



REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES – INDIVIDUAL SELECTION)

ADDENDUM TO THE PREVIOUS PUBLICATION

**REPUBLIC OF LIBERIA
MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
LIBERIA WOMEN EMPOWERMENT PROJECT
LOAN No. IDA- 7168-LR
GRANT No. IDA- E-0910-LR**

**CONSULTANCY SERVICES FOR THE PROVISION OF INDIVIDUAL CONSULTANT
AS MONITORING AND EVALUATION SPECIALIST UNDER THE LIBERIA WOMEN
EMPOWERMENT PROJECT**

(REFERENCE NO: LR-MOGCSP-370932-CS-INDV)

1. This request for expressions of interest follows the General Procurement Notice for this project that was published on June 6, 2023.

The Government of Liberia has received a Credit in the amount of US\$26.8 million and Grant in the amount of 17.8 million from the World Bank towards the cost of the Liberia Women Empowerment Project, and it intends to apply part of the proceeds towards eligible payments for **Consulting Services for Provision of Monitoring and Evaluation Specialist Under the Liberia Women Empowerment Project.**

2. OBJECTIVE OF THE ASSIGNMENT

The Monitoring and Evaluation (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 Gender M&E database and performance management system, the M&E Officer will work in close liaison with the PMU and M&E staff of the Ministry of Gender, Children and Social Protection (GCSP) and M&E Unit of the Ministry of Finance and Development Planning (MFDP) and Liberia Institute of Statistics and Geo-Information Services (LISGIS), as well as other project stakeholder agencies. The M&E Officer will work closely with the M&E team from the Lead Service Provider (LSP)

3. The Ministry of Gender, Children and Social Protection now invites eligible individual consultants to indicate their interest in providing the required Services for the Liberia Women Empowerment Project. Interested Consultants should provide information demonstrating that they have the required qualification and experience to perform the Services by submitting a **cover letter** and **updated CV**. See qualification and experience criteria below:

4. **QUALIFICATION AND EXPERIENCE**

Minimum Academic Professional Qualifications :

A Minimum of Bachelor Degree in Social Science, Development, Economics, Statistics or related discipline. A Master Degree is an added advantage.

- Experience with World Bank projects and results frameworks
- Experience managing large household surveys
- Experience establishing and managing national M&E systems
- At least 5 years of work experience in bilateral or multilateral donor-funded programs familiar with Government of Liberia Gender's Policies with at least 3 years of specific responsibility as an M&E Officer.

I. **Key Competentes**

Abilities

- Demonstrated ability to lead, plan, coordinate, supervise and manage a team.
- Demonstrated ability to achieve results within time and budget.
- Self-motivated professional with the ability to work under difficult conditions, and minimum supervision.
- Excellent Data Management, Data Analysis Skills.

Skills

- Excellent oral and written English.
- Proven strong analytical skills and relevant professional experience in conducting gender assessments.
- Computer literacy, especially Microsoft Office and Excel and proficient in computer applications related to the tasks.
- Excellent team building and interpersonal skills.
- Tolerant and culturally sensitive, knowledgeable in dealing with local environment.
- Strong networking skills and the ability to work with stakeholders from diverse backgrounds.
- Working knowledge of World Bank and GoL M&E, social and environmental safeguard rules and procedures is advantageous.
- Must be familiar with women empowerment in Liberia.

Performance Criteria:

The following performance criteria will be used to assess the performance of the M&E Specialist at regular intervals and based upon these assessments the contract with the MGCSP may be continued or terminated. The M&E Officer will be evaluated at the end of a 3-month probation period, midyear and, at the end of the one year based on the following parameters:

- Quality and timeliness Annual work plan, budget and other required documents,
- Quality of documentation submitted for prior review;
- Quality of gender related data/information and filing;
- Quality of documentation submitted during post reviews;
- Quality and timeliness of required reports (Quarterly & Annually).

5. GENERAL INFORMATION

- a. This assignment covers an initial trial period of three (3) months. Based on an assessment of the Monitoring and Evaluation Specialist performance, the assignment may be extended beyond October, 2024.
- b. The Ministry of Gender, Children and Social Protection through the Liberia Women Empowerment Project, is a gender sensitive institution. Females are encouraged to apply;
- c. Only shortlisted candidates will be contacted for the selection process.

The Applicable guideline for this recruitment is: *Procurement Regulations for IPF Borrowers (Procurement in Investment Project Financing-Goods, Works, Non-Consulting and Consulting Services: July 1, 2016. Revised November 2020)* Selection will be done using the Individual Consultancy Selection Method using the following link below:

<http://pubdocs.worldbank.org/en/178331533065871195/Procurement-Regulations.pdf>

Further information can be obtained at the address below during office hours 0900 to 1600 hours.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **16:00 GMT** on or before August 17, 2023. **Envelopes or subject of emails must be marked “Ref: EXPRESSION OF INTEREST FOR CONSULTANCY SERVICES FOR THE PROVISION OF MONITORING AND EVALUATION UNDER THE LIBERIA WOMEN EMPOWERMENT PROJECT”.**

Ministry of Gender Children and Social Protection
EJS Ministerial Complex
Congo Town, Montserrado County

Monrovia, Liberia

Attention: Human Resource Department

Tel: +231(0)770-115-545

Email: mgcsphr@gmail.com cc: nigbamargaret8@gmail.com

CONSULTANCY SERVICES FOR THE PROVISION OF MONITORING & EVALUATION SPECIALIST

INDIVIDUAL CONSULTANT TERM OF REFERENCE

I. Background

The Government of Liberia, through the Ministry of Gender, Children and Social Protection, has received support from the World Bank, for the implementation of the Liberia Women Empowerment Project (LWEP) in line with the Government of Liberia's national development strategy (Pro-Poor Agenda for Prosperity and Development). The Project Development Objective (PDO) is to reduce harmful social norms and improve livelihood opportunities for women in project areas while strengthening the institutional capacity of the Government of Liberia to advance gender equality. The LWEP comprises of five components, namely: i) Addressing social norms and mobilizing communities; ii) Enhancing basic GBV and ASRH services in health and education; iii) Promoting resilient livelihoods through community-led approaches; iv) Strengthening public institutions to advance gender equality; and v) Project management, monitoring and evaluation, and policy dialogue. The project will also complement ongoing World Bank projects in Liberia that are building human capital and developing economic opportunities for women and girls while filling key gaps. The project will be implemented in 6 counties over 5 year's period. In order to achieve the objectives of the LWEP, MGCSP has set up a Project Management Unit.

II. Scope of Services:

The Monitor and Evaluation (M&E) Officer 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 Gender M&E database and performance management system, the M&E Officer will work in close liaison with the PMU and M&E staff of the Ministry of Gender, Children and Social Protection (GCSP) and M&E Unit of the Ministry of Finance and Development Planning (MFDP) and Liberia Institute of Statistics and Geo-Information Services (LISGIS), as well as other project stakeholder agencies. The M&E Officer will work closely with the M&E team from the Lead Service Provider (LSP)

III. Duties and Responsibilities:

Specific responsibilities of the Monitor and Evaluation Officer will include, but not limited to the following:

- Review the project's results framework and finalize the definition, method of collection, and formula for each indicator.
- Establish and operationalize an M&E system to capture and report on indicators from the results framework and other relevant indicators. The system should ensure accurate and timely aggregation of results from community to national level.
- Establish a detailed three-year work plan with the assistance of a Technical Consultant;
- Develop TORs for the independent Technical Consultant who will be engaged to develop and rollout the project's M&E system;
- Manage the MGCSP gender-based Information Management System (IMS) to ensure a proper flow of information to and from the operational level to the PMU, and especially the provision of timely and adequate information for decision-making by Project Steering Committee (PSC) and the Executing Agency (MCSP);
- Liaise regularly with the Lead Service Provider and County Coordinators who are responsible for data collection at the sub-national level (including the integration of the SASA! Learning and Assessment framework);
- Organise the baseline/Midline/Endline survey in conjunction with the MFDP, LISGIS, LSP and MGCSD in collaboration with the Technical Consultant and World Bank technical team;
- 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;
- Analyse and generate information on the project's multi-sectoral sex-disaggregated data and lessons learned;
- 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 and other updates/briefs as deemed necessary;
- Ensure that appropriate M&E manuals are prepared, established and implemented to provide systematic and quality project data in line with the project's M&E system and its rollout;
- Work closely together with the Communications officer in distilling data and generating knowledge products for dissemination through the various communication channels;
- 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 results framework;
- Coordinate and consolidate periodical reports from various collaborating and/or facilitating agencies on the implementation of community activities as well as those of Implementation Partners and Service Providers; and
- Carry out any other activities, related to efficiently monitoring the Project and to support the national M&E and IMS system, which are assigned by the Project Coordinator.

IV. Key Qualifications and Minimum Experience

A Minimum of Bachelor Degree in Social Science, Development, Economics, Statistics or related discipline. A Master Degree is an added advantage.

- At least 5 years of work experience in bilateral or multilateral donor-funded programs familiar with Government of Liberia Gender's Policies with at least 3 years of specific responsibility as an M&E Officer.
- Experience with World Bank projects and results frameworks
- Experience managing large household surveys
- Experience establishing and managing national M&E systems

V. Key Competentes

Abilities

- Demonstrated ability to lead, plan, coordinate, supervise and manage a team.
- Demonstrated ability to achieve results within time and budget.
- Self-motivated professional with the ability to work under difficult conditions, and minimum supervision.
- Excellent Data Management, Data Analysis Skills.

VI. Skills

- Excellent oral and written English.
- Proven strong analytical skills and relevant professional experience in conducting gender assessments.
- Computer literacy, especially Microsoft Office and Excel and proficient in computer applications related to the tasks.
- Excellent team building and interpersonal skills.
- Tolerant and culturally sensitive, knowledgeable in dealing with local environment.
- Strong networking skills and the ability to work with stakeholders from diverse backgrounds.
- Working knowledge of World Bank and GoL M&E, social and environmental safeguard rules and procedures is advantageous.
- Must be familiar with women empowerment in Liberia.

Performance Criteria:

The following performance criteria will be used to assess the performance of the M&E Officer at regular intervals and based upon these assessments the contract with the MGCSP may be continued or terminated. The M&E Officer will be evaluated at the end of a 3-month probation period, midyear and, at the end of the one year based on the following parameters:

- Quality and timeliness Annual work plan, budget and other required documents,
- Quality of documentation submitted for prior review;
- Quality of gender related data/information and filing;
- Quality of documentation submitted during post reviews;
- Quality and timeliness of required reports (Quarterly & Annually).

VII. Applicable Guidelines

The Applicable guidelines for this recruitment is: **Procurement Regulations for IPF Borrowers (Procurement in Investment Project Financing-Goods, Works, Non-Consulting and Consulting Services: July 1, 2016. Revised November 2020)**. Selection will be done using the Individual Consultancy Selection Method.

<http://pubdocs.worldbank.org/en/178331533065871195/Procurement-Regulations.pdf>

Duration of Assignment:

Expected duration of all assignment is 24 months. Contracts will be renewed based on satisfactory performance. The services will be provided on a full-time basis.

VIII. Duty Station:

The Monitoring and Evaluation Specialist will be assigned at the Ministry Gender, Children and Social Protection Ministerial Complex, Congo Town Monrovia Liberia, and may need to travel to counties when needed for the project.

IX. Reporting:

Prepare monthly, quarterly, periodic and annual progress/ monitoring reports on operational activities related to Monitoring & Evaluation issues of the project as described below:

Monthly progress reports:

The Monitoring and Evaluation specialist shall prepare concise Monthly Progress Reports covering progress towards achieving the objectives in this ToR as well as identified areas of weaknesses and strategies for improvement of said activities. The reports shall provide a brief but comprehensive end-of-month progress assessment. Tabulated representations of the work program, details of impediments to the performance and proposals for overcoming them. These reports shall be submitted to the Project Coordinator within or not later than the 7th day of the succeeding month. The report will be assessed and appraised by the Project Coordinator.

Quarterly Progress Reports:

These reports shall make use of the information previously reported monthly, but suitably modified to include, summarize, and draw conclusions on all pertinent issues concerning the assignment. In addition, the Quarterly Progress Reports shall summarize the Monitoring & Evaluation specialist activities, with solutions adopted, and any other relevant information considered necessary in respect of the services delivery. Each of these reports shall be submitted to the Project Coordinator not later than the 7th day of the first month of the following quarter as well as the World Bank office.