



# Ministry of Agriculture

## Program Management Unit

LIBSUCO Compound, LPRC Road

Gardnerville, Republic of Liberia

P. O. BOX 10 – 9010



### **Terms of Reference for the Position of Head M&E Officer under TCEP**

#### Brief overview of IFAD-funded activities in Liberia

The International Fund for Agricultural Development (IFAD) is a long-time trusted partner of the Government of Liberia.

IFAD's Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2020-2024 has the overall goal to increase income and employment opportunities for rural men and women while building resilience to climate change and food insecurity. The strategic objectives of the COSOP are to:

Enhance the performance and inclusiveness of value chains that offer job opportunities, wealth creation, food and nutrition security for rural people, including poor households, women and youth.

Contribute to an enabling environment for pro-poor policy development and enhance the capacity of the public sector in Liberia to deliver services to the rural poor.

Currently, IFAD's portfolio in Liberia includes three (3) ongoing projects:

The Rural Community Finance Project (RCFP). The project includes an IFAD loan of US\$ 5.5 million and a grant of US\$ 0.5 million and will improve access to rural financial services on a sustainable basis, enabling the development of the rural sector. It incorporates lessons-learned on financial inclusion from Sierra Leone, where the IFAD-financed RFCIP helped establish a large network of Rural Financial Institutions, including both Financial Services Associations and Community Banks. The project started implementation in the second quarter of 2019.

The Tree Crops Extension Project Phase I (TCEP-I). TCEP-I includes an IFAD loan of US\$ 13 million and an Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$ 4.5 million. The project will work towards developing a viable and sustainable smallholder cocoa sub-sector in Liberia's main producing belt. The TCEP is intervening in Nimba County, in at least 8 statutory districts. Its duration is 6 years. The TCEP will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs).

The Tree Crops Extension Project Phase II (TCEP-II). Additional financing of US\$23.8 million provided as part of the TCEP-II was approved by IFAD's Executive Board in

December 2018 and was signed and ratified by the Liberian Government in September 2019. The TCEP-II financing will be prioritized in Lofa County with the possibility to include areas in other counties with comparable socio-economic and agronomic conditions.

### Country Programme Approach

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects in Liberia through a dedicated Programme Implementation Unit (PIU). It is thought that a single Programme Management Unit with the required additional thematic expertise in the team depending on the projects within the programme would be cost effective, while facilitating cross learning and knowledge management and building synergies between projects. The below vacancy is positioned within the PIU and will be working on the TCEP/TCEP-II project.

## **National Vacancy**

### **Post Title: Head Monitoring and Evaluation Officer**

**Reports to: Project Coordinator, IFAD TCEP Project  
Programme Management Unit (PMU),  
Ministry of Agriculture**

**Primary Location: Monrovia**

**Start Date: September 1, 2021**

**Contract Period: One (1) year renewable**

-----  
-- Key results expected / Major functional activities include:

Specifically, the Monitoring and Evaluation Officer will:

- Develop and validate with the relevant stakeholders an integrated and efficient M&E System for the various projects under the country programme on the basis of their Logical Frameworks in line with IFAD's Results and Impact Management System (RIMS) and taking into account available Government monitoring frameworks and requirements of the Government of Liberia;
- Develop and validate with the relevant stakeholders an M&E System for measuring outputs, outcomes and impact for all the projects in the IFAD country programme;
- Assist the national PIU to establish an efficient M&E system that is in line with IFAD's Results and Impact Management System (RIMS) and requirements of Government of Liberia. The logical framework will form the basis for the overall system for measuring outputs, outcomes and impact;
- Prepare an M&E Plan, including projects monitoring formats;
- Organize and supervise focused baseline surveys at the beginning of projects to be undertaken by a contracted institution;
- In partnership with relevant stakeholders monitor implementation processes and performance, and assess outputs and outcomes;
- Foster participatory planning and M&E by training and involve stakeholder groups;

- Oversee design of a field-based system for projects monitoring that incorporate the logical framework approach;
- Prepare essential data to be included in quarterly, semi-annual and annual reports;
- Monitor financial and physical progress and report this to stakeholders to create a better learning environment;
- Undertake project and thematic evaluations based on the components;
- Integrate the M&E system into the overall programme coordination and organization function and with other information and knowledge systems;
- Oversee data collection, collation, data entry (MIS) and preliminary analysis of data report production, and dissemination of the information;
- Ensure capture of intended impact as well as successes and failures; prepare reports and guide staff in preparing their progress reports;
- Organize and oversee annual review and planning workshops and preparation of annual work plans and budgets (AWPB);
- Support the Project Coordinator with the yearly organization of preliminary planning meetings with Senior Staff to (i) set project objectives (activities, inputs, outputs and outcomes); (ii) establish priorities (taking into accounts results achieved to date, time left for implementation, and recommendations from supervision and implementation support missions; (iii) assess the achievements of the previous AWPBs; (iv) schedule the preparation of the AWPBs; (v) coordinate with the National Steering Committee;

Ensure that project indicators are properly integrated in AWPBs with clear targets;

- Inform and join supervision missions by screening and analyzing reports;
- Support advocacy efforts through providing evidence of impact gathered through the M&E system, closely linked to knowledge management activities;
- Other duties as requested by the Project Coordinator.

## Competencies

### Organizational competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Demonstrated Leadership:** Lead by example and initiate and supports change.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **Problem solving and decision making:** Solves complex problems and makes decisions that have wider corporate impact.
- **Managing time, resources and information:** Coordinates wider use of time, information and/or resources.
- **Team Work:** Fosters a cohesive team environment; able to foster and build team spirit, focus and engagement at all levels.
- **Communicating and negotiating:** Acquires and uses a wide range of communication styles and skills.
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.

### Technical/Functional competencies

- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts among mainstream media. Ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others.
- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong analytical skills.

#### **Qualification and experience:**

- BSc. degree in agricultural economics, statistics, rural development or other relevant field. University-level studies in a field related to statistics or a related field would be an advantage. □ A minimum of 5 years' experience working in M&E and/or project management in areas such as agriculture, marketing, rural finance and policy matters.
- Proven experience in designing and implementing successful web-based M&E systems.
- Solid understanding of use of modern information and communication technology (ICT) in development.
- Proficient in the use of databases and spreadsheets.
- Demonstrated skills in quantitative and qualitative analysis and data management.
- Proficient in the use of statistical and other software packages for both quantitative and qualitative analysis, experience in analyzing complex programmes or policies.
- Experience in facilitation, in particular of learning processes.

#### **Languages and other skills**

Excellent written and verbal communication skills in English, including the ability to set out a coherent analysis in presentations and group interactions.

**All Interested and qualified applicants should address their applications including letter of interest along with Curriculum Vitae and copies of relevant Diplomas/Certificate to the below address via email. Kindly indicate in the email subject, the Title of the position you are applying for.**

#### **The Recruitment Team**

Program Management Unit

Ministry of Agriculture

**Email:** [recruit@moa.gov.lr](mailto:recruit@moa.gov.lr)

Deadline for submission of Applications: **August 8, 2021 at 5PM GMT** Visit the **[www.moa.gov.lr/careers opportunities/vacancies](http://www.moa.gov.lr/careers_opportunities/vacancies)** OR **[www.emansion.gov.lr/careers opportunities/vacancies](http://www.emansion.gov.lr/careers_opportunities/vacancies)** for details on the Term of References and submission of your applications.

Female candidates are **Strongly** encouraged to apply.