TERMS OF REFERENCE FOR THE RECRUITMENT OF MONITORING AND EVALUATION OFFICER

Post: MONITORING AND EVALUATION OFFICER

Duty Station: 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

Type of contract: Lump sum Contract

1. 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**.

2. 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.

3. 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.

4. Key Deliverables

i. *Comprehensive M&E Reports*: including monthly, quarterly, and annual performance updates, with analysis and actionable recommendations.
ii. *Evaluation and Assessment Reports*: including detailed baseline, midline, and endline studies that capture project impact and effectiveness.
iii. *Operational and Strategic Planning Documents*: AWPBs and OWPs developed in collaboration with partners and aligned with project targets.
iv. *Integrated MIS and Data Tools*: a functional management information system, and tailored data collection instruments (Kobo Collect, Tompro software, etc.) with disaggregated outputs.
v. *Knowledge Products and Capacity Building Outputs*: success stories, lessons learned, training materials, and technical briefs for stakeholders.

5. Qualifications and Experience

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.

6. Core Competencies

i. High level of initiative and ability to work with minimal supervision

ii. Excellent analytical and problem-solving skills

iii. Strong facilitation, coordination, and interpersonal skills

iv. Ability to work in a multicultural team and across diverse stakeholder groups

v. Commitment to gender equality, social inclusion, and participatory M&E approaches

7. Selection Method

Selection will be conducted through the **Individual Consultant Selection (ICS)** method in accordance with the World Bank's Procurement Regulations.