

Terms of Reference

Monitoring and Evaluation Specialist (Part-time)

Background

The IDH Sustainable Trade (IDH) is in partnership with the Norwegian International Climate and Forestry Initiative (NICFI), to counter the threat of agriculture-driven deforestation. IDH is focusing on a few key forested regions that are considered particularly at risk of being deforested through conversion for agro-commodities. The aim is to demonstrate that adopting a production-protection approach to land use in these regions would benefit various stakeholders, whilst ensuring conservation of biodiversity and maintaining the integrity of forests.

In Liberia, IDH is actively working in the southeast landscape (mainly Sinoe County) and the northwest landscape (mainly Lofa) where it aims to deliver landscape-level Green Growth Compacts (Multi-Stakeholder Agreements to enhance agriculture production, secure livelihoods, and promote forest conservation), based on Green Growth Plans and Participatory Land Use Plan (PLUP) in priority areas within these landscapes.

IDH Liberia's Country Office is in search of a Monitoring and Evaluation Specialist to undertake quarterly reviews of the Country Office's program progress against stated results and client deliverables, based on the country office's theory of change, result management framework (RMF), and specific program/ project KPIs. This quarterly exercise will be essentially field-based and will cover both the Southeast¹ and Northwest² Forest Landscapes of Liberia.

Specific Tasks to be Undertaken

Under the supervision of the IDH Country Manager and National Program Manager, the Monitoring and Evaluation Specialist will be responsible for the following:

- Prepare quarterly monitoring and evaluation (M&E) plans and associated M&E templates and tools for the Country's Office
- Develop M&E mechanisms at the program level, as well as relevant field-friendly tools, modes, and systems for data collection, and subsequent analysis that are aligned with the Country Office's theory of change and donor requirements
- Gather/collate and provide analysis of data and information, producing substantive analytical and informative periodic reports
- Support the development of accurate, realistic, and measurable baselines, indicators, and targets at the project level wherever necessary
- Identify gaps in data collection and analysis. Develop ways to improve data collection and analysis at various landscapes.
- Create, implement, and provide training to Country Office's program staff and relevant partner staff on necessary monitoring and evaluation templates, databases, and relevant procedures.

¹ Sinoe, Rivergee, Grand Gedeh, Grand Kru and Maryland Counties

² Lofa, Gbarpolu, Bomi, and Grand Cape Mount Counties.

- Guide the documentation processes for the best practices and lessons learned based on programme approaches pertinent to the implementation of ongoing projects and interventions
- Coordinate with Program Managers, partners, and relevant stakeholders to ensure required monitoring tools are deployed, employed properly, and utilized regularly.
- Conduct quarterly monitoring field visits to both the southeast and northwest landscapes to coordinate data collection, identify M&E capacity gaps, promote best practices, and identify impact stories.

Competencies

Corporate Competencies:

- Demonstrates integrity by modeling the IDH's core values and ethical standards
- Promotes the vision, mission, and strategic goals of IDH
- Displays cultural, gender, religion, race nationality, and age sensitivity and adaptability

Functional and Technical Competencies:

- Willingness and ability to work for extended periods in remote rural areas, dealing with the prevalence of bad roads, bridges, and rudimentary infrastructure in general within the field/ targeted landscapes.
- Demonstrated experience working with result frameworks and field-level performance monitoring
- Demonstrated experience in working with local Liberian partners and other agencies, experts, and coordinating country staff in planning monitoring activities
- Knowledge of the usage of GIS and statistical skills for acquiring and analyzing data with statistical rigor
- Willingness to learn from and consult with colleagues/ partners both nationally and internationally for inputs and information sharing
- Ability to advocate and provide advice to program staff for sustained data collection and analysis
- Knowledge and understanding of the Liberian context and its complexities- preferred but not an absolute requirement

Management and Leadership

- Ability to work on new systems (monitoring and evaluation area), and affect attitudinal change
- Focuses on impact and results for the clients and responds positively to feedback
- A proactive approach to work, good/ punctual follow-up, and follow-through

Required Skills and Experience

- A minimum of a master's degree in a development-related field, i.e. International Relations, Community development, statistics, Economics, Social Sciences, Environmental Science, Agriculture, or Forestry.
- A minimum of 5 years of directly applicable field experience, of which at least 3 in working with a development agency, in providing management advisory services, and hands-on experience in the design of monitoring and evaluation tools *at the systemic level* in development contexts.
- Knowledge of and experience in M&E planning and program design.
- Proven experience with statistical applications, and data analysis; familiarity with both qualitative and quantitative information analysis tools.
- Excellent interpersonal, consensus-building, and negotiating skills are essential.

Consultancy Fee and Payment Schedule

The Monitoring and Evaluation Specialist will be required to work 16 days per quarter at a rate of One Hundred Ninety United States Dollars per day. The total fee available per quarter is Three Thousand Forty United States Dollars less 10% as Withholding Tax which will be paid to the government of Liberia. The 10% will be calculated on each invoice and paid to the government as per the Liberian tax law. The Monitoring and Evaluation Specialist will also be paid per diem and lodging for days spent in the field (including travel days).

Application

Interested candidates should submit their application to applications.idhliberia@gmail.com before the deadline of 8 September 2023 COB