



MINISTRY OF AGRICULTURE
REPUBLIC OF LIBERIA
PROGRAM MANAGEMENT UNIT



**SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION
PROJECT (STAR-P)**

**REQUEST FOR EXPRESSIONS OF INTEREST
(INDIVIDUAL CONSULTANCY)**

Liberia: Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P)

Credit No./Project No.: CR 6360-LR/P160945

Assignment: Individual Consultancy to recruit a Monitoring and Evaluation Assistant - STAR-P

The Government of Liberia has received financing from the World Bank toward the cost of the **Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P)** and intends to apply part of the proceeds to recruit a Monitoring and Evaluation Assistant for the STAR-P.

The services to be carried out by the Monitoring and Evaluation Assistant under the supervision of the Monitoring and Evaluation Officer include: monitoring the field activities based on project implementation plan and Result Framework through STAR-P monitoring and evaluation tools; assisting to developing operational monitoring tools (checklist, questionnaires, databases, interview and survey forms, etc.); carrying out monthly data collection, data entry & data analysis based on project requirements with ensuring from data accuracy and reliability; providing timely inputs for new initiatives and improvements on M&E issues to the management team; participating in the project's quality, implementation, particularly through identifying weaknesses and strengths in STAR-P M&E issues and report to the management team; participating in the evaluation of the project's results and achievements.; actively collaborate with Database Entry Officer and provide inputs to develop databases on project activities and assist to updating regularly the database according to the project requirements; actively participate to project implementation & coordination meetings; assisting to developing technical concepts, guidelines, manuals, procedures, and concept papers on M&E issues upon request of the management team; providing inputs to project reports and publications upon request of the management team; preparing weekly/monthly schedule of monitoring and evaluation related activities; providing M&E verbal and written reports on a weekly basis to the management team; assisting in maintaining a clear and transparent filing system, among others.

The Ministry of Agriculture now invites eligible individual consultants to indicate their interest in performing the Services. Interested Individual Consultants should provide updated Curriculum Vitae (CV) and relevant documents indicating that they have the required qualifications and relevant experience to perform the Services.

The shortlisting criteria include University degree in Social Sciences or other relevant field; at least 3 years of working experience in a similar position with local or International NGO;

The detailed Terms of Reference (TOR) for the assignment can be found at the following websites:

- a) www.emansion.gov.lr
- b) www.moa.gov.lr

The attention of interested individual Consultants is drawn to Section III, paragraphs, 3.14, 3.16, and 3.17 of the World Bank's "Procurement Regulations for IPF Borrowers" dated July 2016, revised November 2017, and August 2018, setting forth the World Bank's policy on conflict of interest. Please refer to *paragraph 3.17 of the Procurement Regulations* on conflict of interest related to this assignment which is available on the Bank's website at <http://projects-beta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-new-framework>

An Individual Consultant will be selected in accordance with the **Individual Consultant Selection (ICS)** method set out in the Procurement Regulations.

All applications **MUST** be sent via email to: starprecruit@moa.gov.lr

Attention:

**The Recruitment Team
STAR - P
Program Management Unit
Ministry of Agriculture, Liberia**

Note: Applicant **MUST** indicate in the email subject, the Title of the Position he/she is applying for.

Closing Date: **March 4th , 2020 by 5pm GMT**

Female candidates are highly encouraged to apply.

TERMS OF REFERENCE

RECRUITMENT OF MONITORING AND EVALUATION ASSISTANT FOR THE SHALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT (STAR-P) FOR THE MINISTRY OF AGRICULTURE

Duty Station: PMU Office, LIBSUCCO Compound, Gardnerville, Monrovia, Liberia with extensive visits to project counties

Contract Duration: 2 years with option to extend based on performance

Reports to: Monitoring & Evaluation Officer, STAR-P

Type of contract: Lump sum Contract

Scope of the Services

Under the overall guidance of the Monitoring and Evaluation Officer, the M&E Assistant 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 Assistant will work in close liaison with M&E Officer and PIU including M&E staff of the Ministry of Agriculture, the Pro-poor Agenda for Development and Prosperity (PADP) 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.

Main Responsibilities

- Monitor the field activities based on project implementation plan and Result Framework through STAR-P monitoring and evaluation tools.
- Assist to developing operational monitoring tools (checklist, questionnaires, databases, interview and survey forms, etc.)
- Monthly data collection, data entry & data analysis based on project requirements with ensuring from data accuracy and reliability.
- Provide timely inputs for new initiatives and improvements on M&E issues to the management team.
- Participate in the project's quality, implementation, particularly through identifying weaknesses and strengths in STAR-P M&E issues and report to the management team.
- Participate in the evaluation of the project's results and achievements.

- Actively collaborate with Database Entry Officer and provide inputs to develop databases on project activities and assist to updating regularly the database according to the project requirements
- Actively participate to project implementation & coordination meetings.
- Assist to developing technical concepts, guidelines, manuals, procedures, and concept papers on M&E issues upon request of the management team.
- Provide inputs to project reports and publications upon request of the management team.
- Prepare weekly/monthly schedule of monitoring and evaluation related activities.
- Provide M&E verbal and written reports on a weekly basis to the management team
Assist to maintaining a clear and transparent filing system
- Aim in continuously develop personal and organizational expertise on M&E issues (using training, distance study, experience sharing with partners, etc.)
- Support short-term M&E evaluators and experts as required.
- Support research and study activities on M&E related issues.

Qualifications and experience:

- University degree in Social Sciences or other relevant fields;
- At least 2 years of working experience in a similar position with local or International NGO;
- Be able to manage multiple tasks and responsibilities;

Preferred Skills

- Competency in Microsoft Excel, Word, PowerPoint;
- Very good English written communications skills including the ability to prepare reports;
- Team player and ability to multi-task;
- Ability to meet deadlines and cope with pressing timelines;
- Stress & Time management skills