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**GOVERNMENT OF SIERRA LEONE  
PROJECT FIDUCIARY MANAGEMENT UNIT –PFMU  
MINISTRY OF FINANCE  
DATE OF ISSUE: 14<sup>th</sup> October, 2020  
SIERRA LEONE ECONOMIC DIVERSIFICATION PROJECT  
RECRUITMENT OF A MONITORING AND EVALUATION SPECIALIST**

The Government of Sierra Leone, through the Ministry of Finance is preparing the Sierra Leone Economic Diversification Project (SLEDP) which aims to facilitate investment, SME growth, and entrepreneurship in non-mining productive sectors in Sierra Leone. The project will achieve this by strengthening the business enabling environment, facilitating strategic public investments to improve competitiveness and investment, supporting SMEs and entrepreneurs, and building the capacity of public institutions and private sector operators.

The Project has three components:

**Component 1: Improving the Business Environment and Building Public Capacity**

The objective of this component is to support policy reforms that will facilitate business entry and operation, including registration of all types of business, and obtaining all types of licenses, permits and approvals needed for a business to operate in Sierra Leone. The component will address access to finance and financial inclusion for SMEs, and constraints to transferring property (land) and obtaining construction permits. It will also include the development of communication campaigns specific to the needs to target communities including women and people with disabilities. It will also include activities to increase public sector capacity in the ministries and agencies driving the economic diversification agenda in Sierra Leone.

**Component 2: SMEs and Entrepreneurship**

The objective of this component is to facilitate SME growth and stimulate entrepreneurship in high-growth productive sectors by addressing critical firm-level and sector-level constraints. Current challenges to SME growth in Sierra Leone include (i) low access to information (ii) poor last mile infrastructure (iii) limited access to finance, (iv) weak capacity to scale businesses. Specific activities in this component to address these challenges include: public goods investment, SME and start-up acceleration, and early-stage financing.

**Component 3: Project Management and Monitoring**

Component three will provide the necessary technical, advisory, and financial support for the adequate implementation, management, and coordination of project activities. This component will also include activities to ensure that monitoring and evaluation systems for project and sector-wide analysis are upgraded and sustained. Finally, it will include the monitoring of safeguards issues related to project implementation, and a robust citizen engagement and communications program for project and social inclusiveness.

**Project Beneficiaries**

The primary beneficiaries of this Project are Sierra Leonean growth-oriented SMEs, entrepreneurs, destination communities, organizations, and investors, in addition to line agencies and entrepreneurship institutions whose capacity to execute their sub-programs will be strengthened.

The project will put a focus on women-owned and operated businesses and look to encourage female entrepreneurship. The tourism sector will be one of the priority sectors for the project and it is expected that a significant amount of public sector investments will be required to improve the competitiveness of the sector and reduce the risk for investments from the private sector.

### **Purpose of the position**

The purpose of the assignment is to establish and manage a robust monitoring and evaluation system with well-defined results, milestones, and targets or implementation of the SLEDP. The assignment also requires development of robust tools for effectively collecting data to track, report, and assess program and project performance, identifying bottlenecks and recommendations for continuous project improvement.

#### **1. Duties and responsibilities:**

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

##### **i. M&E Framework and Management Information System**

- Lead the development of and oversee the review of project level Monitoring & Evaluation(M&E) plan and associated work plans for each component/activity
- Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and providing M&E technical assistance
- Develop and maintain an M&E database for the project and contribute to the maintenance of the database
- Support the design and implementation of an integrated M&E system for the implementing of the Project including consideration of World Bank Geo-enabled Monitoring Systems (GEMS)

##### **ii. Data Collection**

- Ensure timely collection of baseline data for all relevant project activities in line with the M&E Framework
- Manage or supervise external consultants to ensure data collection with quality, accuracy, and adequacy in a timely manner
- Coordinate data planning, identification of data sources and collation with key Project stakeholders for monitoring purposes

##### **iii. Reporting**

- 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
- Provide quarterly M&E reports for the Project
- Prepare consolidated progress reports for project management to submit to the relevant stakeholders, in accordance with approved reporting formats and schedule
- Support other relevant staff of the Project to support the Project Coordinator in coordinating the preparation and consolidation of annual work plans, monthly and quarterly, Project reports and other deliverables
- Review monitoring reports, analyse them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations
- Work with the Project Coordinator to ensure the dissemination of project reports and results

#### **iv. Participation and Coordination**

- Ensuring mentoring and training of project team to foster capacity building on M&E knowledge
- Support monitoring and evaluation missions for the Project commissioned by the World Bank
- Monitor project progress through field visit as may be required, offer feedback and keep regular communication with related field and centre level staff
- Attend, participate and provide necessary inputs for preparation of and during project meeting, workshops and trainings
- Serve as focal point for providing M &E inputs on Implementation Progress Reports (IPRs)
- Tracking progress made on the Project's Results Framework during project implementation
- Support the coordination of Implementation Support Missions, Technical and Review Missions including logistical arrangements and follow up on the implementation of agreed actions arising from those missions

#### **v. Management**

- 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
- Manage and review the output of evaluation consultants hired by the project

#### **vi. Other Responsibilities**

- Accomplish others tasks related for preparing, monitoring and evaluation per the need of project assigned by Project Coordinator
- Other duties as may from time to time be assigned him/her

### **2. Key Deliverables**

The M&E Specialist will be expected in addition to his/her tasks for providing /preparing following deliverables, among others:

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

### **3. Required qualification**

- The candidate should have a Master's degree in advanced degree in social sciences, statistics, economics, public policy or other fields related to business and development, post graduate training in a relevant field is highly desired
- At least 5 years of experience working in monitoring and evaluation particularly relating to private sector development, SME development; or five years' relevant experience with a Master's degree
- Strong preference will be given to candidates who also possess good technical training on global M&E operational standards like the DCED and also market systems development training (M4P, VCD, GEMS etc.)
- Experience with World Bank projects an advantage

#### **4. Functional knowledge, skills and competencies**

- Knowledge of statistical as well as data collection methods
- Understanding of monitoring and evaluation techniques in gathering, analysing and presenting qualitative and quantitative data
- Must be computer literate, with high proficiency in Computer software operations (Microsoft Word, Excel, Power-Point and data-base management etc.)
- Strong communications and presentation skills with an advanced proficiency to speak and write in English is required
- Strong aptitude and proven record of working as a member of a team and with development partners
- Ability to prioritize and manage time to deliver high priority and top-quality products
- Strong interpersonal skills with capacity to interact effectively with a range of stakeholders
- Willingness and ability to conduct field visits as required throughout the project life-cycle

#### **Mode of Application**

All applications in writing should be accompanied by up-to-date Curriculum Vitae and supporting documents (Note: 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 Secretariat  
Project Fiduciary Management Unit  
Ministry of Finance  
Africanus House, 1st Floor  
13A Howe Street  
Freetown, Sierra Leone**

**Or by E-mail application as attachment (including all supporting documents)  
to: [sleconomicdiversification@gmail.com](mailto:sleconomicdiversification@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 **28<sup>th</sup> October, 2020 at 4:00 pm GMT.**

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