*Republic of Liberia*

**Ministry of Gender & Development**

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

Terms of Reference:

**EPAG VOLUNTEER QUALITY MONITOR SUPERVISORS**

**(2 PERSONS)**

**1. Background:**

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 will target 1,000 adolescent girls and young women (16-24 years); 575 in Greater Monrovia and Kakata, and 425 in Grand Bassa County. The Ministry of Gender & Development intends to hire a survey firm to conduct qualitative and quantitative research on EPAG Round Three. EPAG Round Three has six components:

1. Literacy, life skills, and business development skills training with micro-enterprise advisory services
2. Life skills and job skills training for wage employment, combined with job placement assistance
3. EPAG Round Three quantitative and qualitative research
4. Institutional strengthening of Ministry of Gender & Development (MoGD) Adolescent Girls Unit
5. Developing a version of the EPAG project for adolescent boys and young men
6. Developing a “factory system” agricultural project model for youth

EPAG is an important initiative that supports the Government of Liberia’s prioritization of youth development and employment for young women. EPAG Round Three will be 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 lessons learned from the first two rounds of the EPAG project have greatly informed the project design for EPAG Round Three.

The EPAG Quality Monitor Supervisors will be responsible for coordinating and overseeing the EPAG Quality Monitors. There will be two teams of Quality Monitors during Round Three, one in Montserrado and Margibi County and one in Grand Bassa County.

**2. Objective of the assignment:**

The objective of the assignment is to work under the supervision of the EPAG AGU M & E Director to coordinate and oversee the 13 EPAG Quality Monitors during Round Three.

**3. Scope of services:**

The EPAG Quality Monitor Supervisors will implement the EPAG project quality monitoring initiatives and oversee the two quality monitoring teams. The functions of the EPAG Quality Monitor Supervisors involve frequent operational interaction EPAG AGU M & E Director, the EPAG Senior Program Advisor, the EPAG National Project Coordinator, the EPAG Operations Officer, and the EPAG service providers and trainees. The EPAG Quality Monitor Supervisors work under the direct supervision of the EPAG AGU M & E Director in close collaboration with the Senior Program Advisor.

The EPAG Project Quality Monitor Supervisors shall, *inter alia*, undertake the following duties and responsibilities:

1. Coordinate and oversee the 13 EPAG Quality Monitors
2. Ensure proper planning and timely conduct of the quality monitoring activities
3. Carry out training venue assessments before the start of classroom training
4. Conduct quality monitoring visits to training sites
5. Collect Most Significant Change stories from trainees
6. Take photos of training classes
7. Conduct interviews with trainees
8. Fill out quality monitors checklists and interview forms, and tally data
9. Submit daily and monthly reports
10. Carry out employment and business start-up verification visits
11. Treat NGO service providers and adolescent girls and young women with dignity and respect
12. Demonstrate confidentiality and sensitivity in dealing with adolescent girls and young women
13. Share lessons learned with own NGO and organizations and other members of Adolescent Girls Working Group (AGWG)

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

The position of EPAG Quality Monitor Supervisor is a part-time volunteer position. Activities will be concentrated on monitoring during the four (4) month classroom training phase which begins in mid-September 2013, and during the last two months of the project, for verification in June and July 2014. All EPAG project monitoring & evaluation activities are under the supervision of the EPAG AGU M & E Director.

**5. Qualifications of the EPAG Quality Monitor Supervisor:**

2 volunteers will be recruited under these terms of reference.

1. Minimum of High School Diploma. University enrolment is an added advantage. University degree a distinct advantage
2. Demonstrated experience managing a team
3. Be a member or staff person of an AGWG-affiliated organization, or other relevant girls organization in Grand Bassa (staff of MoYS, MoGD, and NGOs implementing the EPAG project are necessarily excluded)
4. Willingness to visit and work in grassroots communities
5. Experience in working on adolescent girls and young women issues
6. Warm interpersonal skills and commitment to teamwork and team-building
7. Ability to treat confidential information with due care

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

The EPAG Quality Monitor Supervisors will largely spending their time in the field conducting quality monitoring visits. Most report writing will be done remotely on the Supervisors’ personal computers. During their period of service during EPAG Round Three, the two Quality Monitor Supervisors will be eligible to earn $2,600.00 each (Two Thousand Six Hundred United States Dollars) in the form of a volunteer stipend. The stipend rate is $50.00 per day for 52 days. The purpose of the volunteer stipend is to cover costs incurred by the volunteers while serving as Quality Monitor Supervisors (transport, calling cards, food, internet costs, etc.) The Quality Monitor Supervisors are expected to deliver on their assignments within the timeframe agreed in the work schedule.

**7. Selection process:**

Given that these are volunteer, part-time positions, qualified individual volunteers will be selected for the positions based on comparison of CVs. Selection processed will be in line 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.

**8. Performance criteria:**

# The following performance criteria will be used to assess the performance of the EPAG Quality Monitor Supervisors at regular intervals and based upon which the contract with the MoGD may be continued or terminated:

1. Quality and timeliness of all works relating to EPAG project monitoring
2. Quality of documentation of all deliverables
3. Quality and timeliness of daily and monthly reports
4. Quality of management of assigned project assets
5. Quality of communication and general relationship with the EPAG and MoGD teams, representatives of service providers, and other staff