*Republic of Liberia*

**Ministry of Gender & Development**

Economic Empowerment of Adolescent Girls & Young Women (EPAG) Project

Terms of Reference:

**EPAG AGU Monitoring & Evaluation Officer**

(EPAG AGU M & E Officer)

**I. Background:**

1. With the completion of the EPAG pilot project (September 2009 – December 2012), which was funded by the Nike Foundation and Government of Denmark, the Government of Liberia has received financing from the Swedish International Development Cooperation Agency (Sida) to fund a third round of EPAG training, administered by the World Bank. EPAG Round Three maintains its focus on increasing employment and earnings among adolescent girls and young women and targets 1,000 adolescent girls and young women (16-24 years); 575 in Greater Monrovia and Kakata, and 425 in Grand Bassa County. EPAG Round Three has six components:

Literacy, life skills, and business development skills training with micro-enterprise advisory services;

Life skills and job skills training for wage employment, combined with job placement assistance;

EPAG Round Three quantitative and qualitative research;

Institutional strengthening of Ministry of Gender & Development (MoGD) Adolescent Girls Unit;

Developing a version of the EPAG project for adolescent boys and young men;

Developing an agricultural project model for youth.

1. EPAG is an important initiative that supports the Government of Liberia’s prioritization of youth development and employment for young women. EPAG Round Three is comprised of 82% business development skills (BDS) training and 18% job skills (JS) training. The EPAG project is part of the World Bank’s global “Adolescent Girls Initiative.” MoGD, through the Adolescent Girls Unit (AGU) and the EPAG Project Implementation Unit (PIU), is responsible for managing the EPAG project. The EPAG AGU M & E Officer is an integral member of the PIU team, also comprised of a National Project Coordinator, Senior Program Advisor, Senior Technical Advisor, Operations Officer, and Project Officer.

**II. Objective of the assignment:**

1. The objective of the assignment is to oversee and implement M & E best practices for the EPAG project and AGU in general.

**III. Scope of services:**

1. The EPAG AGU Monitoring & Evaluation Officer will implement the EPAG project’s monitoring and evaluation functions and also provide technical support to the AGU for its monitoring and evaluation functions. The EPAG AGU M & E Officer shall work in close consultation with the National Project Coordinator, AGU Coordinator, AGU Assistant, and the Senior Program Advisor.
2. The EPAG AGU M & E Officer shall, *inter alia*, undertake the following duties and responsibilities:
3. Provide technical support to the Adolescent Girls Unit for its monitoring and evaluation functions;
4. Together with the National Project Coordinator and Senior Program Advisor, update and oversee the implementation of the EPAG M & E strategy;
5. In close collaboration with the EPAG Survey Data Analyst, National Project Coordinator, and Senior Program Advisor, play a key role in the qualitative and quantitative activities for the EPAG Round Three endline evaluation, including questionnaire development, enumerator training, focus group discussion oversight, data transcription, field data collection and supervision, etc.;
6. Work with the National Project Coordinator to ensure the updating of instruments required to collect and analyze information on inputs, outputs, and outcomes for the EPAG project;
7. Oversee and support the M & E activities of the EPAG service providers’ programs in the EPAG communities—and provide training and coaching to service providers’ staff as needed;
8. Coordinate the EPAG Project Quality Monitoring Team to undertake classroom quality monitoring and verification of business and job placements—and report on these activities;
9. Undertake EPAG field visits on a regular basis to ensure compliance with operational procedures and assess progress;
10. Identify and initiate reports as required to inform bi-weekly, monthly, quarterly, semi-annual, and annual plans and reports (for MoGD, the World Bank, Sida, etc.);
11. With oversight from the National Project Coordinator, maintain the management information system (MIS) developed during the EPAG pilot project—and ensure data quality control;
12. Undertake other tasks as assigned / deemed necessary in discussion with the National Project Coordinator.

**IV. Assignment period, reporting, and time schedules:**

1. This contract will be for the duration of EPAG Round Three, through December 2014. There is a possibility of follow-on funding and contract renewal. The Consultant will report to and be supervised by the EPAG National Project Coordinator. The Deputy Minister for Planning & Administration (Ministry of Gender & Development), the Minister of Gender & Development, World Bank Task Team for the EPAG project, EPAG’s two Senior Advisors, and the Adolescent Girls Unit Coordinator will also support the EPAG AGU M & E Officer. The Consultant will provide a timesheet and monthly report along with her monthly invoice for payment. The EPAG AGU M & E Officer will be paid on a monthly basis provided basic monthly reports and comprehensive quarterly, semi-annual, and annual reports are in good standing and the Consultant is fulfilling the obligations listed in the Terms of Reference.

**V. Qualifications of the EPAG AGU M & E Officer:**

1. Not less than 3 years demonstrated relevant monitoring and evaluation experience including survey design, field data collection, data analysis, supervision, and reporting.
2. Professional qualification at certificate level or higher in relevant discipline, e.g. Statistics or related field of study.
3. Must have familiarity with qualitative and quantitative research methodologies and pay attention to detail and accuracy in data entry and processing.
4. Strong computer skills, especially MS Excel; experience with other database or data analysis software is an added advantage.
5. Must have experience directly supervising staff.
6. Ability to prioritize workload and work under pressure. Dependable and consistent in meeting time commitments. Tolerant and respectful of individual differences.
7. Track record working with adolescent girls and young women in Liberia preferred. Interest and passion to empower adolescent girls is a must. High degree of integrity and sensitivity to issues affecting young women.
8. Good communication skills and proven track record in working effectively within multidisciplinary, multicultural teams.
9. Willing to adhere to all MoGD policies and procedures.

**VI. Facilities and information to be provided by the client:**

1. The EPAG AGU M & E Officer will work in the office of the Project Implementation Unit at MoGD. Adequate office furniture and equipment will be assigned to the M & E Officer, along with all relevant project documents to facilitate smooth execution of duties and responsibilities. This full-time position is based in Monrovia.

**VII. Selection process:**

1. A qualified Individual Consultant will be selected in accordance with the procedures set out in the “World Bank’s Guidelines: Selection and Employment of Consultants under IBRD Loans and IDA Credits and Grants by World Bank Borrowers” dated January 2011.

**VIII. Performance criteria:**

# The following performance criteria will be used to assess the performance of the EPAG AGU M & E Officer at regular intervals and based upon which the contract with the MoGD may be continued or terminated:

1. Quality and timeliness of all work and reports relating to monitoring and evaluating the EPAG project;
2. Quality of documentation of all deliverables;
3. Quality of data entry;
4. Quality of management of EPAG Project Quality Monitoring Team;
5. Quality of communication and general relationship with the EPAG and AGU teams, representatives of relevant stakeholders, and other staff.