



REPUBLIC OF LIBERIA
MINISTRY OF COMMERCE & INDUSTRY
MONROVIA



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Vacancy Announcement

1. INTRODUCTION

The Monitoring and Evaluation policies and procedures of the Enhanced Integrated Framework (EIF) require a final evaluation of all funded projects under its programs. The EIF/SPIU project is implemented by the Ministry of Commerce and Industry, Republic of Liberia. The project commenced operations in November 2009 and is expected to be completed by May 31, 2017 with a possible no-cost extension. Final Evaluation report is to be completed by first week in August 2017.

This Terms of Reference sets out the expectations for this terminal evaluation.

2. BACKGROUND

Liberia experienced fourteen years of civil crisis and a dysfunctional economy between 1990 and 2004. The first elected President and her government, post the civil wars, were inaugurate in January 2006. The new government quickly sought support from and the international community granted financial and technical assistance, including the posting of a huge United Nations military piece keeping force in the country.

Nine years after the above inauguration, Liberia's GDP growth rate was recorded as 8.7% and data from the World Bank and others, indicated that the economy was racing progressively at a pace of achieving the projected two-digit mark.

One of the measures the government embarked upon to address the country's economy woos, was to explore avenues to improve trade through membership of the WTO in Geneva and affiliation with the EIF. In November 2009, the EIF Board endorsed Liberia's proposal to implement the EIF program in Liberia. Subsequently, a MoU in the amount of \$1,499,999.00 was signed between the two parties to enable the GoL, through the MoCI, to deliver the program as stipulated. Over half of this amount was allocated over phases to enable the Country to implement Tier 1 Phase 1 of the program. Based on satisfactory performance reports on the first five years implementation of EIF support program, both financial and activities in Liberia, the Board of EIF endorsed a second proposal submitted by MoCI for a further three year support to May 2016. Also, upon request from Liberia, the parties (EIF and MoCI) agreed to graduate the efficacy of the project by adopting the "Rwanda- model", with some adjustment to suit the local situation – i.e., incorporating all donor funded initiatives, including the EIF National Implementation Unit, under one umbrella project hereafter referred to as the Single Project Implementation Unit (SPIU) to be based at and operated from the official offices of the MOCI. A dedicated full-time team of staff, led by a National Project Coordinator, manages the SPIU.

3. OBJECTIVE OF THE PROJECT

The Objective of the program is of three-fold:

- i) To mainstream trade into national development strategies;
- ii) To set up structures needed to coordinate the delivery of trade-related Technical framework Assistance; and

- iii) To build capacity to trade, which includes addressing critical supply-side constraints.

4. THE FINAL EVALUATION

The Purpose of this exercise is to undertake a detailed review and evaluation of the EIF/SPIU project over its lifespan with the view to facilitate a process, which will document the project outputs and impact against performance indicators as set out in the project-document and/or the MoU, i.e. to assess the efficiency and effectiveness of the project in achieving its intended results. It is anticipated that the National Steering Committee, concerned individuals and agencies in all sectors of the local economy, will take the appropriate actions, grounded on the findings of this documentation.

The Project document instructs that the team commission two evaluations between the projects start and end dates, i.e., a mid-term review, which happened a few years ago and now a Final Evaluation. This Final Evaluation is in fulfilment of the latter part of the mandate.

5. SCOPE OF THE Final EVALUATION

The assignment will entail:

- Coverage of the performance of all activities undertaking in the framework of the project from November 2009 to May 2017, specifically in terms of implementation, deliverables, success and funding and,
- A determination of:
 - Overall success of the formulation of the project and the implementing unit;
 - The extend of implementation of the project,
 - The results of the project and,
 - Sustainability possibilities

Supported by the evidence and logically connected to the findings of the evaluation, the conclusions of the report will be comprehensive and balanced, and should indicate the strengths and weaknesses and outcomes of the project.

6. Evaluation questions

The questions below are inserted to guide the evaluators in designing the evaluation and in collecting data and, should be referenced in the report within the criteria of relevance, efficiency, effectiveness, sustainability and impact of the project.

A) Specific

i. Performance:

- Are resources /inputs (fund, expertise, and time) economically converted into project results? How does the project compare with similar programs or with benchmarks?

ii. Factor analysis:

- Which are the main factors in the project implementation; management and steering that have facilitated or impeded the progress of the NIU in achieving the intended objectives, results and impacts?

iii. Progress:

- How does the output compared with what is expected?
- Is the project fully functional and running as a complete Tier 1 project?
- Are project progress reports and work plans with inputs from stakeholders submitted?

- Is trade mainstreamed into the national development agenda?
- Is there a DTIS Action Matrix monitoring plan?
- Are bankable Tier 2 projects in the pipeline or been implemented?
- Are meetings with donors held regularly?
- Is there increased donor support for trade and funding for DTIS Action Matrix
- Are there reports of ongoing Aid for Trade or from Donor round-table?
- Is there quarterly reporting on aid for trade?

B) General

iv. An assessment/overview of the overall EIF institutional set-up in the country (Focal point, National Steering Committee, NIU) and the organizational links to key ministries and other relevant bodies in Liberia

- Brief review of activities of the NSC and assessment of it; has it worked/functioned.
- Description of tasks, mandate (formalized in government decision) of the Project including an organogram for the NIU. This description should include a table with staff information (name, position, date of engagement with NIU, information on staff being seconded (with indication of with or without salary top-ups), hired for project funds or hired as consultants, information on immediate, previous position held/CV for professional staff).
- The organizational links (including physical location) of the NIU with Ministry of Trade,
- An assessment of how integration/coordination has evolved during project implementation and how it is working.

v. Results and activities for the Tier 1 project

- List and describe main results from the project, including time of start/completion for main activities.
- Indicate activities undertaken by NIU to achieve results, including detail of the DTIS update process and state of play.
- Compare the current log frame with the original log frame. Has the log frame been updated during the project (attach original/updated log frame).

vi. Review of trade mainstreaming processes in the country (In line with the EIF Log frame)

- Does Liberia have a PRSP (or other national development strategy), covering which period, when next one to be prepared.
- Describe how trade aspects have been integrated in existing/being integrated in the upcoming strategy and assess the complementarity between trade and development policies/objectives. How is the institutional set-up for PRSP preparation and consultations on trade aspects?
- Assess and describe if/how the tier 1 project contributed to this process

vii. Trade Policy/export development strategy

- Does Liberia have a trade policy and/or export development strategy. Period covered, when to be updated?
- How has inter-ministerial coordination on trade issues been organized to support elaboration, implementation and monitoring of such strategies?
- Assess and describe if/how the tier 1 project contributed to this process

viii. Engagement with Private sector and other non-governmental stakeholders on trade and trade policy issues

- Does Liberia have a functioning public-private sector consultation mechanism?
- Assess and describe if/how the tier 1 project contributed to this process.

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- ix. Donor coordination on trade related assistance
 - Is there a government and donor consultation on trade related matters?
 - How is it organized in the country– results – assessment of effectiveness?
 - Assess and describe if/how the tier 1 project contributed to this process
- x. Wider mobilization of funds for TRA – formulation of tier 2 projects
 - State of affairs with formulation of new trade related assistance and identification of funding sources.
 - Assess and describe if/how the tier 1 project contributed to this process
- xi. Sustainability
 - How effective has the project been in establishing national ownership?
 - Has the project prepared for an exit plan to ensure a proper hand-over to the national government and institutions after the project ends?
 - Are national stakeholders been involved in project implementation, and are willing and committed to continue with the project?
 - Are the project results likely to be durable? Are results anchored in national institutions and can the national institutions and implementing partners be likely to maintain them financially once external funding ends?

7. METHODOLOGY

Method used to collect and collate data includes desk and field research. Stakeholders listing, relevant ministries, agencies and other sources of reference will be provided to facilitate consultation.

8. MAIN OUTPUTS/DELIVERABLES AND TIMELINE

- *Inception meeting and report:*

An inception meeting will be held immediately upon signing of contract to inform the draft of the evaluation report and to explore avenues to facilitate and accelerate the completion of the assignment among other issues.

- *Draft evaluation report:*

The first draft of the report is required within twenty five calendar days of signing of contract.

- *Final evaluation report:*

The final evaluation report is required to be submitted seven days after receiving a written feedback from the National Project Coordinator.

9. COMPETENCIES OF THE EVALUATORS

- i. The Consulting Firm

Not less than 10 years' experience in undertaking consultancy and/or similar assignment for the UN and/or WTO Funded Projects;

- ii. Key professional staff on this assignment

The following are the minimum Key Staff required for the assignment:

- a. Lead consultant:

Advanced academic degree (MA or PhD) and professional background in fields related to research, project management, and economics. A minimum of five years of relevant experience is required.

Experience in reviewing and evaluating similar projects, preferably those involving UN/WTO/EIF or other development agencies or major donors,

Excellence English written and verbal communication skills,

Technical competence in trade issues is preferred, particularly Aid for Trade and/or in specific sector for Tier II projects;

Knowledge of, and a strong record in, designing and leading evaluations, both qualitative and quantitative evaluation methods; Skills in data analysis and Facilitation skills.

b. Senior consultant:

Academic degree (BSc or MA) and professional background in fields related to research, project management, and economics. A minimum of five of relevant experience in the development sector in Liberia is required.

Proficiency in writing and verbal communication in English

Demonstrated skills and knowledge in participatory monitoring and evaluation processes

10. MANAGEMENT ARRANGEMENTS

The supervision of this Final Evaluation resides with the National Coordinator (NC) of the Project under the guidance of the Chair of the Steering Committee and the Focal Point. The NC, on behalf of the Minister of Commerce and Industry will contract the consultants and ensure the timely provision of schedule payments.

11. TIMEFRAME

a. The Consultants will carry out the Evaluation at the Enhanced Integrated Framework/Special Project implementation Unit of the Ministry. The Consultants will also be expected to visit relevant offices/stakeholders for further investigation as may be considered necessary.

b. *THE CONTRACT IS FOR Forty (40) CALENDAR DAYS AFTER SIGNING OF SAID CONTRACT, WHICH IS EXPECTED TO START ON Friday, 23 JUNE 2017.*

c. At the end of the evaluation, the Consultants will submit 5 hard copies and an electronic copy of the Final Evaluation Report to the National Coordinator of EIF/SPIU.

d. **SCHEDULE OF STEPS IN THE PROCESS: APPROVAL OF ToR TO PRESENTATION OF FINAL EVALUATION REPORT**

Steps	Task	Deadline	Calendar days
1	Approval of ToR	Friday, 14 April 2017	
2	Advertisement	Thursday, 8 June 2017	14 days
3	Inception meeting/contract	Friday, 23 June 2017	1
4	Inception Report	Friday, 30 June	7

		2017	
5	Draft Final Evaluation Report	Tuesday, 25 July 2017	25
6	Submission of feedback	Monday 31 July 2017	6
7	Final Evaluation Report	Monday, 7 August 2017	7
8	Presentation	Friday, 11 August 2017	1

12. ETHICAL CODE OF CONDUCT

The Evaluators are required to adhere to good evaluation practices and ethical principles and, conduct themselves according to the following general ethical code of conduct: Confidentiality of information, e.g., must not transmit nor reveal the contents of documents and information obtained during the evaluation assignment to any third party; shall intimate any possibility of conflict of interest and disclose any real or potential possibility that may cause any conflict of interest; documents made available by the client for the evaluator review and comments, must not be circulated, rented out, or copied to distribute to the third party without authorization of the concerned client.

13. FACILITIES TO BE PROVIDED BY THE CLIENT

The Consultants shall be given access to and shall review relevant documents, such as Project Documents, EIF Compendium, MoUs, the Operational Manual and any other information associated with the Projects and deemed necessary by the Consulting team.

Office and Work space will be made available upon request

14. PAYMENT TERMS

- First installment of 30% of the contract price upon signing of contract.
- Second installment Of 30% of the contract price upon validation of first draft
- Final installment of 40% of the contract price upon validation of Final Report and Evaluators presentation,
- Agreed contract price is inclusive of service tax and other applicable taxes, duties and levies, etc.

15. APPLICATION PROCESS

Interested experts are invited to apply by submitting the following application documents:

- Curriculum Vitae (CV)

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- A Letter Expressing interest in the assignment indicating your experience, skills, qualifications and professional networks fit with the required deliverables (two pages maximum)
- Copies of relevant terminal certificates/degrees and reports via e-mail below or hand deliver to:

**The National Project Coordinator
Enhanced Integrated Framework/
Single Project Implementation Unit
Ministry of Commerce and Industry
Corner, Gurley and Ashmun Streets
Monrovia, Liberia
Email: syaidoo@moci.gov.lr
Mobile: 0886521998/0777521998**