

Please address all correspondence
To the Chief Executive Officer

In reply, please quote the file reference

File ref:



GOVERNMENT OF SAMOA MINISTRY OF FINANCE

Centralized Technical Services Support Unit

Monitoring and Evaluation Specialist

Samoa Finance Sector Resilience And Development Project (P181456)

Background

The Ministry of Finance, Samoa, is seeking a qualified and experienced Monitoring and Evaluation Specialist (M&E Specialist) as part of the Centralized Technical Services Support Unit (CTSSU), for monitoring and evaluating the Government of Samoa's projects portfolio funded and co-financed with the World Bank. The Monitoring and Evaluation Specialist will report to the Chief Executive Officer of the Ministry of Finance through the Assistant CEO Aid Coordination and Management. The M&E Specialist will work closely with the various Sector Coordination Divisions (SCDs) in lead sector agencies, the respective Implementing Agencies (IAs) and the Executing Agency (EA). The M&E Specialist will also work closely with the respective World Bank specialists to ensure clarity of policy interpretation to assist the EA, IAs, and SCDs in project's preparation, implementation and monitoring. The consultancy is for a period of 24 months on a full-time basis or part time which can be negotiated. Total percentage of time in the country will also be negotiated. The objectives, key tasks & duties and deliverables of the consultancy are outlined below.

Objectives

The objectives of the M&E Specialist role are to:

- Provide policy and technical advice and hands on support to the EA, IA and SCD in lead sector agencies on all M&E related issues in Government of Samoa projects co-financed by the World Bank in Samoa;
- Support the overall M&E process and oversight of World Bank co-financed projects under preparation and implementation; and
- Develop and strengthen the capacity of project agencies including staff in the EA, IA and SCD of Lead Sector Agencies, on M&E activities.

Key Tasks & Duties

To support the M&E oversight of the Government of Samoa projects financed by the World. The M&E Specialist will perform the following:

M&E strategy/framework

- Lead the development of and oversee the review of project level M&E strategies and ensure regular update of such strategies (if required); The framework/strategy should include a reference guide for the M & E framework to define the baseline and indicators for each project and other relevant M & E tools for projects

- Prepare M&E workplans (within the strategies) for active projects;
- Review and provide advice related to log frames and indicators on proposals submitted by the stakeholders
- Provide the support to the EA, IAs and SCDs in the regular update for the M & E framework (Results Monitoring Framework) for the projects, tracking indicators progress.
- Prepare M & E inputs to the projects operations manuals

Data collection and data storage

- In collaboration with the Procurement Specialist, IAs, and SCDs, develop terms of reference (TORs) for M&E tasks to be carried out by others, including SCD staff, implementing agencies, consultants and vendors for collection of data and information (e.g.: data collection for baseline surveys for new projects);
- Work with IAs and SCDs to mobilize and coordinate resources to ensure baseline data is collected for all projects;
- Undertake technical work such as reviewing and designing M&E methods and tools.
- Develop a comprehensive M&E database for projects;
- Provide regular support for the update and maintenance of information;
- Support IAs to establish suitable management Information Systems (MIS) where it does not already exist or to utilize, improve or adapt existing MIS;

Quality assurance and compliance

- Oversee evaluations and assessments of projects' implementations and progress
- Ensure quality of M&E outputs (e.g. surveys);
- Ensure projects compliance to legal agreements and projects operations manuals through the appropriate M & E tools and capacity support to the EA, IAs and SCDs

Learning

- Propose and recommend appropriate M&E corrective actions and recommendations;
- Foster a process of using data, evidence and insights to influence planning and decision-making (e.g. reflection sessions).

Monitoring and Reporting

- Support the SCDs and IAs in the preparation and timely submission of the projects progress reports as required in the legal agreements
- Prepare M & E inputs to the progress Reports as required
- Participate in the preparation and supervision missions for Government projects funded and co-financed with the World Bank, and provide technical advice in support to EA, IAs and SCDs, including review and comments on the Aide Memoires for missions
- Support the EA, IAs and SCDs in the Mid-term review reporting and Government's completion reporting for projects

Capacity Development

To increase the capacity of project staff responsible for M&E activities, the M&E Specialist will conduct capacity assessment and create a plan for capacity building including:

- Identification of institutional responsibilities for analyzing, interpreting, and reporting data.
- Mapping the required individual competencies and collective capabilities (resources, tools and assets) that would enable each project/unit to perform their respective roles.
- The capacity assessment of the relevant divisions in Implementing Agencies, Sector Coordination divisions in the respective sector lead agencies as well as the Executing Agency. This may cover different dimensions such as technical skills; managerial skills; existence and quality of data systems; available technology; available fiscal resources; and institutional experience with M&E (the means to collect, aggregate, analyze, and report on the gender disaggregated performance data in relation to the indicators and their baselines).
- Development of a training schedule;
- Facilitation of a training of trainers (TOT) to train staff with M&E responsibilities involved in the implementation and maintenance of the M&E database and data collection tools.
- Cooperation with the Economic Policy and Planning Division (EPPD) of Ministry of Finance to ensure alignment to and utilization of the Samoan Government's M&E framework.

Key Deliverables

1. Annual Workplan including the capacity development activities planned
2. Quarterly reporting with detail activities of services provided against the workplan;
3. Monthly time sheets with detail activities of services;
4. Development and delivery of M & E Capacity Building/Learning Plans (annual plan)
5. Detailed M&E Framework for the portfolio
6. Survey Reports (including baseline survey reports if required);
7. M & E inputs to the projects Operations Manual;
8. M & E inputs to the projects progress reports
9. Prepare inputs to the Project Implementation Completion Report;
10. Final Assignment Completion Report.

Duty Station

In-country engagements with remote contributions via emails, online meetings, and other virtual communication methods. Frequency and duration of trips are to be agreed by Ministry of Finance.

Performance Metrics

Annual performance metrics/KPIs will be assessed by the Ministry of Finance, including the capacity building measurement as listed below

- Number of line ministry/agency staff and consultants who have achieved improvement in skills/knowledge as a result of capacity building delivered by the CTSSU compared to a pre-training baseline (Number) according to the specialist annual plan
- Percentage of transactions completed by CTSSU specialists within service standards outlined in CTSSU Service Standards (Percentage) according to the specialist annual plan
- Improved perception of quality of service: Percentage of line ministry/agency project managers/coordinators who rate quality of service/advice received from CTSSU as 'satisfactory' or above (Percentage) according to the 6 monthly surveys for the CTSSU
- Percentage of actual disbursement and disbursement target of Samoa Portfolio

Qualifications

Masters or Post-graduate degree in a relevant discipline (e.g. social sciences, international development, econometrics, statistics, or other related fields) or a tertiary qualification in a relevant field with proven practical experiences.

Experience

- At least 10 years of recent M&E work experience in a field related to economic, productive, social or infrastructure sectors (more than one sector is preferred), inclusive of the cross cutting aspects of climate resilience and disaster management.
- Proven experience with World Bank or Asian Development Bank financed projects, policies and procedures.
- Minimum of 5 years proven experience and knowledge/understanding in the Government of Samoa's M & E framework, policies and processes is desirable
- Proven experience in creating and managing performance monitoring plans and leveraging performance monitoring data for improving ongoing project performance, accountability of stakeholders and learning outcomes.
- Proven experience in donor financed projects in developing countries, preferably in the Pacific, in designing and field testing surveys and other data collection instruments.
- Proven experience in indicator development, data collection and analysis, data quality assessments, and/or performance monitoring and reporting.
- Proven experience with developing M&E policies, practices and procedures.
- Proven experience and track record on the development of MIS systems.
- Practical experience and proved track record in capacity building.

Skills and Knowledge

- Good working knowledge of the World Bank or other donor M&E procedures/requirements.
- The ability to make speedy but rational M&E decisions.
- Familiarity with gender and disability inclusive M&E practices.
- The ability to plan and set goals and targets to achieve an objective.
- The ability to work together cohesively in a team and sharing of ideas to reach a decision.
- Competency in Microsoft office suite applications (Word, Excel, Access, etc.) and MS Project or similar planning/monitoring software.
- Ability to write fluent, sequential, informative but concise, clear and accurate activity reports.
- Excellent written and oral communication skills (in English); proven drafting/reporting skills is essential.