



**MINISTRY OF AGRICULTURE  
REPUBLIC OF LIBERIA  
GARDNERSVILLE, SOMALIA DRIVE  
MONROVIA, LIBERIA**



**Rural Economic Transformation Project (RETRAP)  
LOAN #: P175263**

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**TERMS OF REFERENCE FOR MIS & M&E SPECIALIST**

**Post Title:** MIS & M &E Specialist

**Location of Post:** Monrovia, Ministry of Agriculture, Montserrado County

**Recruitment:** National

**Contract Duration:** 2 years' contract, renewable based on agreed satisfactory performance targets and deliverables

**Reports to:** Operations Manager

**Recruitment:** National Position

**Background**

The Government of Liberia, through the Ministry of Agriculture, has received a support from the World Bank, for the Rural Economic Transformation Project (RETRAP). The RETRAP seeks to increase income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and agricultural marketing infrastructure services. As its focus, the project will support the value chains of cassava, Rubber, Poultry & Pig husbandry Vegetables. The project will be implemented in 11 of the 15 counties over a period of five years

**Scope of Services**

The Monitoring & Evaluation and Management Information (M&E/MIS) Specialist will ensure the delivery of monitoring & evaluation products as well as the dissemination of project progress/status/activities across available platforms for widest audience into acceptable/requested formats per the need of stakeholders.

**Main Responsibilities**

The M&E/MIS Specialist will be expected to perform the key functions enumerated below among others:

1. Manage project results measurements and M&E information needs in collaboration with other project staff and including MOA Central

2. Develop/update and manage project indicators in close collaboration with project team and other actors
3. Determine/establish clear and measurable project targets in collaboration with project actors before/during the preparation of annual work plan and budget
4. Assess regularly project implementation status by project actors in project areas
5. Develop TORs for M&E/MIS related Candidate s (i.e. baseline, midterm, end of project review, assessment/development of information system, etc.)
6. Provide technical support/advice to Project Coordinator and other staff on M&E related issues
7. Facilitate the workings/provide support to hired M&E Candidate s for the project baseline, mid-term and end of project studies
8. Facilitate the preparation of project annual work plans and budgets
9. Compile/collate project progress reports (annual and quarter) in collaboration with project team and other project participants (i.e. sub-contractors, SMEs, FBOs) for informed decision making of project activities
10. Liaise closely with the Director of M&E/MOA for M&E related activities
11. Provide support to project staff for the development/update of individual work plans and budgets as well as progress reports
12. Develop/provide M&E tools (i.e. M&E Plan, reporting formats- data collection, progress report, awpb) to project staff and other project participants to fast-track project implementation
13. Manage the monitoring & evaluation and management information system of the Project
14. Perform other assigned duties by supervisor/employer as may be required

### **Key Qualifications and minimum Experience**

The M&E/MIS Specialist of the Project should have at least a college degree in any of the social sciences and at least attended certificate trainings in M&E or ICT/data base management and reporting; a master degree in related field will certainly be an added advantage with a 3 years minimum experience in related task.

### **Key Competence and Skills**

The interested party should be a self-started with minimum/no supervision; s/he must have experience in project environment, working with colleagues of diverse backgrounds. S/he should also have good analytical skills, capable of training and do presentations to stakeholders across different levels. Efficiency with Microsoft suite and at least a statistical software for data analysis and presentation are core skills-set for candidate.

### **Key Performance Areas**

- Annual work plans and budgets
- Timely project progress reports (quarter, annual and requested for mission visits or otherwise)

- Functional MEIS
- Updated project results framework/indicators
- MEIS products produced/provided

**Selection Method:** Individual Consultancy Selection (INDV) method.

**If you are interested and fulfill the above-mentioned requirements in any of the positions, please send your application to UNDP Human Resources Department via the below email address indicating in the subject line the position:**

**[vacancies.lr@undp.org](mailto:vacancies.lr@undp.org).**

**Please note that the Application package includes a Motivational letter and a Curriculum Vitae (CV), with Notarized educational credentials, Names, email addresses and phone numbers of 5 referees, two of whom must be former or current Supervisors.**

**Deadline- October 18, 2021**