

# **LIBERIA INSTITUTE OF STATISTICS AND GEO- INFORMATION SERVICES**

## **TERMS OF REFERENCE (TOR) FOR MONITORING AND EVALUATION OFFICER FOR THE HARMONIZING AND IMPROVING STATISTICS IN WEST AFRICA PROJECT (P169265)**

### **1.0 Background**

The Liberian statistical system was severely disrupted by the 14 years of civil war - the system ceased to function. Existing data was lost, population census not carried out as planned, economic statistics extremely limited and restricted to Monrovia, social statistics such as health and education, and demographic statistics were largely not available. The infrastructure to support implementation of statistical activities was destroyed. The capacity to collect and analyze relevant statistics and other information critical for decision making was also weak. The statistics producers had unsophisticated statistical procedures, a poor record keeping and archiving culture, poor physical infrastructure and information and communications technology (ICT). Most staff members received low salaries and were not well trained. The technological development that the international statistical world had gone through had been missed. Basically, statistics were largely unavailable to guide policy formulation and decision making of government. The quality of national accounts is low because of the low coverage of economic activities compounded by an old methodology and an outdated base year. National accounts are still produced using the SNA 1993 instead of the 2008 SNA. The CPI quality is also limited, due to an old base year and narrow geographic coverage (Monrovia). Household surveys are irregular and the country suffers from lack of equipment, low human resources and irregular financing of statistical activities.

In 2015, the World Bank committed to put more effort into improving the statistical capacity of low income countries. Initially, the announced goal was targeted at household surveys, specifically, to support low income countries to conduct at least one household survey every 3 years. In May of 2019, the World Bank gave approval for the preparation of a regional project with

a development object of strengthening the statistical systems of participating countries and regional bodies in Africa to produce, disseminate, and enhance the use of core economic and social statistics. Participating countries Ghana, Liberia, Sierra Leone, Cote Ivoire, Boukina Faso, Cabo Verde, and Togo.

The Liberia component of the project will be implemented by the Liberia Institute of Statistics and Geo-Information Services (LISGIS). The goal of the project is to strengthen the capacity of LISGIS to produce, disseminate, and enhance the use of core economic and social statistics in Liberia.

The Government of Liberia, through LISGIS, requires the services of a Procurement Specialist who will ensure and execute transparent and efficient Procurement services and processes consistent with the World Bank Regulations for IPF Borrowers and provide technical and hands-on-training for the staff of the Procurement Unit at LISGIS.

### **1.1 Objective of the Assignment**

The objective of this assignment is to assist and support the implementation and monitoring of result-based indicators per the Monitoring Frameworks developed with the view of tracking progresses within the respective components under the project.

#### ***Specific Objectives***

- Monitor and implement the existing Project Monitoring and Evaluation Framework including the baseline assessment components;
- Develop a standardized methodology for Institutional Capacity Assessments;
- Define and collect baseline data for participating components and enhance capacities in the use of the Monitoring Framework with a view to creating self-sustaining mechanisms.

### **1.2 Scope of Work and Tasks**

The **Monitoring & Evaluation Officer** shall carry out all of the following duties, which shall include but not limited to:

- i. Develop approaches/methodologies, timelines and milestones associated with monitoring the components of the project. The He/she shall use approved instruments which facilitate data collection and evaluation

- ii. Analyze the information gathered with a view to identifying the potential role and utilization of each instrument in the Monitoring and Evaluation for the enhancement of the project;
- iii. Provide an analysis, including recommendations as to benefits of having one or more instruments contributing to the M&E Framework;
- iv. undertake monitoring and evaluation responsibilities on all project activities periodically and provide relevant information to the Project Management Team;
- v. Planning and budgeting;
- vi. Any other task as assigned by the Unit’s Coordinator/Project Manager.

### 1.3 Performance Monitoring Indicators

The following will be performance monitoring indicators use to assess the performance of the Consultant at regular intervals:

No.	Duties and Responsibilities	Performance Indicators	Outputs
1	Analyze information gathered with a view to utilizing each instrument in the Monitoring and Evaluation for the enhancement of the Project	<ul style="list-style-type: none"> <li>• Quality M&amp;E data</li> </ul>	Quality M&E data available for reporting purposes
2	Develop approaches/methodologies, timelines and milestones associated with monitoring the components of the project.	<ul style="list-style-type: none"> <li>• Quality M&amp;E tools</li> <li>• Approved monitoring program</li> </ul>	<ul style="list-style-type: none"> <li>• Quality M&amp;E Templates developed</li> <li>• Timely feedback reports produced</li> </ul>
3	Undertake monitoring and evaluation responsibilities on all project activities and provide relevant information to the PMT	<ul style="list-style-type: none"> <li>• Number and field reports;</li> <li>• quality of M&amp;E data available</li> </ul>	Real time Quarterly Progress Reports published
4	Provide support in building capacity within the Project	Components trained on the use of relevant M&E tools	Training/workshop reports prepared
5	Organize Project Technical Committee (PTC) and Steering Committee (SC) meetings	Number of PTC and SC meetings held	Meeting minutes

### 1.7 Qualification and Experience

The shortlisting criteria includes the following qualifications:

- A degree in management, Economics, Mathematics, Statistics, Development studies, the social sciences or other field related to Project Monitoring and Evaluations;
  - At least three (3) years' experience as an M&E Officer on donor funded projects or NGOs;
  - Appropriate involvement and/or M&E experience in similar projects in developing countries would be desirable;
  - Knowledge/experience of the logical framework approach and other strategic planning approaches;
  - Knowledge/experience of quantitative, qualitative and participatory M&E methods and approaches;
  - Knowledge/experience of M&E planning and implementation; Information analysis and reporting
  - Must be familiar with M & E guidelines, policies and procedures of multilateral Financial institutions (preferably the World Bank Group)
  - Ability to find and communicate accurate information concerning processes, policies and procedures to Project stakeholders.
  - Excellent skills in project management and communications in English, both written and oral, demonstrated in previous jobs

### **Duration of the assignment**

The assignment is for a period of one year renewable based on satisfactory performance

### **1.5 Contract and Reporting Requirements**

The M&E Officer will be hired on a lump-sum Contract. He/she will report to the Project Coordinator. The M&E Officer will submit the reports summarized below:

- a) *Monthly Progress Reports:* The M&E Officer will prepare monthly concise reports with the relevant information on progress.
- b) *Final Report:* Before the end of the assignment, the M&E Officer will submit a final report detailing all the activities undertaken.

### **1.6 Local Services, Personnel and Facilities Provided by the Client**

GOL/LISGIS will provide:

1. Access to all necessary information and stakeholders to facilitate the assignment
2. Office space within LISGIS
3. Essential office furniture
4. Essential miscellaneous office equipment
5. Access to Internet, and network resources, where necessary