



Liberia Sustainable Management of Fisheries Project (LSMFP)

National Fisheries & Aquaculture Authority

P. O. Box 10-1384
United Nations Drive, Bushrod Island
1000 MONROVIA 10, LIBERIA



REQUEST FOR EXPRESSION INTEREST (INDIVIDUAL CONSULTANCY)

Preparation Advance No. IDA V3100

PROJECT ID: P172012

Subject: Request for Expression of Interest (REOI) for provision of Consultancy Services as Monitoring & Evaluation Specialist for LSMFP Project

Reference No. : NaFAA/LSMFP/C/INDV/03/20

Assignment Title: Monitoring & Evaluation Specialist

The Government of Liberia through the National Fisheries and Aquaculture Authority (NaFAA) is commencing the preparatory process for the ‘**Liberia Sustainable Management of Fisheries Project**’ (LSMFP) with funding from the World Bank Group, and requires the services of a Monitoring & Evaluation Specialist.

The National Fisheries & Aquaculture Authority (NaFAA) through the Liberia Sustainable Management of Fisheries Project (LSMFP) seeks to recruit a Monitoring & Evaluation (M&E) Specialist to assist the Project Implementations Unit (PIU) conduct the monitoring and evaluation of the PPA implementation, and develop, in accordance with the proposed Project’s expected outcomes and development objectives, the Project Results Framework. The M&E Specialist is to develop and guide the Project’s overall M&E strategy, implement M&E activities and provide timely and relevant information to all Project stakeholders. She/he will also act in the absence of the Project Coordinator, and as well work closely with implementing partners and Project beneficiaries to achieve the objectives of the Project Preparatory Advance (PPA).

The National Fisheries and Aquaculture Authority (NaFAA) 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 includes the following qualifications:

- A degree in management, Economics, Mathematics, Statistics, Development studies, the social sciences or other field related to Project Monitoring and Evaluations;
- At least five (5) years’ experience as an M&E Officer in Government projects/agencies, multilateral donor funded projects or other donor funded/NGO projects;

- Appropriate involvement and/or M&E experience in similar projects in the fisheries sector in developing countries would be desirable;
- The logical framework approach and other strategic planning approaches;
- Quantitative, qualitative and participatory M&E methods and approaches;
- M&E planning and implementation; Information analysis and reporting
- Must be familiar with M & E guidelines, policies and procedures of multilateral financial institutions (preferably the World Bank Group)
- Ability to find and communicate accurate information concerning processes, policies and procedures to Project stakeholders.
- Excellent skills in project management and communications in English, both written and oral, demonstrated in previous jobs

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

- a) www.nafaa.gov.lr
- b) www.emansion.gov.lr
- c) 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://projectsbeta.worldbank.org/en/projects-operations/products-and-services/brief/procurement-newframework> .

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

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

Expressions of interest must be delivered in a written form to the address below (in person, or by mail, or by fax, or by e-mail) by **Friday March 30, 2020 @ 4:00PM GMT**

Liberia Sustainable Management of Fisheries Project (LSMFP)

Attn: Mr. Yevewuo Z. Subah

Project Coordinator

Mesurado Pier, Freeport of Monrovia

Monrovia, Liberia

Tel: +231777823890/0770532901

E-mail: ysubah@nafaa.gov.lr ,

Cc: kpelewahj100@gmail.com , maakundusiah@gmail.com

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

TERMS OF REFERENCE (MONITORING & EVALUATION SPECIALIST)

1. Background

The Government of Liberia through the National Fisheries & Aquaculture Authority (NaFAA) has received a loan from the World Bank Group in support of the Liberia Sustainable Management of Fisheries Project (LSMFP) in Liberia and intends to apply part of the proceeds towards the recruitment of a Monitoring & Evaluation Specialist.

2. Objective

The National Fisheries & Aquaculture Authority (NaFAA) through the Liberia Sustainable Management of Fisheries Project (LSMFP) seeks to recruit a Monitoring & Evaluation (M&E) Specialist to assist the Project Implementations Unit (PIU) conduct the monitoring and evaluation of the PPA implementation, and develop, in accordance with the proposed Project's expected outcomes and development objectives, the Project Results Framework. The M&E Specialist is to develop and guide the Project's overall M&E strategy, implement M&E activities and provide timely and relevant information to all Project stakeholders. She/he will also act in the absence of the Project Coordinator, and as well work closely with implementing partners and Project beneficiaries to achieve the objectives of the Project Preparatory Advance (PPA).

3. Scope of Work

General Responsibilities:

Generally, be responsible to the Project Coordinator to implement the LSMFP PPA work plan, including developing the M & E plan of the LSMFP in accordance with the agreed indicators and objectives. Deputize for the coordinator in his absence.

The M&E Specialist has primary responsibility for developing the PIU's M&E system to ensure that accurate and timely data is available for the Project especially with regards to the Project's Development Objectives and Intermediate Results indicators. The M&E system is expected to function as a management tool and should therefore be designed as such by the Specialist.

The M&E Specialist has direct responsibility to the Project Coordinator for:

- the achievement of monthly work plans for the PIU, completion of activities' report and proposals for next work plan period;
- the management of all PIU support staff, office functions of accounting, infrastructure, security and administration;
- all communications to and from the FMO, relations with NaFAA, fishing communities, NGOs, industrial and semi industrial fishing companies, World Bank and other donor agencies.
- Ensuring that the Project staff and Project stakeholders have the requisite training to undertake their functions;

- Operating the management information system to provide information on the effectiveness and efficiency of the Project activities; and
- Ensuring that information and data from Project activities are collected, analyzed and reported in a timely manner in order to improve Project implementation.

The consultant will supervise all M&E activities under the Project and take the lead in preparing M&E data for the Project's Quarterly M&E Report and other such periodic reports.

Specific Responsibilities:

- Development of a detailed M&E Plan which defines data collection instruments, responsibilities, internal and external processes and reporting mechanisms.
- provide assistance to the NaFAA M&E team to maintain a dashboard of key fisheries statistics to institutionalize data collection and analyses needed to fill the key indicators and parameters of the regional dashboard;
- supervise the entry, collation and generation of analyzed data and information on all M & E activities;
- collaborate with other focal persons for timely submission of data/information in the form and format required for the fisheries database;
- assist the Project Coordinator to generate and prepare M & E reports on quarterly, half yearly and annual basis for onward submission to the National Steering Committee as well as to the World Bank and Iceland;
- Collaborate with the World Bank and donor consultants in the planning and implementation of the Citizen Report Card Survey and other social studies to be undertaken at Mid-term in Liberia and crystallize out relevant data or information for the dashboard.
- Formulating the M&E budget.
- Developing a Project M&E manual, to include formats for progress and performance reports.
- Ensuring that appropriate data collection instruments for all Project sub-components are developed, in use, and linked to the Project Development Objectives and Intermediate Results indicators as defined in the Project documents.
- Lead in the implementation of the Fishery Performance Indicator (FPIs) survey every year nationally and in specified communities based on needs, especially those which will adopt community-based fishery management
- The Specialist will develop, implement and maintain a Management Information System (MIS) for facilitating information flow between Project implementers and Project management to provide timely and efficient feedback and reporting on Project activities.
- Advise on the recruitment, and supervise the activities of, firms and individuals who may be contracted to implement Project beneficiary surveys.
- Organize and undertake training for Project staff, implementing units, beneficiaries and other stakeholders on the use of monitoring instruments, processes and procedures.
- Organize and provide refresher training for Project staff and Implementing partner staff and stakeholders.
- Oversee the effective collection of information and reports from Project staff, implementers and beneficiaries to feed into preparation of the Project documents.

- In collaboration/consultation with the stakeholders, monitor (i) the impact of the project, (ii) the quality, efficiency and effectiveness of project activities, and (iii) the quality, effectiveness and efficiency of Project management processes.
- Lead in the preparation of reports for the Project's Progress Review and periodically update the monitoring and evaluation manual for the Project.
- Prepare periodic progress reports to contain data on performance against targets and overall project recommendations to include recommendations to improve both Project performance and M&E.
- Develop skills, technical capacity and abilities of the Project staff on the key processes and roles to be played by the staff directly engaged in M&E activities to ensure continuity and sustainability of the Project activities.
- Review the quality of existing data relating to the Project, the collection methodology, and the degree to which it will provide good baseline statistics for impact evaluation.
- In conjunction with the Project Coordinator, identify training needs for Project stakeholders related to Monitoring and Evaluation, and see to the development and implementation of related training modules.
- Ensure that Project M&E activities and arrangements comply with Project documents and agreements and relevant World Bank guidelines.

4. Reporting and Time Schedule

The assignment is expected to initially cover Twelve (12) months and is renewable, subject to satisfactory performance and availability of funding. The Monitoring and Evaluation Specialist will report to the Project Coordinator of LSMFP. The Monitoring and Evaluation Specialist will work closely with the Project Team, NaFAA, and other relevant agencies and technical staff responsible for implementation of the PPA.

5. Qualifications and Experience

The consultant should have proven experience with:

- The logical framework approach and other strategic planning approaches;
- Quantitative, qualitative and participatory M&E methods and approaches;
- M&E planning and implementation;
- Information analysis and reporting;
- Establishing Management Information Systems
- Must be familiar with M & E guidelines, policies and procedures of multilateral financial institutions (preferably the World Bank Group)
- Proven track record in working effectively within multidisciplinary teams.

The Specialist should also have:

- A degree in management, Economics, Mathematics, Statistics, Development studies, the social sciences or other field related to Project Monitoring and Evaluations;
- At least five (5) years' experience as an M&E Officer in Government projects/agencies, multilateral donor funded projects or other donor funded/NGO projects;

- A working knowledge of personal computers including word processing, presentation, and spread sheet applications as well as experience managing MIS systems and software;
- Appropriate involvement and/or M&E experience in similar projects in the fisheries sector in developing countries would be desirable;
- Ability to find and communicate accurate information concerning processes, policies and procedures to Project stakeholders.
- Excellent skills in project management and communications in English, both written and oral, demonstrated in previous jobs

7. Duty Station: Monrovia, with periodic travel to project communities.

8. Selection Method: Individual Consultant (IC)