**FEDERAL GOVERNMENT OF SOMALIA**



**Ministry of Finance (MoF)**

**Somalia Crisis Recovery Project (SCRP)**

Terms of Reference for Monitoring and Evaluation Officer

Jubaland State Project Team

1. **Background**

The Somalia Crisis Recovery Project (SCRP, P173315) is a flood and disaster recovery, and reconstruction project financed by the World Bank to the Federal Ministry of Finance (MOF). It supports immediate and sustainable flood recovery and finance activities to mitigate future shocks, by supporting: (a) immediate early floods recovery and service delivery restoration activities; (b) immediate support activities to respond to and mitigate COVID 19; (c) medium-term rehabilitation of flood-impacted infrastructure, services, and livelihoods; (d) elements of immediate and longer-term crisis preparedness and recovery; (e) detailed flood risk management plans, including both structural and non-structural flood risk management solutions for the country; and (f) support to enhance government performance and accountability and citizen engagement in service delivery.

The project components include:

* *Component 1*: Immediate basic services and livelihood support for early recovery
* *Component 2*: Medium-term flood recovery
* *Component 3*: Longer-term disaster risk management and preparedness
* *Component 4*: Project Management
* *Component 5:* Contingency Emergency Response Component
* *Component 6:* Anticipatory and Recovery Support for Addressing Food Insecurity
1. **Project Coverage and Duration**

The Project primarily targets the three flood-affected states of Hirshabelle, South West, and Jubaland, while advancing a national approach to the locust response, longer-term resilience building, and the CERC (emergency COVID-19 activities). The financing instrument of the proposed Project is an IDA-based Investment Project Financing, with an operational life of 5 years.

1. **Project Roles and Responsibilities**

The SCRP builds on existing institutional structures and aims to enhance the relationship between the FGS, FMS, and flood and drought-affected communities, with an overarching objective to restore the legitimacy of the State and strengthen State-Citizen trust. The Project will promote coordination and cooperation both vertically and horizontally within Government and with communities. This is considered essential to mitigate any potential destabilizing risks and important to the process of strengthening state-citizen trust. The FGS will maintain a detailed Project Operations Manual (POM), which details roles and responsibilities for implementation and monitoring apparatus and the technical and operational decision-making process, while also disseminating and building the capacity of key actors to utilize the POM.

A Project Implementation Unit (PIU) is mapped to the Ministry of Finance and co-managed and co-staffed by a combination of MOF and MoPIED personnel. It will be responsible for project management, coordination, and implementation support to the FMSs, including through the establishment of State Project Teams (SPT) that will serve as a state-level extension of the PIU to provide coordination and quality assurance. These tasks will include quality and process oversight, financial management, procurement, reporting and certification, contract management, M&E, and compliance with World Bank Group social and environmental safeguards and security management.

# Monitoring and Evaluation Officer Roles and Responsibilities

* 1. **Programmatic and Quality assurance**
* Provide support and technical guidance to the SPT Coordinator in the preparation and implementation of project-related M&E activities to enhance the quality of the project and the impact on the communities to fulfill the project objective and goals in line with the world bank standards.
* Work closely and in coordination with PIU M&E officer on all aspects of AF SCRP’s M&E specially on Result Framework
* Participate in the M&E community of practice- COP (including all IPs) and regular meetings (minimum of once a month) and facilitate learning.
* Ensuring each implementing partner of JSS has adopted relevant indicators in line with the overarching SCRP results framework against which reporting is being regularly conducted.
* Conduct periodic meetings with each IP to track the progress on indicators and feed it into Result Framework
* Assess IP has capacity in M&E systems; ensure adequate feedback to/from the IP on data obtained from the M&E system; participate in the capacity building of the IPs through workshops and on-the-job training on monitoring, evaluation, and reporting as required for IPs
* Conduct field monitoring and evaluation exercises as well as a periodic spot check to verify and track progress and identify any potential implementation problems and bottlenecks.
* Review and verify M&E findings and follow up on the implementation of the recommendations.

## Reporting

* Review reports from JSS IPs, MDAs, and the local contracts to ensure the status of the progress is in line with respective work plans and action plans per the reporting period
* Participate in the preparations of the Monthly, quarterly, annual, and ad hoc programmatic progress project reports in liaising with relevant PIU, UN, IPs, and other service providers.
* Participate development of the Monitoring and Evaluations reports and any assessments, population-based surveys, and studies including the testing of the development hypotheses. For example,
* Ensure that the stakeholders engaged in the implementation of activities are following project M&E reporting templates and troubleshoot with them on data requirements when necessary
	1. **Database/MIS**
		+ - Support establishment and finalization of existing MIS platform and ensure the system has monitoring, evaluation, analytical framework, and reporting modules.
			- Support analysis related to RF for MTR – propose options for revision based on contextual analysisParticipate in the Operationalization of the MIS by ensuring that all the JSS IPs submit their reports through the MIS on a monthly basis
	+ Advancing project MIS / reporting (*more effective data gathering, input, and integration, adding modules and higher degree of automation, disaggregation of RF-related data*)
		- * Provide quality control and data verification function for data entered by JSS IPs into the MIS platform, incorporate a feedback loop where required;
			* Ensure that project data is; i) appropriately represented in internal (monthly, bi-annual and annual reports) and external reporting (public communication about project results and impact, and ii) the use for independent evaluation;

## Communication and Other

* Maintain constructive dialogue and technical exchange with field counterparts and technical staff of JSS implementing partners as related to evaluations and knowledge management;
* Any other tasks assigned by the SPT coordinator to support the overall Management, Supervision, Monitoring, and Evaluation of the implementation of the grants.
* Consultations/coordination with sectoral MDAs at federal and state levels related to M&E
* Engagement and support in IP joint needs assessments

# QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE

1. **Education:** Bachelor’s degree in a development field, social science, economics, or relevant discipline.
2. **Prior Work Experience:** Minimum of 3 years of experience in a performance monitoring and evaluation role with local and/or international development organizations.
3. Proven experience in MIS/GIS/Database (establishment, training, and operationalization) is a mandatory requirement for consideration for this position.
4. **Job Knowledge:** Demonstrated ability in data analysis, project design, monitoring, and evaluation of development activities. Experience developing results frameworks, logical frameworks, or similar tools for project design is required. Experience developing and/or using performance management plans or similar tools is required. Demonstrated knowledge of and experience in monitoring and evaluating programs—including indicator development, study design, and data analysis—in multiple sectors. Experience using knowledge management software or database is highly desired. Experience managing grants or contracts is also highly desired.

1. **Skills and Abilities:**
	* + Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner
		+ Excellent research and data collection methodology skills
		+ Ability to create organizational work plans based on higher-level goals
		+ Strong organizational skills in order to balance competing priorities
		+ Ability to work independently to efficiently meet deadlines
		+ Strong interpersonal skills
		+ Oral and written communication skills to deal effectively with mid and high-level partner contacts, the government, and the local communities.
		+ Ability to apply Government regulations, Project legal agreements, and procedures to daily work requirements
		+ Excellent computer skills, including word processing, spreadsheet programs and database management
		+ Experience in the usage of geographical information system tools like GISIDA mapping, DA (digital atlas), and GPS (global positioning system) for establishing an accurate project mapping
		+ Experience writing findings and recommendations in assessment or evaluation reports

1. **Language Requirements**

Excellent command of Somali and English language (oral and written)

# Duration of Service

The candidate will be engaged initially in a 1-year contract appointment with an extension based on project duration (2.5 years), and the completion of a satisfactory 6-month probation period. The consultant will go through a performance review twice a year ((mid-term and annual).

# Reporting Obligations

The M&E officer will report to the Jubaland SPT coordinator.

1. **Duty Station**

Kismayo, with field visits as necessary

1. **Conflict of Interest**

The Consultant agrees that during the term of this Contract and after its termination, the Consultants and any entity affiliated with the Consultant shall be disqualified from providing goods, works, or services (other than consulting services that would not give rise to a conflict of interest) resulting from or closely related to the Consulting Services for the preparation or implementation of the SCRP Project.

***In line with the SCRP requirements, the PIU seeks to establish gender parity. Women are particularly encouraged to apply.***