

TERMS OF REFERENCE
Monitoring and Evaluation Consultant (MAF/IC. 32)

Contracting Authority: Department of Planning and Finance, Ministry of Agriculture and Forestry (MAF)
Location: Vientiane Capital

INTRODUCTION

The Government of the Lao People's Democratic Republic (GoL) received a US\$ 25 million credit from World Bank to implement the Agriculture Competitiveness Project (ACP). The objective of the ACP is to enhance the competitiveness of selected agricultural value chains in the project areas. The project comprises the following four components: (a) Improved Agricultural Efficiency and Sustainability, (b) Enhanced Agricultural Competitiveness, (c) Project Management, and (d) Contingent Emergency Response and it will be implemented over 6 years from 2018 to 2024 in five project provinces, including Khammouane, Bolikhamxay, Xayabouly, Vientiane Province, and Vientiane Capital. The project implementing agencies include Ministries of Agriculture and Forestry (MOF), Ministry of Industry and Commerce (MOIC), and the five project provinces.

Objectives of the assignment

The Monitoring and Evaluation Specialist will serve as the main focal person for all monitoring and evaluation related activities for LACP. She/he will assist and report to the National Project Director regarding the Monitoring and evaluation of activities implemented by the project. The M&E Specialist's responsibility is to coordinate and support M&E system, Review Project result framework and prepare the log frame matrix to all the project activities to be conducted in accordance with the Results Framework. In particular, the M&E Specialist will assist all consultants across the project components and subcomponents and ensure that the M&E is properly operated with full and correct information entered in a timely manner by field staff. Key results of the Specialist are (1) - Setting M&E system of the project to align with budgeting; (2) - Reviewing Project log frame Indicators and preparing log frame matrix; (3)-Support and review baseline, midterm and final Impact Assessment Studies; (4) self-monitors performance in relation to the performance monitoring system and takes corrective action when needed to ensure that targets are met.

Scope of the assignment

Specific duties and responsibilities include:

Preparing M&E Plans:

- Assist in developing and reviewing the project level Monitoring & Evaluation (M&E) plan, including designing M&E tools and associated workplans for each component/activity (as reflected in the results framework);

Data collection:

- Be responsible for sourcing data and information for specific M&E needs directly from other agencies, including reviewing and verifying data provided by component consultants and provinces; ensure quality control of M&E outputs (e.g. surveys etc.);
- Develop methodologies for data collection and guide consultants working in components and subcomponents and M&E focal persons in project provinces to collect M&E data, conduct analytical reports, case studies, success stories;

- Consolidate data and information from provinces into the national project level and identify and advise the LACP National Project Director on the areas that need improvement based on the project monitoring and results framework indicators.

M&E Reporting:

- Prepare and update M&E reports (monthly, quarterly, semi-annual, and annual) and maintain an M&E database for the project
- Prepare M&E progress report as part of the project progress reports to be submitted to the World Bank before World Bank missions
- Participate in designing and collecting M&E data for the project's final impact evaluation report.

Training:

- Carry out training for M&E focal persons in project provinces and other implementing agencies at the central level;

Information sharing:

- Coordinate with M&E focal persons to promote experiencing sharing among provinces and technical departments, including organizing workshops and learning events;
- Participate in M&E meetings and other tasks assigned by the National Programme Director.

Reporting

The M&E Specialist will work under the supervision and report directly to the National Project Director.

Duration

The number of months required for this assignment is around 24 months, starting in 2022 to June 2023. The contract will be reviewed and reconfirmed annually as *recommended by the Project Director*. There will be a 3-month probation period beginning at the commencement of the position.

Experience and qualifications

- Minimum 5 years of experience working in agriculture projects or project management; at least five years of experience in M&E in projects financed by development partners.
- At least a Master's degree in Agricultural Sciences, Social Science, Management in, or related fields
- Excellent communication skills, including email management
- Excellent word processing skills (MS Word, MS Excel);
- Written and spoken fluency in the English language is required.

Source of information

*Department of Planning and Finance, Ministry of Agriculture and Forestry
Project Management Unit,
Tel/Fax: 021 263 160*