

Terms of reference



GENERAL INFORMATION

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| Services/Work Description: | Monitoring and Evaluation Specialist to the Ethiopian Diaspora Trust Fund Secretariat |
| Project/Program Title: | Engagement Facility to Support the Ethiopian Diaspora |
| Post Title: | National Individual Consultant - Monitoring and Evaluation Specialist |
| Consultant Level: | B |
| Duty Station: | Addis Ababa with frequent travel to project areas |
| Expected Places of Travel: | N/A |
| Duration: | 6 months with possibility of extension |
| Expected Start Date: | As soon as possible |

I. BACKGROUND / PROJECT DESCRIPTION

The Ethiopian diaspora through Ethiopian Diaspora Trust Fund strives to see Ethiopians leading a life of dignity, freedom, equality and justice through cooperative, equitable and inclusive social and economic development. The Fund is created to support such endeavors and improve the lives of poor and disadvantaged people in Ethiopia. It intends to finance well-targeted, innovative and entrepreneurial project that bring about lasting solutions to problems that affect poor and disadvantaged people. Projects are implemented through and in close collaboration and partnership with local partners particularly community-based organisations, local NGOs and relevant government offices with similar objectives and priorities and uses results-based framework in project implementation, performance monitoring, evaluation and reporting. Through this position EDTF intends to ensure high degree of transparency and accountability in the use of EDTF's resources and efficiency and effectiveness in project implementation.

In consultation with the Project Specialist, Executive Director, implementing partners and relevant stakeholders, the M&E Specialist is responsible for setting up a holistic and results-based M&E system, which ensures effective implementation of various projects funded by EDTF. S/he will take a leading role in developing EDTF's monitoring and evaluation framework, M&E plans, methodologies and tools. S/he will set up reporting mechanism that provides timely and relevant information on the progress of various projects EDTF is financing. The incumbent is required to strengthen the capacity of implementing partners in the area of planning, monitoring, evaluation and reporting to ensure shared understanding of projects objectives and the M&E system. The M&E Specialist will report directly to Executive Director.

II. SCOPE OF THE WORK

In consultation with the Project Specialist, Executive Director, implementing partners and relevant stakeholders, the M&E Specialist is responsible for setting up a holistic and results-based M&E system, which ensures effective implementation of various projects funded by EDTF. To be successful in this role, the incumbent should be well-organized, have great time management and technical skills to meet deadlines and be able to act without frequent guidance.

III. KEY RESPONSIBILITIES AND DELIVERABLES

Support EDTF projects' planning process:

- Support the planning processes of the EDTF projects by reviewing projects' log frame/ result frameworks, detailed implementation plans, and monitoring and evaluation plans.
- Guide the process for identifying and designing key indicators of projects results (output, outcomes, and impacts) and to record and report on progress against projects' targets.

Design and implement result-based M&E system:

- Develop an overall EDTF M&E framework that can help to measure project outcomes, conduct periodic reviews, ensure stakeholders involvement, and facilitate learning and improvement.
- In collaboration with the implementing partners, develop an M&E frameworks, M&E plans and standard operating procedures for planning, monitoring, evaluation and reporting of the projects' supported by EDTF. Review the implementing partners existing approaches and management information systems and agree on any required changes, support and resources.
- Review the quality of existing social and economic data in the project area, the methods of collecting it and the degree to which it will provide good baseline statistics for impact evaluation after project completion.
- Guide and support the implementing partners to develop project level methods and tools for data collection and verification.
- Ensure that data collection is conducted in a timely manner and conduct on-going quality assurance of the monitoring data and information.
- Undertake ongoing analysis of monitoring data and review monitoring reports to identify the causes of potential bottlenecks in projects implementation.
- Develop and maintain an updated database on results-data and information related to the projects' monitoring and evaluation
- Undertake regular independent as well as joint visits to the project areas and conduct spot-checks to monitor implementation status of the projects' activities in the field and to identify where adaptations might be needed.
- Ensure project monitoring and evaluation arrangements comply with project agreements.

- Ensure information needs of key stakeholders are satisfied without overloading implementing partners or compromising the quality of information gathered.
- In consultation with Project Specialist, develop ToR and facilitate recruitment of experts/consultants for special surveys (baseline, mid-term and final evaluation), studies and M&E activities.
- Ensure that reports from the consultants are complete and meet the quality requirements.

Capacity development in planning, monitoring and evaluation

- Review existing M&E and management information systems of implementing partners and identify where support is needed.
- Develop a plan and budget for M & E related capacity-building activities and ensure that project proposals submitted by partners incorporate such budget provisions.
- Organise and facilitate training with stakeholders, partners, and staffs to enhance M&E skills and capacity to implement.
- Support implementing partners in understanding core information needs by different stakeholders and the EDTF management.

Reporting, Learning and Sharing

- Collect, compile and review progress reports prepared by staffs and implementing partners and draft consolidated monthly, quarterly and annual progress reports.
- Organize various learning platforms and share the outputs of M&E findings with the projects staff, implementing partners and primary stakeholders; and actively promote a knowledge sharing and learning culture among the EDTF projects.
- Participate in M&E related discussions, meetings, workshops, telecon's etc. representing EDTF and share its experience.

IV. INSTITUTIONAL ARRANGEMENT / REPORTING RELATIONSHIPS

The incumbent:

- reports directly to the EDTF Secretariat Executive Director and works in close collaboration with other EDTF Secretariat staffs.
- is required to establish amicable, collaborative and effective relationship with implementing partners, stakeholders, donors, government offices with which EDTF has fundamental interest and working relationship.
- is bound by organizational rules, policies and principles of EDTF.

V. DURATION OF THE WORK

- The M&E Specialist will be recruited for Six (6) months with possibility of future extensions, subject to meeting the required satisfactory performance standards and availability of budget.
- job requires intensive travel to project implementation areas

VI. QUALIFICATIONS AND WORK EXPERIENCE REQUIRED

- MA/MS degree in Social Sciences, Development Studies, Economics, Rural Development, Statistics or other closely related field
- 8+ years of experience in project planning and implementing, monitoring and evaluation of rural development projects/programs with 5+ years in M&E focused roles
- Experience in M&E resources (human, financial and material) management, training and capacity-building preferred
- Strong knowledge of donor reporting procedures, best practices, guidelines and tools for monitoring and evaluation
- Sound working knowledge of Information Technology and Database Management, expertise in MS Office and statistical software
- Excellent analytical and problem-solving skills
- Excellent oral and written communication skills
- Able to manage high volume of work with minimal supervision
- Able to build relationships with all kinds of people, highly collaborative working style
- Strong set of personal values including integrity, honesty and a desire to help others
- Fluency in English and Amharic, written and spoken, is essential.

VII. CRITERIA FOR SELECTING THE BEST OFFER

The consultant will be recruited using the following selection criteria. Qualified Individual Consultant (IC) is expected to submit both the Technical and Financial Proposals. Consultants will be evaluated based on cumulative analysis as per the following scenario:

- Responsive/compliant/acceptable; and
- Having received the highest score out of a pre-determined set of weighted technical and financial criteria specific to the solicitation. In this regard, the respective weight of the proposals is:
 - a. Technical Criteria weight is 70%;
 - b. Financial Criteria weight is 30%;

| Criteria | Weight | Max. Point |
|-----------------------------------------------------------------------------------------------------------|------------------------------------------------------|------------|
| Technical Competence (based on CV, Proposal and interview (as required)) | 70% | 100 |
| Criteria (a): Professional capability and experience to perform the services- Competency interview | | 40 |
| Criteria (b): Educational background as per the requirement in the ToR | | 15 |
| Criteria (c): Experience and knowledge of the assignment and years of experience | | 15 |
| Financial (Lower Offer/Offer*100) | 30% | 30 |
| Total Score | Technical Score * 70% + Financial Score * 30% | |

VIII. Payments

Monthly - upon successful completion of assignment, submission of monthly progress report on key matters mentioned in “III. KEY RESPONSIBILITIES AND DELIVERABLES” and certification from UNDP.