

TERMS OF REFERENCE MONITORING AND EVALUATION SPECIALIST

BACKGROUND

National Water and Electricity Company Ltd, NAWEC, is implementing the Gambia Electricity Restoration and Modernization Project, co-financed by The World Bank (WB) and the European Investment Bank (EIB). A Project Management Unit (PMU) has been created to coordinate this work within NAWEC and with numerous Government ministries and agencies. The role of the PMU includes, inter alia, providing specialist support in the areas of social and environmental safeguards, procurement, financial management, monitoring and evaluation and communications. The Monitoring and Evaluation Specialist will work under the direct guidance of the Project Coordinator in both the preparation and regular review of project's activities.

OBJECTIVE OF THE ASSIGNMENT

The M&E Specialist will provide technical leadership to develop the project results framework, monitoring plans, indicators to capture project results and provide effective, accurate and timely monitoring, evaluation and reporting of all project's activities.

The overall objective is to provide strategic and technical guidance in monitoring and evaluating the implementation of project interventions and provide general M&E support (technical + capacity building) to NAWEC particularly on reporting salient operational and financial parameters as detailed in the company's strategic development plan (SDP) and ensuring compliance with the M&E requirements of GERMP co-financiers.

SCOPE OF WORKS

Oversee the development and implementation of the monitoring plan to capture the Project's performance and results, including routine reporting, baseline and result assessments, and all monitoring for process and outcome evaluations.

The M&E Specialist will perform the following tasks:

Develop an overall Monitoring and Evaluation (M&E) Framework and Plan in accordance with the requirements and standards of the World Bank and the Government of the Gambia

- Lead efforts to monitor and evaluate project interventions, document results and provide feedback to stakeholders to guide decision-making;
- Provide oversight and monitoring of field activities and ensures that these activities are coordinated with, complimentary to, and supportive of NAWEC projects and or programs;
- Develop and continuously refine the monitoring plan to ensure that the baseline information as well as targets are set well and understood by the project implementation units;
- Undertake monitoring field visits with the Implementing Entities and or Development partner(s) where appropriate;

- Undertake field visits to gather information on the perception of the community members or beneficiaries and other local stakeholders;
- Lead and support the systematic gathering of quantitative and qualitative data and reporting on project progress;
- Monitor data quality assurance and ensure periodic programmatic reports for GERMP are produced on time
- Work closely with project implementation units and the World Bank when undertaking periodic reviews;
- Assist to develop project specific monitoring and evaluation plans in consultation with the PM and other stakeholders;
- Assist the PM to implement a project wide M&E framework, guidelines and other tools for the various components under the project;
- Work closely with NAWEC management to report on identified KPI's and performance matrices

Update Monthly Tracker for GERMP

- Provide periodic updates on the monthly tracker for GERMP related activities.

Prepare monthly, quarterly and bi- annual Reports

- Prepare monthly reports on project progress and indicators for review by the PM

Deliverables

- M&E Framework
- M&E Plan
- M&E Reports
- Field monitoring reports
- End of assignment report

All plans, frameworks and documents shall be compliant with the M&E requirements and standards of the Government of the Gambia and co-financing institutions (WB, EIB, EU).

Capacity Building Program

In addition to the tasks detailed above, the M&E specialist is expected to support the capacity Building of NAWEC Staff on M&E related matters relevant to their duties as follows:

- Conduct monitoring and evaluation needs identification survey among NAWEC staff and identify M&E capacity gaps;
- Develop appropriate training packages in consultation with the Group Human Resources Director and Group projects & planning Director (NAWEC)
- Organize capacity building trainings for identified staff to minimize M&E capacity gaps.
- Develop a mentorship and external M&E training plan for identified staff

QUALIFICATIONS AND EXPERIENCE

Mandatory requirements

- Advanced degree in Statistics, Data Science, Economics, Development studies, or related social sciences;
- At least five (5) years' experience in monitoring and evaluation and results based management, including for projects financed by international donors.
- Experience in a World Bank funded project will be an asset;
- Knowledge of Electricity utilities particularly in a planning function;
- Excellent writing and analytical skill in drafting concept notes and reports;
- Understanding and knowledge of computer applications such as MS Word, Excel, MS Project, Database Management tools.

5. DURATION AND LOCATION

The Monitoring and Evaluation Specialist will be located full time in Banjul, The Gambia and perform his/her duties at the PIU (GERMP).

The expected contract duration is 12 months; extension of this position may be considered and will be dependent upon satisfactory performance.