



GOVERNMENT OF LIBERIA

Ministry of Commerce and Industry Ministerial Complex Congo Town, Monrovia



**Liberia Investment, Finance and Trade (LIFT) Project
Project No.: P171997**

Ministry of Commerce and Industry (MOCI)

Terms of Reference Monitoring and Evaluation Specialist

Post Title: Monitoring and Evaluation Specialist

Location of Post: Project Implementation Unit-Ministry of Commerce and Industry,
Ministerial Complex, Tubman Boulevard, Congo Town

Contract Duration: 2 years with possible extension based on satisfactory performance.

Report Line: Project Coordinator-LIFT

Recruitment: National Position

Type of Contract: Lump Sum Contract

Background

1. The Government of Liberia, through the Ministry of Commerce and Industry (MOCI), has received a Project Preparation Advance (PPA) amount from the World Bank in preparation for the implementation of the *Liberia Investment, Finance and Trade (LIFT) Project: P171997* if approved. MOCI intends to recruit a **Monitoring and Evaluation Specialist** to work within the Project Implementation Unit to be established at the Ministry of Commerce and Industry.

2. The overall objective of the LIFT-P is to improve the investment climate, expand sustainable access to finance, and increase the efficiency of trade in Liberia and help formal MSMEs recover from the impact of the COVID-19.
3. The project supports a Jobs and Economic Transformation (JET) framework for Liberia and its two pillars on which the outcomes sit: better market functioning and improved firm capabilities. In doing so, the project targets six of the ten-building block in this framework as a complement to other parallel activities under the Liberia CPF supporting macroeconomic management, infrastructure services, employment policy and human capital. The project takes account of the Government Recovery Program (GRP) project that seeks to support otherwise viable growth oriented private enterprises that were adversely impacted by the effects of the pandemic. As the mechanism for firm level support is structured, guardrails will be established to prevent adversely impacting financial discipline and commercial credit underwriting needed for a sustained recovery. At the same time, with various indicators highlighting access to finance as an issue, attention to expanding digital financial services (DFS) is needed.
4. In addition to its contribution to the Jobs agenda, the Project design supports a range of IDA priorities including Gender, Climate, Governance, Fragility, Conflict & Violence and Maximizing Finance for Development (MFD). The project will ensure that women-oriented training and eligibility will be included in firm support and financial access component by deliberately incorporating, in the design of project activities, features that seek to address the identified gaps between men and women with respect to their participation in economic activity in the country, especially around differential constraints and performance between women-owned and men-owned firms. These include the reforms to the business environment (e.g., registration, permits and access to finance), as well as activities to support SMEs and entrepreneurs. The project will monitor the extent to which activities are contributing toward closing gender gaps by measuring, among other things: (i) the number of women led MSMEs with a loan through the project; and (ii) the percentage of women that are covered by the credit registry.
5. The Project will be implemented in all 15 counties of Liberia for the next 5 years.

Objective of the Assignment

The objective of the assignment is to establish and maintain the project Monitoring, Evaluation and Learning (MEL) system in line with the Government of Liberia and World Bank's regulations for reporting on progress during the entire life span of the LIFT. This will require development of robust tools for effectively collecting data to track, report, and assess program and project performance, document lessons learned and recommendations for continuous project improvement.

Scope of Services

The MEL is required for implementation of the Liberia Investment, Finance and Trade Project (LIFT-P) in accordance with World Bank Guidelines and other requirements stipulated in the Project Documents; as well as establishing and operating the overall project Monitoring and Evaluation system.

The M& E Specialist will generally ensure the effective monitoring of project processes, activities, outputs, outcomes/impacts. In undertaking these tasks and in line with the government's promotion of a national M&E database and performance management system, the M&E Specialist will liaise (where possible) with the M&E staff of the Ministry of Commerce and Industry as a form of capacity building for the Ministry staff.

Main Responsibilities

- **M&E Framework and Management Information System:**

- ✓ Establish a sound M&E Framework that includes all activities, outputs, outcomes, indicators, data collection methods, timing, and costs;
- ✓ Establish a MEL System that keep track of all project activities, results, and lessons learned;
- ✓ Ensure that appropriate M&E manuals are prepared, established and implemented to provide systematic and quality project data in line with what is recorded in the project appraisal document

- **Data Collection:**

- ✓ Ensure baseline/midline/endline data are collected for all relevant indicators in conjunction with relevant Technical Implementation Ministries and Agencies (TIMAs), LISGIS and MOCI;
- ✓ Ensure timely collection of data as envisioned in the M&E Framework;
- ✓ Manage or supervise external consultants to ensure data collection with quality, accuracy, and adequacy in a timely manner;
- ✓ Coordinate closely with key project stakeholders and TIMAs for data planning, identification of data sources and collation for monitoring purposes;
- ✓ Prepare training manuals and organize regular training and workshops to sensitize enumerators on data collection, data tabulation and reporting systems.

- **Reporting:**

- ✓ Prepare results-focused project quarterly and annual project implementation reports, which will contain evaluation of project progress in relation to the project objectives and outcomes, and planned outputs and activities and with special regard to cross cutting issues of gender, poverty, environment and climate change
- ✓ Coordinate inputs as needed from the PIU Specialists and TIMAs to the preparation of Annual Work Plans and reporting;
- ✓ Review on a regular basis the status of Project implementation to identify corrective measures, bringing to the attention of Project management any problems/issues arising thereof which may hinder implementation of the Project.

- **Participation and Coordination:**

- ✓ Coordinate the project's overall M&E activities by liaising with the Specialists and Staff in the PIU, the World Bank team, as well as TIMAs, including: CBL, MFDP, SBA, LBR, NIC, LRA and others as required;
- ✓ Assist PIU to develop realistic strategic action and work plans, making sure that M&E is mainstreamed into PIU daily activities;
- ✓ Participate in the Bank's missions, including prior mission arrangements and providing all M&E information required by the missions in accordance with mission requirements, especially reports related to the project's M&E.

- **Management:**

- ✓ Manage short-term evaluation consultants – individuals and/or companies.

Carry out any other activities, related to efficiently monitoring the Project and to support the national M&E and MIS system, which are assigned by the Project Coordinator.

Qualifications and Experience

- Master's degree in M & E, Economics, Statistics, public policy or other fields related to business and development.
- Postgraduate training in project management/M&E or related fields is highly desired.
- Minimum of 5 years of working in Monitoring and Evaluation, private sector development, SME development and finance.
- Experience in bilateral or multilateral donor-funded programs with at least 4 years of specific responsibility as an M&E Officer/Specialist is highly desired.
- Excellent practical and working knowledge of advanced software for data analysis such as SPSS, Excel, etc.
- Strong technical training on global M&E operational standards like the DCED is desired.

Key Competencies

Abilities

- Demonstrated ability of prioritizing and managing time to deliver high priority and top-quality products. This ability must be coupled with a tolerance of and capability to manage significant uncertainties in the work program and to undertake a range of tasks simultaneously.
- Ability to critically analyze sources of information in order to determine any limitations in terms of reliability and usability of data;
- Strong aptitude and proven record of working with teams that include support staff, professional staff, and development partners;

Skills and Functional Knowledge

- Excellent interpersonal and team building skills and diplomatic skills with capacity to interact effectively with a range of stakeholders
- Excellent written and spoken communication skills, including presentations in English.
- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications and data-base management systems.
- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general. Experience in Liberia would be an added advantage.
- Working knowledge of the operational modalities for donors' funded projects (World Bank, USAID, UNDP) is strongly desired.
- The candidate must be computer literate, with high proficiency in Computer software operations (Microsoft Word, Excel, Power-Point and data-base management etc.).