



Republic of Liberia

Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P)

Ministry of Agriculture

Credit No: 160945



Consulting Services: RECRUITMENT OF AN INDIVIDUAL CONSULTANT FOR THE POST OF MONITORING & EVALUATION OFFICER FOR THE SMALLHOLDER AGRICULTURE TRANSFORMATION AND AGRIBUSINESS REVITALIZATION PROJECT

Request for Expression of Interest

1. The Government of Liberia has applied for financing to the World Bank toward the cost of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) and intends to apply part of the proceeds for consulting services for **Recruiting the Services of a Monitoring & Evaluation Officer for the Smallholder Agriculture Transformation and Agribusiness Revitalization Project to initially commence in Bomi, Cape Mount, Margibi, Nimba and Lofa Counties.**

2. The scope of assignment includes, but not limited to;

The objective of the assignment is required for implementation of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) in accordance with World Bank Guidelines and other requirements stipulated in the Project Documents; as well as establishing and operating the overall project Monitoring and Evaluation system (MIS).

The M&E Officer will generally ensure the effective monitoring of project processes, activities, outputs, outcomes/impacts. In undertaking these tasks and in line with the government's promotion of a National M&E database and performance management system, the M&E Officer will work in close liaison with all PIU and M&E staff of the Ministry of Agriculture, the Pro-poor Agenda for Development and Prosperity (PADP) M&E Unit of the Ministry of Finance and Development Planning (MFDP) and Liberia Institute of Statistics and Geo-Information Services (LISGIS), as well as other project stakeholder agencies.

3. The Ministry of Agriculture now invites eligible Consultants to indicate their interest in providing the services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the services. The shortlisting criteria are that the candidate must hold a Master's degree in the Social Sciences, Agricultural Economics, Statistics, or related discipline. Specialized postgraduate training in project management/M&E. Minimum of 5 years of working experience in bilateral or multilateral donor-funded programs with at least 3 years of specific responsibility as an M&E Officer

4. 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 2016 and revised November 2017 ("Consultant Guidelines"), setting forth the World Bank's policy on conflict of interest. In addition, please refer to the following specific information on conflict of interest related to this assignment: relationship with Borrower's staff: Consultants (including their experts and other personnel, and sub-consultants) that have close business or family relationship with a professional staff of the Borrower (or of the project implementing agency, or of a recipient of a part of the loan) who are directly or indirectly involved in any part of: (i) the preparation of the TOR for the assignment (ii) the selection process for the contract, or (iii) the supervision of such contract may not be awarded a contract, unless the conflict stemming from this relationship has been resolved in a manner acceptable to the Bank throughout the selection process and the execution of the contract.



5. A Consultant will be selected in accordance with the Individual **Consultant Selection (ICS)** Method set out in the Consultant Guidelines.

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. 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- November 28, 2021

**TERMS OF REFERENCE FOR RECRUITMENT OF A MONITORING
AND EVALUATION OFFICER FOR THE SHALLHOLDER
AGRICULTURE TRANSFORMATION AND AGRIBUSINESS
REVITALIZATION PROJECT (STAR-P) FOR THE MINISTRY OF
AGRICULTURE**

Post Title: Monitoring & Evaluation Officer

Location of Post: Program Management Unit of the Ministry of Agriculture, LIBSUCO Building, LPRC Roadl, Montserrado County with extensive travel to project counties.

Contract Duration: One Year and renewable based on satisfactory performance

Reports to: Project Coordinator

Recruitment: National Position

Background

The Government of Liberia requested the support of the World Bank to design and implement the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P). The proposed development objective is to increase agricultural productivity and promote commercialization of smallholder farmers for selected value chains in selected counties of Liberia. The project will fulfill these objectives by: (i) strengthening the productive capacities of smallholder producers; ii) facilitating input and output market linkages for smallholder producers; and (iii) supporting institutional strengthening and capacity building for a competitive commercial agriculture sector.

Project details can be found at:

<http://documents.worldbank.org/curated/en/539361545925964964/pdf/project-appraisal-document-pad-smallholder-agriculture-transformation-and-agribusiness-revitalization-project-star-p-p160945-12192018-63681026525344785.pdf>

Scope of Services

The objective of the assignment is required for implementation of the Smallholder Agriculture Transformation and Agribusiness Revitalization Project (STAR-P) in accordance with World Bank Guidelines and other requirements stipulated in the Project Documents; as well establishing and operating the overall project Monitoring and Evaluation system (MIS).

Main Responsibilities

The M&E Officer will generally ensure the effective monitoring of project processes, activities, outputs, outcomes/impacts. In undertaking these tasks and in line with the government's promotion of a national M&E database and performance management system, the M&E Officer

will work in close liaison with all PIU and M&E staff of the Ministry of Agriculture, the Pro-poor Agenda for Development and Prosperity (PADP) M&E Unit of the Ministry of Finance and Development Planning (MFDP) and Liberia Institute of Statistics and Geo-Information Services (LISGIS), as well as other project stakeholder agencies. The following are the key responsibilities of the M&E Officer:

- Manage the project MIS to ensure a proper flow of information to and from the operational level to the PIU, and especially the provision of timely and adequate information for decision-making by Project Management and the Executing Agency (MOA);
- Liaise regularly with the field-based M&E staff who are responsible for data collection at the sub-national level.
- Prepare training manuals and organize regular training workshops to sensitize field staff on data collection, data tabulation and reporting systems.
- Organise the baseline/Midline/Endline survey in conjunction with the MFDP, LISGIS and MOA in **collaboration with the Independent Survey Firm**.
- Take lead responsibility in drafting TORs for independent survey firms to implement baseline/midline/endline surveys
- Ensure that appropriate M&E manuals are prepared, established and implemented to provide systematic and quality project data in line with what is recorded in the project appraisal document.

- Review on a regular basis the status of Project implementation to identify corrective measures, bringing to the attention of Project management any problems/issues arising thereof which may hinder implementation of the Project
- Prepare results-focused project quarterly and annual project implementation reports, which will contain evaluation of project progress in relation to the project objectives and outcomes, and planned outputs and activities and with special regard to cross cutting issues of gender, poverty, environment and climate change.
- Participate in the Bank's missions, including prior mission arrangements and providing all M&E information required by the missions in accordance with mission requirements, especially reports related to the project's M&E.
- Coordinate and consolidate periodical reports from various collaborating and/or facilitating agencies on the implementation of community activities as well as those of Implementation Partners and Service Providers.
- Carry out any other activities, related to efficiently monitoring the Project and to support the national M&E and MIS system, which are assigned by the Project Coordinator.

Qualifications and Experience

- Master's degree in the Social Sciences, Agricultural Economics, Statistics, or related discipline. Specialized postgraduate training in project management/M&E.
- Minimum of 5 years of working experience in bilateral or multilateral donor-funded programs with at least 3 years of specific responsibility as an M&E Officer

Key Competencies

Abilities

- Demonstrated ability to establish priorities and to plan, co-ordinate, and monitor his/her own work plan and those of subordinate staff.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Self-motivated.

Skills

- Excellent Data Management, Data Analysis Skills
- Excellent written and spoken communication skills, including presentations
- Computer literacy with proficient knowledge of Microsoft Word, Excel and PowerPoint applications

Knowledge

- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general. Experience in Liberia is an added advantage.
- Working knowledge of the operational modalities for national and international NGOs is desirable.

PERFORMANCE CRITERIA

- (i) Approved quarterly and annual implementation reports
- (ii) Reports disseminated to relevant stakeholders on a timely basis
- (iii) An updated Management Information System
- (iv) Approved training manuals and completed training workshops

- (v) Plan and facilitate Project review meetings
 - (vi) Facilitate the preparation of Annual Work Plans and Budgets for presentation to National Steering Committee
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