



**SAARC Development Fund Secretariat
3rd Floor, BDFC Building, Thimphu, Bhutan**

21st November, 2011

REQUEST FOR PROPOSAL FROM CONSULTANT(S)

Job Type : Senior Consultant/Consultant
Agency : SAARC Development Fund Secretariat, Thimphu Bhutan
Term of Service : 02 (Two) Weeks
Vacancy Number : SDF-RQ-M136

SAARC Development Fund (SDF) Secretariat, based in Thimphu, has been inaugurated by the Heads of State/Governments of SAARC Member States in April 2010 during the 16th SAARC Summit in Thimphu. The primary objective of the SDF is (i) to promote the welfare of the people of SAARC Region, (ii) to improve the quality of life, and (iii) to accelerate economic growth, social progress and poverty alleviation in the SAARC Region. To support the above objectives the SDF Secretariat will, amongst other, (i) identify, study prospect and approve projects, (ii) finance approved projects in the SAARC Member States, (iii) Leverage funding i.e. arrange and mobilize financing and/or co-financing projects, (iv) provide grants for projects of strategic importance to SAARC, (v) provide financial and technical assistance, and (vi) manage the Fund.

Focus Areas of SDF

SDF has three Windows i.e. Social, Economic and Infrastructure. Currently Social Window is in operation and five projects are under implementation in SAARC countries amounting to approximately United States Dollar 43 (forty three) million.

The SDF Secretariat would like to seek proposals for designing and building an effective Monitoring and Evaluation (M & E) System for the SDF funded projects and its implementers.

Objectives

- To provide strategy formulation for designing a tailor made log frame for each project;
- To provide valuable inputs/techniques or result based Monitoring and Evaluation System to the Project Managers, Nodal Officers, Counterpart Agencies, technical professionals with the Lead Implementing and Implementing Agencies including Officers of the Secretariat;
- The Monitoring and Evaluation System should be responsive and adoptive to support the project management in terms of planning, implementation and evaluation.
- The M & E System should create capacity to design, build and implement the Result Based M & E System that would support management and others involved in the project implementation;
- An M & E System that would generate a learning and feedback mechanism that would enhance project outcomes/objectives/indicators;



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- To prepare a road map for an effective and participatory M & E System for SDF funded projects.

The Context

The selected consultant would have to organize workshops for the SDF funded project stakeholders namely the Project Managers, Nodal Officers, Counterpart Agencies and Technical professionals with the Lead Implementing Agencies and Implementing Agencies including relevant employees of the Secretariat. The Workshops are to impart the concepts, principle and tools (system) of Result Based Monitoring and Evaluation System conducive, responsive and adoptive to the SDF funded projects.

Selection criteria

- An advanced degree in a relevant field – e.g.-development sector, economics, Science, infrastructures;
- Proven experience in SAARC development sector project management;
- 15 to 20 years experience in Monitoring and Evaluation management especially in SAARC Region;
- Experience of working with international organizations would be an added advantage;

Interested candidates/consultants are requested to send your proposals to the Assistant Director, Administration and Finance, 3rd Floor, Bhutan Development Bank Limited, Post Box Number 928, Thimphu, Bhutan on or before the close of business on December 15, 2011. Applications can also be emailed to info@sdfsec.org. Please visit our website www.sdfsec.org for more information.

Only shortlisted candidates will be invited for selection interview.

CHIEF EXECUTIVE OFFICER