

## Monitoring and Evaluation (M&E) Officer

<b>PUBLIC SERVICE OF BELIZE</b>	
MINISTRY:	Ministry of Finance, <b>Economic Development</b> , and Investment
<b>POSITION DESCRIPTION</b>	
Position Title:	MONITORING AND EVALUATION OFFICER
Department:	Policy and Planning Unit
Reports To:	Director, Policy and Planning Unit
Station:	Ministry of Economic Development, Belmopan
<b>Background</b>	
<p>The Growth and Sustainable Development Strategy (GSDS) 2016-2020 was developed as the first of a series of medium-term strategies prepared within the overarching context of Belize's long-term planning framework - Horizon 2030. The GSDS 2016-2020 expired on March 31st, 2021; therefore, a new strategy for the period 2021 to 2025 has been finalized, namely, the #PlanBelize Medium-term Development Strategy (PBMTDS).</p>	
<p>The GSDS gap assessment, completed in mid-2020, indicated that actions were being pursued under each priority outcome area identified (Critical Success Factors). While this assessment concluded that a national policy, strategy, or plan existed for almost all related activities (necessary conditions), the resource constraints and gaps in policy and implementation were identified as hindrances that could be addressed in subsequent medium-term strategies.</p>	
<p>One of the important gaps in monitoring and evaluation of the GSDS was the limited human resource capacity for data collection, analysis, monitoring of results, evaluation of impacts, and reporting across sectors. Building this capacity is an important aspect of developing strong institutions that are effective, transparent, and accountable. Overall, the weakness stemming from lack of formal M&amp;E systems and processes that would hold entities accountable, with the capacities for data capture, availability, and accessibility, needs to be addressed in future strategies.</p>	
<p>The ministry with responsibility for Economic Development (MED), having the lead mandate for national planning, has worked closely with the ministry responsible for Sustainable Development (MSD) in developing Belize's PBMTDS 2021-2025. The strategy takes into consideration the guiding principles of Plan Belize and will be consensus-driven with actionable initiatives to achieve the vision, mission and strategic goals presented therein. It will also guide and set targets for social, economic, and environmental development over the 2021 – 2025 period. The strategy will ensure that processes are followed, an effective and efficient methodology is applied, and buy-in and ownership is secured among all key stakeholders - especially government ministries, departments, and agencies that collectively will have a major role in its implementation.</p>	
<p>The PBMTDS 2021-2025 will guide the Government of Belize (GOB) to allocate public resources and budgets across ministries with competing priorities, in an efficient, effective,</p>	

and sustainable manner. It will also assist in mobilizing resources, investment, grants, and in-kind contributions from all stakeholders for the achievement of Plan Belize. The strategy will be considered a “living document” allowing for adjustments to be made as new circumstances and opportunities appear during the implementation process.

#### **Purpose of Position**

The GOB recognizes that there is need for effective planning to optimize the attainment of development results embedded in Horizon 2030 and the PBMTDS. This will require arriving at an optimal mix of strategies in terms of stabilization and growth strategies, as well as strategies across the social and environmental dimensions of sustainable development. Effective planning requires careful analysis of the current circumstances confronting the country; an understanding of the factors that contribute to a less than optimal achievement of desired development results (or the factors likely to constrain the achievement of these results); and the articulation of strategies to address these inhibiting factors. The GOB has recently finalized its next medium-term plan, which incorporates sustainable development principles. Various other plans exist and/or are expected to be crafted to guide the pursuit of development results within specific sectors or thematic areas as developed and implemented by ministries, statutory bodies, and state-owned enterprises. It will be important for these plans to be consistent with each other towards the attainment of the common country goals. Inconsistencies between these plans, or missed opportunities to build synergies among them, will mean that each plan would be less efficacious than is possible and may even be counterproductive to achieving their objectives.

However, to complete the planning cycle, the pursuit of desired results and the level of their achievement needs to be closely **monitored and evaluated**. Planning will not be as effective as desired unless monitoring and evaluation are well-executed, and the findings subsequently used to inform actions to improve performance. Therefore, completing the planning cycle requires putting in place an appropriate monitoring and evaluation (M&E) framework to guide the implementation of the PBMTDS. Developing an effective and efficient M&E framework will help to strengthen accountability and provide an objective and transparent means by which to assess progress and achievements.

#### **Objectives of the M&E Officer**

The Government of Belize desires to hire an M&E Officer to assist the MED and the Ministry of Sustainable Development to lead the process of developing a medium-term results framework and M&E system for the PBMTDS. A complementary objective of the M&E Officer is to improve the capacity of staff within MED and other ministries and agencies to develop sound results frameworks and operationalize effective monitoring and evaluating systems.

#### **Scope of Work**

The scope of activities to be conducted by the M&E Officer includes the following:

1. Leading the development of a **results framework** (M&E indicator framework) for the PBMTDS 2021-2025 and, also, the process to update and revise the H2030 results framework.

- 1.1. This will be done in conjunction with support from key partners, namely, the ministry responsible for Sustainable Development (MSD) and the SIB. The process will naturally include consultations with other ministries and public sector agencies.
2. Working closely with the MSD to ensure all relevant goals, indicators and targets of the SDGs are incorporated into the PBMTDS **results framework**.
  - 2.1. This is an important element of the assignment given GOB's intent to have the PBMTDS results framework serve as the foundation for national reporting obligations under the UN's Agenda 2030 compact.
3. Building the capacity within staff of the MED and MSD in developing results frameworks.
4. Designing and advising on an effective and efficient **M&E system**.
  - 4.1. The M&E system should ensure coherence across the different elements and entities of the system (line ministries, statutory bodies, state-owned enterprises, coordination/strategic objectives committees, PBMTDS Sub-committee of the CEO Caucus, the Statistical Institute of Belize in its mandated role of developing the Belize National Statistical System, etc.)
  - 4.2. This work also entails reviewing the existing M&E landscape across key implementing entities to establish current capacities and gaps. In developing an appropriate M&E system, the design should seek to utilize existing institutional/coordination arrangements that can contribute to the process in order to optimize use of resources, as well as to avoid redundancy and duplication.
5. Developing a reporting mechanism which will improve performance and accountability of results at the national and sector levels.
  - 5.1. Work should also include recommending actions to be taken to further develop M&E systems for the PBMTDS and subsequent medium-term strategies, including actions for improving the collection, processing, and analyzing and dissemination of performance information. Efforts in this regard must be coordinated with the MSD and the SIB.
  - 5.2. Reviewing the format of the Annual Technical Report proposed under the PBMTDS and making recommendations on how to strengthen and incorporate the Report within the wider M&E system developed.
  - 5.3. Make recommendations for linking the budget to the PBMTDS or other sector planning documents, especially with regard to reflecting performance information in the budget.
6. Making other recommendations or performing other tasks that will contribute to the improvement of the results framework and the M&E system for the implementation of the PBMTDS.

#### **Qualifications, Experience and Skills**

The M&E Officer should have the following qualifications and experience:

1. A minimum of a Bachelor's degree but preferably a Master's degree in Development Studies, Economics, Sustainable Development, Project Management with a concentration in monitoring and evaluation of development projects, or a related discipline; with at least 3 years of experience in development policy and planning. At least 3 years of experience in results framework and M&E design and implementation.
2. Good knowledge of concepts and frameworks for monitoring and evaluation and results measurement.

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3. Experience in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting.
4. Training in managing for development results; training as a trainer would be an advantage.
5. Relevant extensive experience working within a ministry of development planning, a ministry of finance, a development bank or multilateral agency.
6. Excellent grasp of the development planning function, and experience in preparing or /and implementing development plans.
7. Excellent oral and written communication skills and superior analytical capabilities
8. Strong understanding of the economic, social, and environmental issues facing Belize would be an advantage.

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Name of Officer

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Name of Supervisor

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Signature of Officer

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Signature of Supervisor

Date Issued: