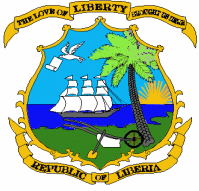


## **Request for Expression of Interest**

### **PUBLIC SECTOR MODERNIZATION PROJECT**



### **CIVIL SERVICE AGENCY REQUEST FOR EXPRESSION OF INTEREST (REOI)**

### **(HIRING ONE (1) MONITORING AND EVALUATION OFFICER)**

**CSA/PSMP/CNS/M&E/02/16**

**IDA CREDIT ID: 53590**

#### **1. INTRODUCTION**

The Government of Liberia (GoL) through the Civil Service Agency (CSA) has received a grant from the International Development Association (IDA) for Strengthening Governance which puts Civil Service Reforms and Capacity Building Project (CSRCBP) at the core. The CSA intends to apply part of the proceeds of this grant to eligible payments under the contract for hiring Monitoring and Evaluation Specialists for the Public Sector Modernization Project (PSMP).

#### **2. BACKGROUND**

Civil Service Reform is a priority area in the National Reform Agenda of the Government of Liberia. Programs geared at achieving this Reform are mapped out in the existing Public Sector Modernization Project. The reform centers around, but not limited to these themes; (i) Pay and Pensions Reforms; (ii) Payroll Management; (iii) Improving Performance; and (iv) Programme Management. Under the PSMP, seven (7) Ministries are piloted for implementation alias Participating Ministries.

The Civil Service Agency through the PSMP requests the services of local Monitoring and Evaluation Officer with a genuine experience in Public Sector reforms and its monitoring and evaluation processes, such as the collections data as well as its analyses during project Activities implementation. The consultants will work closely and be supervised by the Principal M&E Lead in the CSA M&E Unit on the PSMP.

#### **3. OBJECTIVES OF THE ASSIGNMENT**

The Monitoring and Evaluation Specialists, in collaboration with the CSA M&E Unit, serve as the focal technical persons for monitoring and evaluations of all PSMP related activities. M&E Specialists will assist in the compilation of M&E reports to be submitted to the Project Coordinator as regards the monitoring and evaluation of project activities implementations.

#### **SCOPE OF THE ASSIGNMENT**

The Monitoring and Evaluation Specialists will serve as support to CSA M&E Unit under the PSMP.

#### **4. DELIVERABLES/OUTPUTS**

- ✚ Assist in the development of and oversee the review of project level Monitoring & Evaluation plan and associated work-plans for each component/activity (as reflected in the results framework),
- ✚ Be responsible for sourcing data and information for specific M&E needs directly from the tripod, such as budgets, staff capacity and other internal data particularly for indicators not requiring a survey.
- ✚ Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and providing valuable contributions during brainstorming sessions.
- ✚ The M&E Specialist will also serve as the evaluation team member of selected evaluations conducted under this Project.
- ✚ Ensure quality control of M&E outputs (e.g. surveys, etc), by contributing substantively to the design and field testing of the monitoring methodology, review, supervising design and implementation of the survey, participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks to be conducted by this project.
- ✚ Closely cooperate and liaise with the communication specialist for the design, quality, development and completion of all assessments, analytical reports, case studies, success stories.
- ✚ Review and provide advice related to log frames and indicators on proposals submitted by the stakeholders (participating ministries).
- ✚ Support the development and maintenance of an M&E database for the project.
- ✚ Review monitoring and evaluation system/mechanism, process and procedures of the project and formats for project activities under its various components
- ✚ Monitors project progress through field visit, offer feedback and keep regular communication with the participating ministries and the Technical Working Group.
- ✚ Attend, participate and provide necessary inputs for preparation of work plan, Indicators setting and M&E Plan development during project meeting, Workshops and trainings;
- ✚ Serve as focal point for providing M &E inputs on Implementation Progress Reports
- ✚ Prepare and submit M&E reports as per the Results Framework to the M&E Lead in preparation for quarter/ bi-annual project implementation progress review meeting.
- ✚ Accomplish others tasks related for preparing, monitoring, evaluation and implementing as per the need of the project assigned by the M&E Lead at CSA M&E Unit.

#### **6. Competencies:**

- ✚ The M&E Specialist should possess excellent technical skills in socio-economic research and program and project performance assessment.
- ✚ Demonstrated experience in monitoring and evaluation of Public Sector project activities.

- ✦ Strong communication and facilitation skills and ability to establish good working relationships with colleagues and stakeholders in a highly sensitive environment. S/he must be able to respond quickly to requests for information.
- ✦ S/he must demonstrate strong interpersonal and motivational skills and sensitivity to the local environment as well as the ability to work with minimal supervision.
- ✦ Excellent data analytical skills and interpretation.
- ✦ S/he must have ability to write clearly and concisely, and have sound quantitative skills (managing, analyzing and interpreting data).
- ✦ Experience on planning, monitoring and evaluation of community based social projects and having good computer knowledge on database software like; MS Excel, STATA, SPSS will be given priority.
- ✦ Broad knowledge and understanding of building monitoring and evaluation system, determining -baselines and setting indicators.

## **7. Required Qualifications:**

### **7.1 Academic qualifications:**

Bachelor degree in Monitoring and Evaluations, Public Policy, Economics, and other related Social Sciences, Management, Environment Sciences, Natural Science or related field combined with extensive experience in similar responsible position in the Public Sector is considered as equivalent.

### **7.2 Experience:**

At least 2-3 years of work experience in a field related to public sector reform, service delivery, and planning or project management. At least 2 years of experience in M&E related positions or project implementation level would be preferable. Computer literacy in Microsoft packages (MS Word, MS PowerPoint, MS Excel), GIS and SPSS is an advantage. Experiences in creating and managing performance monitoring plans and leveraging performance monitoring data for improving ongoing project management are under consideration. Knowledge in designing and field testing surveys and other data collection instruments are required.

## **8. DURATION OF ASSIGNMENT:**

The Officer will be contracted for twelve (12) months, and is expected to work full time (office hours) within Monrovia, except otherwise situation demands outside Monrovia travel on related project matters.

## **9. FACILITIES TO BE PROVIDED BY THE CLIENT:**

- ✦ Office space with computer and furniture
- ✦ Email and internet access
- ✦ Required office stationery

- ✚ Photocopying facilities
- ✚ General Administrative support

## **10. SELECTION CRITERIA**

The Officer shall be selected based on the Individual selection method of the World Bank's consultant selection guidelines. Main criteria for the selection will be relevant work experience and qualifications.

## **11. FINANCIAL CONDITIONS**

- ✚ The Specialist shall be paid a lump sum amount of remuneration per month, which should include all his overheads, social charges and other associated costs including local transportation within Monrovia and insurance premium costs. .
- ✚ The Specialist shall be responsible for all taxes and duties including income tax applicable as per Government of Liberia Financial rules and regulations.
- ✚ In case of travel requirement outside Monrovia within Liberia for project related assignments, the Specialist shall be paid travel expenses and hotel expenses on actual basis and suitably determined subsistence allowance to cover all other costs.

## **12. EXPECTED OUTPUTS/REPORTING REQUIREMENTS**

The Officer will work with and report to the CSA M&E Unit of the Civil Service Agency. In addition to the regular responsibilities, the consultant shall be accountable for providing /preparing the following documents and reports during assigned period.

- ✚ M&E implementation plan for the PSMP
- ✚ M&E inputs to Monthly/Quarterly/Yearly Project Implementation Progress Report;
- ✚ Regular back-to-office monitoring report on work-plan implementation.
- ✚ Reports and proceeding of seminars, workshops and training
- ✚ Assist in the development of Final Reports

Interested Consultants may obtain further information at the address below during office hours from 09:00 and 17:00hours, Mondays to Fridays.

Expressions of interest must be delivered in a written form clearly marked: **"Ref: Monitoring and Evaluation Specialist of the PSMP"**, at the address below in person or by mail (or by email) on or before **Tuesday, September 13, 2016, at 14:00hours.**

The Projector Coordinator  
Public Sector Modernization Project  
Civil Service Agency  
#63 Carey Street, Monrovia, Liberia  
Email [publicsectormodernizationprojectcsa@gmail.com](mailto:publicsectormodernizationprojectcsa@gmail.com)/ [coleman\\_patience@yahoo.com](mailto:coleman_patience@yahoo.com)

**PLEASE NOTE: ONLY THOSE APPLICANTS SHORT LISTED WILL BE CONTACTED**