



**WORLD BANK PROJECT IMPLEMENTATION UNIT
MINISTRY OF AGRICULTURE, REPUBLIC OF LIBERIA
Rural Economic Transformation Project (RETRAP)
1st Floor LIBSUCCO Building Japan Freeway (Formerly Somalia Drive),
Gardnersville – Monrovia, Liberia**

Request for Expression of Interest: Recruitment of Individual Consultant: Monitoring and Evaluation Officer

Credit No./Project No.: P175263

Ref: LR-PMU-MOA-498899-CS-INDV

Location of Assignment: PMU Office, LIBSUCCO Compound, Gardnerville, Monrovia, Liberia, with extensive visits to project counties

Contract Duration: 12 months with option to extend based on satisfactory performance

Reports to: Project Coordinator, RETRAP

Recruitment: National

1.0 Background

The Government of Liberia, through the Ministry of Agriculture (MOA), is implementing the Rural Economic Transformation Project (RETRAP) with financing from the World Bank. RETRAP aims to increase the income of rural poor households through sustainable agricultural livelihood enhancements and improved rural access and marketing infrastructure services. The project supports selected value chains including cassava, rubber, poultry, pig husbandry, and vegetables. With Additional Financing (AF), the project now includes rice, oil palm, and horticulture, and has expanded coverage to all 15 counties of Liberia over a five-year implementation period.

To effectively monitor implementation progress, ensure accountability, and promote learning, RETRAP seeks to recruit a qualified Monitoring and Evaluation (M&E) Officer.

1.1 Objective of the Assignment

To support effective implementation of RETRAP by leading the design, implementation, and management of a robust M&E system that generates timely, accurate, and relevant data for performance tracking, decision-making, learning, and reporting.

1.2 Scope of Services/Key Responsibilities

- i. Lead data collection, verification, analysis, and reporting across all project activities.
- ii. Ensure timely submission of monthly, quarterly, and annual progress reports to the Project Coordinator and stakeholders.
- iii. Maintain data quality and availability to monitor performance against project indicators and targets.

- iv. Monitor the implementation of extension services, input distribution, and technology adoption by farmers.
- v. Design and manage project evaluations (baseline, midline, endline) and conduct impact assessments.
- vi. Develop terms of reference, oversee M&E consultants, and supervise the delivery of their outputs.
- vii. Analyze M&E findings to support adaptive management and strengthen project learning.
- viii. Collaborate with technical teams to align annual work plans and budgets (AWPBs) with project objectives.
- ix. Upgrade, maintain, and operate the existing project-wide Management Information System (MIS) and digital data tools (Kobo Collect, Tompro software, etc.).
- x. Ensure disaggregated, high-quality data (by gender, age, geography, etc.) is collected and reported.
- xi. Build M&E capacity of staff and partners through training, coaching, and technical support.
- xii. Coordinate closely with the MOA M&E Division and provide strategic advice to improve project monitoring systems.

3.0 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 the following:

- i. Bachelor's or Master's degree in Agriculture Economics, Statistics, Demographics, Monitoring and Evaluation, Public Administration, International Development/Development Studies, or related Social Sciences.
- ii. At least 5 years of professional experience in M&E, preferably in agriculture, rural development, or donor-funded projects.
- iii. At least 3 years of hands-on experience in designing and managing M&E systems, with strong knowledge of results-based management.
- iv. Training/certification in M&E, ICT, or database management from recognized institutions such as IPDET, CLEAR, The Evaluators' Institute at Claremont Graduate University, Global Health eLearning Center, Vantage Africa School of Leadership, or The Kenya Institute of Management, with at least 3 years of practical experience, is essential.
- v. Proficiency in Microsoft Office Suite and statistical/data visualization tools (e.g., Excel, STATA, SPSS, Power BI, KoboToolbox).
- vi. Demonstrated experience in producing analytical reports, evaluations, and dashboards.
- vii. Strong written and verbal communication skills.

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

- a) [https://vacancies & Career Opportunities | Ministry of Agriculture \(www.moa.gov.lr\)](https://vacancies & Career Opportunities | Ministry of Agriculture (www.moa.gov.lr))
- b) Request directly via email from: dkulah@moa.gov.lr/ retrapbids@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, November 2020, September 2023 and February 2025 and, 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.

4.0 Expressions of interest must be submitted electronically in a format that cannot be altered (PDF format is preferred) to the email address below by **14th July 2025 @ 5:00 pm local time**.

Note: All Expression of Interests **MUST** include at least three (3) references with their names, telephone numbers, and email addresses; curriculum vitae(CV) with a copy of educational credentials (**NOTARIZED**) be submitted to the below email address:

Click here for the: [VACANCY ANNOUNCEMENT - TOR: Monitoring and Evaluation Officer-RETRAP | Ministry of Agriculture](#)

Galah Toto
Project Coordinator, RETRAP
Project Implementation Unit (PIU)
Ministry of Agriculture
RURAL ECONOMIC TRANSFORMATION PROJECT (RETRAP)
Somalia Drive, Gardnersville, Monrovia, Liberia
Tel +231-777576980
Email: retrapbids@moa.gov.lr with a copy to Email: gtoto@moa.gov.lr