



WEST AFRICA REGIONAL FISHERIES PROJECT (WARFP – LIBERIA)

MINISTRY OF AGRICULTURE

Bureau of National Fisheries

P. O. Box 10-9010

1000 MONROVIA 10, LIBERIA

ACGF Grant ID: TF0A3199



Request for Expression of Interest (REOI) for provision of Individual Consultancy Services as Deputy Coordinator/Monitoring & Evaluation Specialist for WARFP

1.0 BACKGROUND

The Government of Liberia through the Ministry of Agriculture has received additional financing from the Africa Catalytic Growth Fund (ACGF) and Global Environmental Facility (GEF) of the World Bank in support of the West Africa Regional Fisheries Project (WARFP) in Liberia and intends to apply part of the proceeds towards the recruitment of Deputy Coordinator/ Monitoring & Evaluation Specialist.

2.0 OBJECTIVES OF THE ASSIGNMENT

The Ministry of Agriculture of Liberia through the West Africa Regional Fisheries Project (WARFP) seeks to recruit a Deputy Project coordinator / Monitoring & Evaluation (M&E) Specialist to conduct the monitoring and evaluation of the Project in accordance with the Project's expected outcomes and development objectives as specified in the Project Results Framework. The Deputy Coordinator/ 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.

3.0 SCOPE OF SERVICES

General Responsibilities:

Generally be responsible to the Project Coordinator to implement the WARFP work plan, including the M & E plan in Liberia in accordance with the Operational Manual. Deputize for the coordinator in his absence.

The Deputy Coordinator and 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 administered as such by the Specialist.

The Deputy Coordinator / M&E Specialist has direct responsibility to the project coordinator for:

- the achievement of monthly work plans for the FMO, completion of activities report and proposals for next work plan period;
- the management of all FMO support staff, office functions of accounting, infrastructure, security and administration; and
- all communications to and from the FMO, relations with MOA, BNF, fishing communities, NGO's, industrial and semi industrial fishing companies, donor agencies and the World Bank.

- 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 Regional Coordination Unit (RCU) M&E expert 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;
- assist the M & E expert to enhance the capacity of the FMO, especially the dashboard operators of the BNF, by providing training and on-going implementation;
- 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 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 the RCU which will eventually form the basis of the M & E report to the World Bank;
- Collaborate with the World Bank 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.
- Complete 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 consultant 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 in accordance with 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 Midterm 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.

4.0 REPORTING AND TIME SCHEDULES

The assignment is expected to initially cover six (6) months and is renewable, subject to satisfactory performance and availability of funding. The Deputy Coordinator/Monitoring and Evaluation Specialist will report to the Project Coordinator of WARFP. She/he will work closely with the Project Team, Ministry of Agriculture, other relevant agencies and technical staff responsible for project activities.

5.0 QUALIFICATION 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)
- Proven track record in working effectively within multidisciplinary teams.

The Deputy Coordinator/ M & E 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 spreadsheet 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, both written and oral, demonstrated in previous jobs

DURATION OF ASSIGNMENT

An initial Six (6) months contract subject to review and possible extension, based on satisfactory performance and availability of funding.

DUTY STATION: Monrovia

The attention of interested Consultants is drawn to paragraph **1.9** of the World Bank's Guidelines: Selection and Employment of Consultants (under IBRD Loans and IDA Credits & Grants) by World Bank Borrowers July 2014 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest.

A consultant will be selected in accordance with the Individual Consultant Selection (ICS) method set out in the Consultant Guidelines.

Further information can be obtained at the address below during office hours from **9:00am to 16:00pm**.

Expression of Interest must be hand delivered to the address below or to the under listed E-mail addresses **on or before 13th February 2017**.

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