



Republic of Liberia
MINISTRY OF GENDER, CHILDREN & SOCIAL PROTECTION

REQUEST FOR EXPRESSIONS OF INTEREST

Liberia Social Safety Nets Project (LSSNP)

ASSIGNMENT: Recruitment of Monitoring and Evaluation (M&E) Officer

Ref: LR-MOGCSP-166130-CS-INDV

The Government of the Republic of Liberia has received financing from the World Bank in support of the Liberia Social Safety Nets Project (LSSNP) and intends to apply part of the proceeds to recruit an M&E Officer.

The consulting services (“the Services”) include ensuring data collection captures all indicators mentioned in the Project Results Framework, including by collaborating with other members in the Secretariat, the SRU and SCTU, Service Providers and implementing partners accordingly.

The Ministry of Gender, Children and Social Protection now invites eligible individuals (“Consultants”) to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria are:

1. A **Masters’ degree** in Social Sciences, Demography, Statistics, Project Management, Business/Public Administration or related fields, with at **least 3 years** of related professional work experience;
2. or a **Bachelor’s degree** in the social sciences, Demography, Statistics, Project Management, Business/Public Administration or related field with at **least 5 years** of related professional experience.
3. A strong background in statistical analysis and proficiency in statistical software (SPSS, STATA, R) is a must.
4. Certificate or Diploma in M&E from a recognized Institution.

The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank’s *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers dated January 2011 revised July 2014* (“Consultant Guidelines”), setting forth the World Bank’s policy on conflict of interest.

A Consultant will be selected in accordance with the Individual Consultants Selection (ICS) method set out in the Consultant Guidelines.

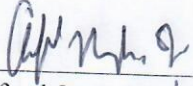


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Further information can be obtained at the address below during office hours between 9:00 AM to 5:00 P.M daily from Monday to Friday. Interested consultants may obtain further information including a detailed Terms of Reference from the address listed below. All Expression of Interests should be sent electronically to emails listed below. Expressions of interest must be delivered in a written form to the address below via e-mail) by May 11, 2020 at 1600hrs (GMT). **Position is for Liberians only, local residents. Females are especially encouraged to apply.**
Please indicate the reference: LR-MOGCSP-166130-CS-INDV

ATT: Aurelius Butler
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 Procurement Director



Approved: _____
 Williametta E. Saydee-Tarr
MINISTER



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TERMS OF REFERENCE (TOR)

MONITORING AND EVALUATION OFFICER

Background

The Government of Liberia, with support from the World Bank, is implementing the Liberia Social Safety Nets Project (LSSNP) in line with the Pro-Poor Agenda for Prosperity and Development. The project development objective (PDO) is to establish the key building blocks of a basic national safety net delivery system and provide income support to households who are both extremely poor and food insecure in the Republic of Liberia. LSSNP is a 5-year project being implemented by the Ministry of Gender, Children and Social Protection (MGCSP) and comprises of three components, namely: i) Strengthening of the National Social Safety Net System; ii) Cash Transfer to Extremely Poor and Food Insecure Households; and iii) Project Management and Capacity Building. In order to achieve the objectives of the LSSNP, MGCSP has setup a National Social Safety Nets Secretariat comprising of a Social Registry Unit (SRU) and a Social Cash Transfer Unit (SCTU). These Units are staffed with competent individuals who will drive the operations of the project and provide meaningful linkage to other ongoing Social Protection initiatives in Liberia.

The terms of reference outlined below are for the LSSNP Monitoring and Evaluation (M&E) Officer.

Position: M&E Officer, National Social Safety Nets Secretariat

Location: Monrovia, Liberia

Duration: This assignment is for 12 months with possibility of extension subject to satisfactory performance and availability of funding.

Objective of the Assignment

- Design and oversee implementation of a strategy for monitoring and evaluating project activities, including collecting data for the indicators outlined in the project Results Framework and preparing periodic weekly, monthly, quarterly and annual reports on these indicators;
- Manage the M&E module of the project Management Information System (MIS) at the MGCSP to ensure that all project data is systematically stored and available for monitoring and evaluation purposes during implementation;
- Develop a comprehensive and effective collaboration with the SRU, the SCTU, the Department of Gender, M&E unit of the Ministry and the Deputy Minister for Research, Policy and Planning, and other relevant departments and Partners in the area of M&E;
- Provide technical support to the M&E Unit of the MGCSP.



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Duties and Responsibilities

The M&E Officer will be responsible to carry out the following:

- Lead M&E activities for both the Social Registry and the Social Cash Transfer programs, including but not limited to: beneficiary surveys implemented during cash payment events, 2-4 months post-distribution monitoring of the SCT, as well as other evaluations that may involve engagement with consultancy firms such as for process evaluations and impact evaluations.
- Ensure data collection captures all indicators mentioned in the Project Results Framework, including by collaborating with other members in the Secretariat, the SRU and SCTU, Service Providers and implementing partners accordingly.
- Manage, organize, and store all data collection instruments and corresponding datasets in a secure location, to eventually be transferred to the project Management Information System (MIS) where relevant.
- Review data collection instruments and enumerator training manuals produced by implementing partners and provide timely feedback.
- Supervise and/or participate in random visits of enumerator training activities, particularly for the Social Registry Data Collection.
- Coordinate with the Liberia Institute of Statistics and Geo-Information Services (LISGIS) in carrying out Spot Checks of data collected for the Liberia Social Registry and review spot check data against data collected by the hired data collection firm.
- Develop beneficiary feedback surveys for the SCT program and/or SR as needed.
- Develop an M&E system for the Project with performance indicators and targets embedded in the MIS for implementation and tracking of project results and beneficiary outcomes.
- Facilitate working relationships with other Ministries, Departments and Agencies implementing Gender and Social Protection Interventions, including supporting controlled access to the MIS databases.
- Lead M&E capacity building activities for the National Social Safety Nets Secretariat; SRU, SCTU and the MGCSP.
- Devise mechanisms for the collection of data on gender, children, social protection, and all related activities by other sectors agencies and support integration of this data into the Ministry's MIS to ensure systematic storage and tracking of all project information.
- Ensure data integration into the MIS and generate periodic M&E reports for the MGCSP.
- Analyze all data reported on the LSSNP indicators, including verification and validation of reports submitted to the Secretariat by Service Providers and Implementing partners.
- Undertake periodic monitoring visits and organize feedback meetings with implementing Partners, Service Providers and other stakeholders.
- Lead in the collation and production of Project quarterly and annual reports for onward submission to the Program Coordinator, relevant steering committees, and the World Bank. Make necessary recommendations to guide project implementation.



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- Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; including the preparation of best practices and lessons learned.
- Contribute to SRU and SCTU management through timely processing and dissemination of M&E findings and best practices to facilitate evidence-based planning, learning and units decision-making.
- Perform any other duty related to M&E as may be requested by the Program Coordinator.

Skills and Qualifications:

- A **Masters' degree** in Social Sciences, Demography, Statistics, Project Management, Business/Public Administration or related fields, with at **least 3 years** of related professional work experience; or a **Bachelor's degree** in the social sciences, Demography, Statistics, Project Management, Business/Public Administration or related field with at **least 5 years** of related professional experience. A Master's degree is strongly preferred.
- Certificate or Diploma in M&E from a recognized Institution.
- Computer literacy, with proficiency MS Windows & MS Office Suite is a must.
- Experience in coding and collecting survey data using Open Data Kit (ODK) or other Computer-Assisted Personal Interviews (CAPI) software is a must.
- A strong background in statistical analysis and proficiency in statistical software (SPSS, STATA, R) is a must.
- Excellent writing and communications skills with demonstrated ability to write monthly, quarterly and annual reports.
- Solutions-oriented person with excellent interpersonal and problem-solving skills, and demonstrated ability to work in a team.
- Must be able to work with minimum supervision, deliver under pressure, and take initiative.
- Must be willing to travel to field sites throughout Liberia to lead and supervise monitoring and evaluation activities as needed.
- Experience working with international organizations in the area of M&E will be an added advantage.

Reporting

The M&E Officer will report directly to the National Social Protection Coordinator and assist in the drafting of:

- **Quarterly and Annual M&E Reports** summarizing the Secretariat M&E Framework.

All reports shall be subject to the National Social Protection Coordinator prior approval in writing.