*Republic of Liberia*

**Ministry of Gender & Development**

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

Terms of Reference:

**EPAG VOLUNTEER QUALITY MONITORS**

**(13 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 Monitors will be responsible to carry out quality monitoring visits to training sites in Greater Monrovia, Montserrado County, Kakata City, Margibi County, and sites TBD in Grand Bassa County. The Quality Monitors will also be responsible to collect Most Significant Change stories for an identified sample of trainees at the start of the project, after the classroom training, and at the end of the placement phase.

**2. Objective of the assignment:**

The objective of the assignment is to work under the supervision of the EPAG AGU M & E Director to carry out project quality monitoring visits and placement verifications, and to also collect Most Significant Change stories from an identified sample of the trainees.

**3. Scope of services:**

The EPAG Quality Monitors will implement the EPAG project quality monitoring initiatives. The functions of the EPAG Quality Monitors 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 work of the quality monitors will be overseen by two part-time Quality Monitor Supervisors who will ensure proper planning and timely conduct of the quality monitoring activities. The EPAG Quality Monitors work under the direct supervision of the EPAG AGU M & E Director in close collaboration with the Senior Program Advisor.

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

1. Carry out training venue assessments before the start of classroom training
2. Conduct quality monitoring visits to training sites
3. Collect Most Significant Change stories from trainees
4. Take photos of training classes
5. Conduct interviews with trainees
6. Fill out quality monitors checklists and interview forms, and tally data
7. Submit daily reports and assist with monthly reports as needed
8. Carry out employment and business start-up verification visits
9. Treat NGO service providers and adolescent girls and young women with dignity and respect
10. Demonstrate confidentiality and sensitivity in dealing with adolescent girls and young women
11. 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 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. The monitoring visits will be conducted about three days per week.

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

13 volunteers will be recruited under these terms of reference. Given the sensitive nature of working with young women (particularly with monitoring for any instance of sexual exploitation or abuse within the project), most of the 13 Quality Monitors will be female.

1. Minimum of High School Diploma. University enrolment is an added advantage
2. 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)
3. Willingness to visit and work in grassroots communities
4. Experience in working on adolescent girls and young women issues
5. Warm interpersonal skills and commitment to teamwork and team-building
6. Ability to treat confidential information with due care

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

The EPAG Quality Monitors will largely spending their time in the field conducting quality monitoring visits. All tools/instruments needed to accomplish tasks will be provided by EPAG AGU M & E Director. During their period of service during EPAG Round Three, each of the 13 Quality Monitors will be eligible to earn $720.00 (Seven Hundred and Twenty United States Dollars) in the form of a volunteer stipend. The stipend rate is $40.00 per day for 18 days. The purpose of the volunteer stipend is to cover costs incurred by the volunteers while serving as Quality Monitors (transport, calling cards, food, etc.) The Quality Monitors 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 Monitors 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 of management of assigned project assets
4. Quality of communication and general relationship with the EPAG and MoGD teams, representatives of service providers, and other staff