



**RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIA INFORMAL
SECTOR EMPLOYMENT (REALISE) PROJECT**
Capitol Bye Pass, Old Maternity Center, 1st Floor
Monrovia-Liberia



Terms of Reference (TOR)
Monitoring and Evaluation Officer

Background

The Government of Liberia (GoL) has received funding from the World Bank to implement the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) Project. The Project Development Objective is to increase access to income-earning opportunities for the vulnerable in the informal sector in response to crises, expand income and livelihood support to poor and food insecure households, and improve efficiency in managing social protection programs in Liberia. The REALISE project comprises of six components namely: (i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; (ii) Temporary Employment Support and Employability Development for Vulnerable Workers, including labor-intensive public works and life skills and employability training; (iii) Program Implementation, Capacity Building and Coordination; (iv) Contingency Emergency Response Component; (v) Community Livelihood and Agriculture Support; (vi) Social Cash Transfer and Strengthening of the National Social Protection System.

REALISE Project is being implemented by the Ministry of Youth and Sports (MYS), Ministry of Gender, Children and Social Protection (MGCSP), and the Liberia Agency for Community Empowerment (LACE), with technical support from the World Bank and other relevant GoL institutions. The Ministry of Youth and Sports will be responsible for overall coordination of the Project.

To ensure proper coordination of implementation and achievement of the project objectives, the Project Implementing Institutions have set up a single Project Management Team (PMT) to coordinate and manage all aspects of implementation under the REALISE project. The PMT is staffed with individual consultants hired by MYS, LACE, and MGCSP.

Position: Monitoring and Evaluation (M&E) Officer

Location: Monrovia, Liberia

Duration: This assignment is for 18 months with the possibility of extension subject to satisfactory performance and funding availability.

Objectives of the Assignment

The overall objective of the assignment is to facilitate the tracking and reporting of results outlined in the Results Framework of the REALISE Project, as well as promote learning among project implementors.

Duties and Responsibilities

The M&E Officer will be responsible for carrying out the following:

- Lead on the design of an M&E framework to track implementation progress under the Project and oversee the development of the accompanying digital tools/instruments for data collection on project indicators, by contracted firms or consultants;
- Periodically update the Project Results Framework based on data received from other PMT members, Service Providers, and implementing partners;
- Develop an M&E system for the project with performance indicators and targets embedded in the Project's MIS for implementation and tracking of project results;
- Facilitate working relationships with other Ministries, Departments, and Agencies implementing Social Protection interventions, to link project beneficiaries to other complementary services and opportunities;
- Manage the Project's beneficiary database ensuring that the data is secure and always maintains integrity.
- Develop and maintain clear and comprehensive beneficiary data management policies and procedures, including guidelines for data collection, entry, storage, and sharing. This involves compliance with data protection regulations, including privacy laws and regulations related to sensitive personal data.
- Ensure that registration tools and data collected through the registration of applicants are of high quality and consistent with the data collection standards of the project.
- Conduct periodic data assessments, verifications, and cleaning, including user testing, gathering feedback, and working on implementing necessary improvements in order to keep project data updated at all times.
- Develop comprehensive data analysis procedures for the project, including specific objectives and transparent methods.
- Analyze all data reported on the REALISE Project indicators, including verification and validation of reports submitted to the PMT by Service Providers and implementing partners.
- Undertake periodic monitoring visits and organize feedback meetings with PMT members, implementing partners, Service Providers, or other stakeholders on findings and recommendations to guide project implementation as may be required.
- Lead in the collation and production of project quarterly reports for onward submission to the Project Coordinator, relevant steering committees, and the World Bank.
- Lead on the planning and implementation of quarterly project review meetings, including interpreting and translating both quantitative and qualitative results into actionable insights for programmatic decision-making.
- Prepare relevant technical briefing papers and status updates for project heads of REALISE Project implementing institutions and stakeholders.
- Ensure timely processing and dissemination of M&E findings and best practices to facilitate evidence-based planning, learning, and PMT decision-making.
- Undertake periodic reviews of operational, monitoring, and reporting mechanisms, including the preparation of best practices and lessons learned.

- Perform any other duty as may be requested by the supervisor.

Skills and Qualifications:

- A **Bachelor's degree** in Social Sciences, Demography, Statistics, Project Management, Business/Public Administration or related fields, with **at least 5 years** of related professional work experience; or a **Master's degree** in the Social Sciences, Demography, Statistics, Project Management, Business/Public Administration or related fields with **at least 3 years** of related professional work experience;
- Certificate or Diploma in M&E from a recognized Institution is preferred;
- Experience working with international organizations (World Bank, AfDB, AU, EU, etc.) in the area of M&E is **required**;
- Computer literacy, with proficiency in MS Windows & MS Office Suite is **required**;
- A strong background in statistical analysis and use of statistical software is **required**. The successful candidate will be conversant in statistical software such as Stata, Python, and be willing to learn new software as required;
- Excellent writing and communications skills with demonstrated ability to write quantitative and qualitative reports;
- Must be a 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, take initiative, lead teams and exert influence.

Reporting

The M&E Officer will be supervised by the Deputy Project Coordinator for Economic Inclusion and will be responsible for:

- **Monthly Progress Reports**

The monthly progress report shall provide at least the following information:

- Detailed description of the activities performed and results achieved in the latest reporting period (month for which the report was issued) as well as the resources used for performing these activities.
- A brief description and assessment of the current state of all project indicators as per results framework
- Issues encountered in the implementation of project.
- Brief description of activities to be performed in the next reporting period, responsibilities, as well as the resources estimated to be used for performing such activities.
- Expected results in the next reporting period.

- **Quarterly Project Reports**

- Collate progress on project implementation and results from project implementing agencies.
- Report on ongoing monitoring conducted by the PMT and progress made.
- Compile comprehensive Quarterly project reports, including fully updated Results Framework data.

The Monthly Progress Reports and Quarterly Project Reports will be sent to the

Deputy Project Coordinator for Economic Inclusion no later than the 7th day of the next reporting period. (ex. if the report covers the period up to May 30th, 2023, the report must be delivered by latest 7th of June 2023).

All reports shall be subject to the Project Coordinator's prior approval in writing.