

## 8 – Monitoring and Evaluation Specialist

**EXECUTING ENTITY:** Ministry of Finance, **Economic Development**, and Investment

**POSITION:** Monitoring and Evaluation Specialist

**REPORTS TO:** Executive Director

### ROLE SUMMARY

The Monitoring and Evaluation (M&E) Specialist is required to coordinate/conduct and support all internal and external monitoring and evaluation activities related to the Program/Project to enable timely identification of Program/project progress towards achieving planned outputs and outcome in accordance with the Results Framework of the programs under the CEU.

### KEY RESPONSIBILITIES

The primary responsibilities of the M&E Specialist are to:

- Participate in the preparation of the Project Execution Plan (PEP) and the Annual Operating Plan (AOP) of the CEU programs, assuming lead role in finalizing the Results Matrix ensuring that expected Outputs and Results are clearly defined and key benchmarks and targets are established.
- Update the planning and follow-up tools and verify that they are consistent with the Financial Programming and the Procurement Plan.
- Develop the project level Monitoring & Evaluation (M&E) plan and ensure compliance of the M&E operations with the related contractual clauses and requirements of the Loan Contracts of the CEU programs.
- Develop/facilitate the design of robust risk management framework to support the monitoring and evaluation system.
- Lead the development of the M&E system/mechanism (including process, procedures tools and templates) that enables easy collection and analysis of data related to the indicators within the Results Matrices. Ensure adequate quality control of inputs including design and field testing of methodology such as: survey instruments, participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks.
- Direct the development/procurement and manage the maintenance of a database/system to facilitate effective monitoring and reporting on Project progress as well as the sharing of information for specific M&E needs between the project and other implementing agencies and/or stakeholders.
- Monitor project progress through field visits as may be required, analyze current state to identify potential bottlenecks in project implementation, offer feedback and keep regular communication with related Project staff.
- Track the progress made on the Results Framework of the CEU programs, analyze any variance in scheduled outputs and outcomes to determine causes, recommend corrective actions where necessary to address issues and bring the project back on track; document and manage any modification made to the M&E Plans.
- Develop TORs for M&E tasks to be carried out by external M&E (Mid-Term and Final Evaluations) consultants and serve as main CEU resource for such consultancies.
- Coordinate/support monitoring and evaluation missions commissioned by the Bank including the conduct of Mid-term and Final Evaluations and serve as an evaluation team member of selected evaluations as required.
  - Preparing for (and attending as required) meetings with the GOB.
  - .
- Maintain appropriate files and records of M&E activities throughout the life of the CEU programs.

- Prepare M&E monthly reports and other ad hoc reports as required.

### KEY OUTPUTS/ DELIVERABLES & PERFORMANCE INDICATORS

OUTPUT/DELIVERABLES	PERFORMANCE INDICATORS
PEP and AOP	
Project Performance Results Matrices	
M&E Plan	
M&E System	
M&E database	
M&E monthly reports	
M&E special/ad hoc reports	
M&E files and records	
Technical support	
PMR	

### QUALIFICATION AND EXPERIENCE

- Bachelor's degree in Project Management, Economics, Public Administration, or related field is required.
- Master's degree in Economics, Business Administration, Development Evaluation or a related field is desirable.
- At least three (3) years of general experience since obtaining the academic degree is required.
- At least two (2) years of experience in monitoring and evaluation of projects is required.
- At least one (1) year of experience applying MS Project is desirable.
- Knowledge in the use of monitoring and evaluation tools is desirable.