

# **TERMS OF REFERENCE FOR MONITORING & EVALUATION SPECIALIST AT THE PUBLIC FINANCIAL MANAGEMENT IMPROVEMENT AND CONSOLIDATION PROJECT (PMICP), MINISTRY OF FINANCE AND ECONOMIC DEVELOPMENT, SIERRA LEONE**

Date of Issue: 28<sup>th</sup> May, 2015

## **1.0 BACKGROUND**

1.1 The Public Financial Management Improvement and Consolidation Project (PFMICP) is a successor to the just ended Integrated Public Financial Management Reform Project (IPFMRP). It will build on and reinforce the successes and addresses the weaknesses of IPFMRP. The Project Development Objective (PDO) is: **“To improve budget planning and credibility, financial control, accountability, and oversight in government finances in Sierra Leone”**. The Project, which will benefit various MDAs and Local Councils, will comprise the following components:

- Component 1: Enhancing Budget planning and credibility
- Component 2: Financial Control, Accountability and Oversight
- Component 3: Supporting the Strengthening of Revenue Mobilization and Administration Systems
- Component 4: Strengthening Local Governance, Financial Management and Accountability Systems
- Component 5: PFM Reform Coordination and Project Management

1.2 To pursue the GoSL’s PFM agenda, the Government has received financing from the International Development Association (IDA), the African Development Bank, European Commission and UK’s Department for International Development for the PFMICP (with an estimated Project duration of four years). The PFMICP will be administered by the World Bank.

1.4 In furtherance of the above objectives, the Government intends to use part of the proceeds of the financing to engage a suitably qualified and experienced candidates to fill the position of a **Monitoring and Evaluation Specialist**.

## **2.0 OBJECTIVES OF THE ASSIGNMENT**

2.1 The objective of the assignment is to appoint a Monitoring and Evaluation Specialist who will serve as the main focal person for all monitoring and evaluation related activities for the PFMICP project. S/he will support the Project regarding the monitoring and evaluation activities S/he will sign a year’s contract initially with possibility of extension based on satisfactory performance. S/he will be located within the Project Management Unit of the PFMICP in the Ministry of Finance and Economic Development, Freetown with frequent travels to the provinces. It is expected that the M&E Specialist would be in post by the end of November, 2014.

### **3.0 RESPONSIBILITIES/SCOPE OF WORK**

3.1 The M&E Specialist would work closely with internal and external stakeholders and will be to coordinate and support all data collection and reporting arrangements on project progress in accordance with the Project Results Framework.

3.2 Specifically, under the supervision and guidance of the Project Manager, the M&E Specialist, will perform the following duties and responsibilities:

- a) Lead the development of and oversee the review of project level Monitoring & Evaluation (M&E) plan and associated work plans for each component/activity (as reflected in the results framework);
- b) Develop TORs for M&E tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods;
- c) Be responsible for sourcing data and information for specific M&E needs directly from other implementing agencies and stakeholders particularly for indicators not requiring a survey;
- d) Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and providing M&E technical assistance;
- e) Oversee and participate in evaluations and assessments.
- f) The M&E Specialist may also serve as the evaluation team member of selected evaluations conducted;
- g) Ensure quality control of M&E outputs (e.g. surveys etc.), including by contributing substantively to the design and field testing of the monitoring methodology, review, supervise design and implementation of the survey, participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks conducted;
- h) Develop and maintain a M&E database for the project and contribute to the maintenance of a database of PFMIC Project;
- i) Maintain a detailed knowledge of all relevant issues impacting his/her field of Monitoring & Evaluation;
- j) Ensuring mentoring and training of project team to foster capacity building on M&E knowledge.
- k) Support monitoring and evaluation missions commissioned by the donors on the project;
- l) Review monitoring and evaluation system/mechanism, process and procedures of the project and forms and formats for project activities under its various components;
- m) Monitor project progress through field visit as may be required, offer feedback and keep regular communication with related field and centre level staff.
- n) Attend, participate and provide necessary inputs for preparation of and during project meeting, Workshops and trainings;
- o) Serve as focal point for providing M & E inputs on Implementation Progress Reports (IPRs);
- p) Prepare and submit M&E inputs as per the Results Framework to the consolidated quarterly/ annual project implementation progress reports meeting the deadline as per the requirement of project and World Bank;
- q) In close collaboration with PFMRU of MoFED, support the design and implementation of an integrated M&E system with MDAs involved in PFMICP reforms;

- r) Provide quarterly M&E reports to Project Manager as well as to the PFMRU of MoFED;
- s) Guide the process for identifying the key performance indicators and parameters for monitoring Local Government and comparing them to targets, and design the format for such performance reports
- t) Prepare consolidate progress reports for project management to submit to the relevant stakeholders, in accordance with approved reporting formats and schedule;
- u) Support other relevant staff of the Project to support the PM in coordinating the preparation and consolidation of annual work plans, monthly and quarterly, Project reports and other deliverables;
- v) Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations;
- w) Tracking progress made on the Project's Results Framework during project implementation ;
- x) Undertake relevant field visits to ensure achievement of the objectives of his/her assignment;
- y) Support the coordination of Implementation Support Missions, Technical and Review Missions including logistical arrangements thereof as agreed by the Government of Sierra Leone and the Development Partners, and follow up on the implementation of agreed actions arising from those missions;
- z) Accomplish others tasks related for preparing, monitoring, evaluation and management information system as per the need of project assigned by Project Manager.
- aa) Other duties as may from time to time be assigned him/her.

As the focal person for the M&E at the PMU, the M&E specialist will work closely with all other members of the PMU and work in close coordination with M&E Officers of the key stakeholders/MDAs.

#### **4.0 REPORTING/DELIVERABLES**

4.1 The M&E Specialist will report directly to the Project Manager and will be expected in addition to his/her tasks for providing /preparing following deliverables, among others:

- a) M&E inputs to Monthly/Quarterly/Yearly Project Implementation Progress Report;
- b) M&E implementation plan for the PFMIC Project;
- c) TORs for surveys
- d) Inputs to PFMIC program and component level indicators; M&E inputs to good practice case studies
- e) Monitoring and Supervision report as per the requirement.
- f) Prepare and submit Guidelines/Manuals of concerned fields as per the need of the project.
- g) Reports and proceeding of seminars, workshops and training

#### **5.0 QUALIFICATIONS & EXPERIENCE**

- a) Post-graduate degree in public administration or business management or sciences or financial management or Social science or statistics or economics.

- b) Eight years relevant work experience in in M&E five of which must have been at a managerial level within an internationally funded project or NGO. Experience working in areas directly related to public sector reform would be a plus;
- c) Experience in the design and/or implementation of an M & E system, preferably in the public sector;
- d) Experience in conducting training and facilitation of M+E activities.
- e) The M&E Specialist should possess excellent technical skills in socio-economic research and program and project performance assessment.
- f) Excellent data analytical skills and interpretation. S/he must have ability to write clearly and concisely, and have sound quantitative skills (managing, analysing and interpreting data).
- g) Demonstrated experience in monitoring and evaluation of development project activities.
- h) Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders in a sensitive environment. S/he must be able to respond quickly to requests for information
- i) S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- j) Fully proficient in the following software applications: Word, Excel and Power Point.
- k) High level computer skills in statistical programmes such as SPSS, STATA, SAS. Experience in training and facilitation of M&E activities.
- l) Broad knowledge and understanding of public sector reform, public financial management performance assessments would be a plus;
- m) Very strong planning, system development and organizational skills including results based management.

## 5.2 Other Qualities or Requirements

- Willingness and ability to work effectively under pressure and ability to multi-task;
- Strong conceptual and analytical skills and demonstrated organizational, management & supervisory skills;
- Willingness and ability to work in a team;
- Excellent interpersonal skills, strong verbal and written communication skills in English;

## 6.0 GENERAL INFORMATION

- All posts will be advertised on an equal opportunity basis and qualified women and men are encouraged to apply.
- Attractive salaries and conditions of service will be offered to the successful candidate.
- Employment will be on full-time basis, and contracts will be for one year subject to annual review with a possibility of renewal.

## 7.0 Facilities and Services to be Provided by the Client

The Client will provide:

- i. Access to all information and stakeholders to facilitate the assignment

- ii. Adequate office space with essential office furniture and office equipment; and
- iii. Access to Internet, and network resources, where necessary.

## **8.0 Period of the Assignment**

8.1 The duration of the assignment is for an initial period of 12 months with possibility of extension based on satisfactory performance of the assignment (based on the unit rates included in the original signed contract). The candidate is expected to be on board by 27<sup>th</sup> July, 2015.

## **9.0 Location**

The M&E Specialist will be located within the Project Management Unit of the PFMICP in the Ministry of Finance and Economic Development, Freetown, Sierra Leone with frequent travels to the provinces.

## **10.0 General Information**

- The post is advertised on an equal opportunity basis and qualified women and men are encouraged to apply.
- Competitive and attractive salaries and conditions of service will be offered to the successful candidate.
- Employment will be on full-time basis, and contracts will be for one year subject to annual review with a possibility of renewal.
- The performance criteria that will be used to assess the performance of the successful candidate at regular intervals and based upon which the contract may be continued or terminated are the effectiveness, efficiency and quality of delivering on the Scope of Services, Duties and Responsibilities and Deliverables of the assignment.

## **11.0 Language of Assignment**

The language of the assignment shall be English Language.

## **12.0 Mode of Application**

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: Please do not send originals) with the names and addresses of three referees, one of which should be the last or current employer and addressed to:

**The Senior Deputy Financial Secretary (Fiscal)**  
**Ministry of Finance and Economic Development**  
**Treasury Building**  
**George Street**  
**Freetown, Sierra Leone**

**Or**

By E-mail application as attachment (including all supporting documents) to:  
[pfmicpmu@mofed.gov.sl](mailto:pfmicpmu@mofed.gov.sl) and [mofedpfmicp@gmail.com](mailto:mofedpfmicp@gmail.com).

Please indicate clearly on the envelop (in the case of hard copy application) or in the email subject heading and attachment (in the case of electronic applications) the post for which application is made.

***Closing Date:***

The Closing Date and time for receipt of applications is **12<sup>th</sup> June, 2015 at 5:00 pm GMT.**

**Only short-listed candidates will be contacted.**