in consultation with stakeholders and provide solutions and corrective measures.
- Support impact assessments, baseline/endline surveys, and third-party evaluations, including design of survey instruments and review of methodologies.
- Coordinate with stakeholders and partner departments to strengthen reporting mechanisms and ensure quality assurance of data.
- Provide inputs to program planning, coordination, and implementation to help meet targets defined under PCAP.
- Design reporting dashboards and knowledge-sharing tools in coordination with the Communications Specialist to disseminate results and success stories.
- Document lessons learned, risks, and best practices to improve program management and inform future planning.
- Perform any other task assigned by the Program Director/Manager for successful program implementation.

Qualifications & Experience:

- 16 Years (Master) of education in Project Management/ Statistics/ Economics/ Development Studies/ Public Administration, or a related field.
- Minimum 10 years' post qualification experience in designing and implementing M&E frameworks for development projects.
- Strong skills in data collection, analysis, and visualization.
- Proficient in using quantitative analysis software e.g. SPSS, STATA, R etc. will be given preference with due weightage.
- Proficiency in M&E software and data management tools.

- Excellent report-writing and presentation skills.

Reporting

The Specialist shall report to the Program Director. He/she will work in close coordination with Program Manager of CMU and other members of the PCAP team.

Duration of contract:

The M&E specialist will work full-time in this role. Initial duration of contract shall be one (01) year, extendable subject to satisfactory.

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