



**Ministry of Gender, Children, and Social Protection
Republic of Liberia
Ministerial Complex, Congo Town
Monrovia, Liberia**



**Liberia Women Empowerment Project
LWEP #: P173677**

Terms of Reference

Monitoring & Evaluation Consultant

REPUBLIC OF LIBERIA

LIBERIA WOMEN EMPOWERMENT PROJECT

Credit No: 7168-LR

Grant No: E0910-LR

Assignment Title: MONITORING AND EVALUATION CONSULTANT

Reference No: LR-MOGCSP-499483-CS-INDV

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, the Pro-Poor Agenda for Prosperity and Development (PAPD). 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 years period; beginning with two pilot counties. In order to achieve the objectives of the LWEP, MGCSP has set up a Project Management Unit (PMU) to manage this project, the PMU is staffed by experienced consultants to strengthen MGCSP staff in key project functions – project management, procurement, financial management, safeguards supervision, and monitoring and evaluation and coordination.

Objective of the Assignment

The Monitoring and Evaluation consultant will assess the current capacity gaps and needs of the MGCSP M&E Department and i) help develop a user-friendly Monitoring, Evaluation, Accountability, Learning, and Knowledge Management (MEALKM) system) for the MGCSP based on global best practices and lesson learned from similar projects; and ii) build MGCSP capacity to perform M&E of LWEP and other similar projects. The consultant will lead on the



**Ministry of Gender, Children, and Social Protection
Republic of Liberia
Ministerial Complex, Congo Town
Monrovia, Liberia**



**Liberia Women Empowerment Project
LWEP #: P173677**

LWEP M&E activities as well as the associated county monitoring alongside relevant stakeholders working on the project. The consultant will undertake these tasks in line with the government 's national Gender M&E database and performance management system. The consultant will work in close liaison with the PMU coordinator and M& E staff of the Ministry of Gender, Children and Social Protection, 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 and agencies. The objective of the assignment is to establish and maintain the project Monitoring, Evaluation and Learning (MEL) system in line with the Government of Liberia and World Bank's regulations for reporting on progress during the entire life span of the LWEP.

Scope of Services

The MEL is required for implementation of the Liberia Women Empowerment Project (LWEP) in accordance with World Bank Guidelines and other requirements stipulated in the Project Documents; as well as establishing and operating the overall project Monitoring and Evaluation system.

The M& E Consultant 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 M&E database and performance management system, the M&E Consultant will liaise (where possible) with the M&E staff of the Ministry of Gender, Children and Social Protection (MGCSP) as a form of capacity building for the Ministry staff.

Main Responsibilities

- Manage the LWEP Monitoring and Evaluation System 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 Management;
- Prepare training manuals and organize regular training and workshops to sensitize field enumerators on data collection, data tabulation and reporting systems.
- Support in organizing the baseline/Endline survey in conjunction with the MGCSP, MOA and collaboration with the Lead Service Provider/NGO and or consortium and the World Bank and other technical advisors.
- Take lead responsibility in drafting TORs for independent survey firms to implement endline surveys
- Ensure that appropriate M&E manuals are prepared, established and implemented to provide systematic and quality project data in line with what is recorded in the project appraisal document. Including preparation of required forms to collect data on results framework indicators. Support the implementation of a rigorous impact evaluation (RCT) of the project. Participate and contribute to discussions on community selection,



**Ministry of Gender, Children, and Social Protection
Republic of Liberia
Ministerial Complex, Congo Town
Monrovia, Liberia**



**Liberia Women Empowerment Project
LWEP #: P173677**

randomization, and data collection. Lead coordination among the PMU, LSP, MGCSP and other GoL stakeholders on the impact evaluation.

- Review on a regular basis the status of Project implementation to identify corrective measures, bringing to the attention of Project Coordinator any problems/issues arising thereof which may hinder implementation of the LWE Project
- Prepare results-focused project quarterly and annual project implementation reports, which will contain monitoring 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.
- 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 M&E and 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.
- Provide support in the rollout and finalization of the MGCSP Gender IMS database and support rounds of training to the Ministry of Gender Children and Social Protection and the Ministry of Agriculture on disaggregated data generation capacity, reporting, and monitoring.
- Provide support for the finalization of MGCSP's overall capacity enhancement, and strategic plan and support its rollout and implementation.
- Carry out any other activities, related to efficiently monitoring the Project and to support the LWEP MIS as well as MGCSP's national M&E and MIS, as assigned by the Project Coordinator.

Qualifications and Experience

- Master's degree in Economics, Agricultural Economics, or Statistics. Additional specialized postgraduate training in impact evaluation is preferred.
- At least 10 years of experience designing MEALKM systems for development project(s).
- Skills in document design (MS Word or Google Docs), database maintenance (MS Access, MS Excel, or Google Sheets), and visual presentations (MS PowerPoint or other tools).
- Experience establishing and managing national M&E systems, including developing and reporting on results indicators.
- Minimum of 5 years of experience coordinating surveys for impact evaluation, including the design of household survey instruments and the management of large-scale household surveys



**Ministry of Gender, Children, and Social Protection
Republic of Liberia
Ministerial Complex, Congo Town
Monrovia, Liberia**



**Liberia Women Empowerment Project
LWEP #: P173677**

- Experience working on at least 3 rigorous impact evaluations with a counterfactual research design (e.g. RCTs).
- 3-5 years of experience on at least one of the following: micro-survey data analysis, sample size calculations, economic efficiency analysis; and/or demographic projections.
- Experience with ODK programming or Survey CTO programming is required.
- Minimum of 5 years of working experience in bilateral or multilateral donor-funded programs with at least 4 years of specific responsibility as a Survey Specialist, Poverty Economist, or M&E Specialist, and familiarity with the Government of Liberia Gender's Policies.
- Excellent practical and working knowledge of advanced software for data analysis such as SPSS, Excel, etc.

Key Competencies Abilities

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor her/his own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated.
- Ability to think strategically and conduct dialogue on environmental and social issues, rural development, climate change, etc.

Skills

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



**Ministry of Gender, Children, and Social Protection
Republic of Liberia
Ministerial Complex, Congo Town
Monrovia, Liberia**



**Liberia Women Empowerment Project
LWEP #: P173677**

Facilities

- The M & E Consultant shall work at the LWEP PMU office. All working facilities necessary for the implementation of the LWEP in the capacity as earlier mentioned (such as reasonable office space, office furniture, local telephone line, internet access and equipment necessary to undertake the tasks assigned) shall be provided by the PMU.

Duration of Service

- The M & E Consultant is to be hired for a period of one year with a renewable contract if performance is satisfactory. The services will be provided on a full-time basis.

Reporting Obligation

- The M & E Consultant will report directly to the PMU Project Coordinator. In regard to the working relationship of the M & E Consultant with other staff members, the incumbent is expected to be self-sufficient and conduct her/himself in the highest professional manner. She/he will assist in the preparation or production of all regularly required internal and external reports.