



Republic of Liberia

MINISTRY OF AGRICULTURE

P.O Box 10-9010
1000 Monrovia-10, Liberia



COMMUNICATION DIVISION

The Ministry of Agriculture is pleased to announce a Monitoring, Evaluation, and Learning (MEL) Specialist vacancy. This position will be based in Monrovia, with frequent travels to agricultural sites across the country.

BACKGROUND

The Monitoring and Evaluation (M&E) Division of the Ministry of Agriculture is responsible for assessing the performance of agricultural programs and projects to evaluate their effectiveness, impact, and sustainability. Key functions of the division include Designing M&E frameworks and conducting regular evaluations; collecting beneficiary feedback and reporting on progress toward set targets; Providing input for sector planning, programming, and budgeting, including establishing performance targets and indicators; Conducting stakeholder and client surveys to assess service delivery and advising management accordingly; Coordinating mid-year and annual performance reviews and reports and Overseeing the collection, analysis, interpretation, and presentation of data. The division leads the tracking and reporting of performance, including progress on the National Agriculture Development Plan, Ministry of Agriculture projects, and the Ministry's targets outlined in the ARREST AGENDA FOR INCLUSIVE DEVELOPMENT (AAID).

Qualification & Requirements:

- ✓ Must have a master's degree or its equivalent in Monitoring and Evaluation, Agricultural Economics, Economics, Statistics, Development, Studies, or Public Administration/ Public Sector Management with at least 5 years of working experience with reputable institutions in and out of Liberia.
- ✓ Must also have an insight and in-depth understanding of other sectors associated with agriculture, food security, marketing, sector coordination, etc.
- ✓ Proven track record in designing and managing sustainable M&E systems.
- ✓ Significant understanding of agriculture value chain development and upscaling and rural development dynamics in developing countries.
- ✓ Experience using Open Data Kit (ODK) solutions and Data collection tools.
- ✓ Knowledge of Microsoft Excel and SPSS or STATA fundamentals is required.
- ✓ Expertise using common statistical software, analytics, and visualization tools (STATA, SPSS, R) is advantageous

Key Responsibilities for the Monitoring, Evaluation, and Learning (MEL) Specialist

- ✓ Develop and implement a comprehensive M&E framework aligned with various objectives in the National Agriculture Development Plan (NADP) (2024-2030).
- ✓ Establish key performance indicators (KPIs) for each value chain to measure outputs, outcomes, and impacts.
- ✓ Develop data collection, tools, and methodologies to monitor progress at regional and local levels
- ✓ Supervise the collection, analysis, and reporting of data across all value chains and ensure adherence to quality
- ✓ Supervise and monitor the implementation of agricultural programs, projects at the PMU, and activities to ensure alignment with the strategic objectives of the NADP.

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- ✓ Demonstrate/establish clear and measurable project targets in collaboration with project actors before/during the annual work plan and budget preparation.
- ✓ Regularly assess project implementation status by project actors in project areas.
- ✓ Provide technical support/advice to Project Coordinators implementing projects at the PMU or through the Ministry and other staff on M&E-related issues.
- ✓ Support the establishment of a centralized M&E system for the Ministry.
- ✓ Coordinate and provide oversight on the Ministry Central M&E system.
- ✓ Supervise and monitor data collection within the Ministry and projects under the Ministry on CAADP and SDGs
- ✓ Provide technical assistance and capacity-building support to staff, farmer-based organizations, and other stakeholders on fundamental M&E principles and best practices.
- ✓ Foster partnerships with development partners, private sector actors, and community-based organizations to ensure collaborative data sharing and utilization.
- ✓ Prepare periodic progress reports, impact assessments, and policy briefs to inform the Ministry's and stakeholders' decision-making.
- ✓ Effectively communicate findings and recommendations to stakeholders through relevant channels and report on the CAADP and SDGs indicators relating to the agriculture sector.
- ✓ Identify opportunities for innovation in data collection, analysis, and reporting using digital and modern technology.
- ✓ Promote adaption management practices by integrating lessons into future programming and project activities.
- ✓ Ensure that M&E activities comply with national policies, international standards/policies (CAADP & SDGs), and donor requirements where applicable.
- ✓ Develop mechanisms for addressing risks and challenges that may arise during implementation.

KEY COMPETENCIES:

- Strong analytical problem-solving and decision-making skills.
 - Excellent communication and report-writing abilities.
 - Ability to build and manage partnerships with diverse stakeholders
 - Demonstrated leadership and team management capabilities
- Knowledge of M&E technologies such as GIS Mapping and drone-based data collection

All interested candidates must submit a hard copy of their application letter to the HR Division of the Ministry of Agriculture or email to hr@moa.gov.lr with copy to mblidi@moa.gov.lr or dwilliams@moa.gov.lr no later than Saturday, March 3, 2025, at 16:00 GMT. Only shortlisted candidates will be contacted. Qualified female candidates are strongly encouraged to apply.

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