

REPUBLIC OF LIBERIA



FORESTRY DEVELOPMENT AUTHORITY

**REQUEST FOR EXPRESSIONS OF INTEREST FOR THE RECRUITMENT OF A
MONITORING AND EVALUATION SPECIALIST**

**LIBERIA FOREST SECTOR PROJECT
PROJECT ID: P154114
GRANT ID: TFA2427**

(REFERENCE NO: LR-FDA-56532-CS-INDV)

1. This request for expressions of interest follows the General Procurement Notice for this project that appeared in Development Business No. WB452-01/17 of January 31, 2017.

The Republic of Liberia has received a grant from the Government of Norway in the amount of US\$36.7 million equivalent through the World Bank towards the cost of the Liberia Forest Sector Project, and it intends to apply part of the proceeds of this Grant to eligible payments under an individual consultancy contract for a *Monitoring and Evaluation Specialist*.

2. OBJECTIVES AND SCOPE OF SERVICES

The overall objective of this assignment is implement an efficient and effective results-based monitoring & evaluation (M&E) system that can track and report results against the results framework targets and indicators (in the for the Liberia Forest Sector Project.

The M&E Specialist will be responsible for data collection, collating, analysis, and reporting as part of the quarterly and semi-annual reporting to the World Bank and other relevant stakeholders. S/he will work in close collaboration with the Project Implementing Entities (PIEs) and develop appropriate M&E processes, protocols and reporting mechanisms for the intermediate results that lead to the achievement of the Project Development Objectives (PDO) and outcomes, in liaison with the Project Coordinator. The M&E Specialist will lead on regular monitoring and reporting of all project activities, implemented by the FDA and other PIEs, in addition to focusing on reporting results for the project Results Framework.

A full copy of the terms of reference can be found below, as Attachment 1 to this request for expressions of interest.

3. The Forestry Development Authority now invites eligible *individual consultants* to indicate their interest in providing the required Services for the Liberia Forest Sector Project.

Interested Consultants should provide information demonstrating that they have the required qualification and experience to perform the Services by submitting a **cover letter** and **updated CV**. See qualification and experience criteria below:

QUALIFICATION AND EXPERIENCE

- At least a Master's degree in a development field, monitoring and evaluation in natural resource, social science, economics, Business Administration, Statistics or relevant discipline;
- Strong quantitative and qualitative skills;
- Minimum of five years of progressively responsible professional experience in a performance monitoring and/or evaluation role;
- Experience of work in an international development organization or a project funded by an international development organization;
- Demonstrated ability in data analysis, monitoring and evaluation of development activities;
- Experience developing results frameworks, logical frameworks;
- Excellent research and data collection methodology skills;
- Excellent computer skills, including word processing, spreadsheet programs and data base management.

4. GENERAL INFORMATION

- a. The Consultant will be on a 3-month probation period;
 - b. This assignment is for one (1) year with the possibility of extension subject to satisfactory performance and budget availability;
 - c. This is a project position supported by the Liberia Forest Sector Project for which contract terms are limited to the period of the projects (closing June 30, 2020);
 - d. The Forestry Development Authority is a gender sensitive institution. *Females are encouraged to apply*;
 - e. Only shortlisted candidates will be contacted for the selection process.
5. The attention of interested Consultants is drawn to paragraph 1.9 of the World Bank's *Guidelines: Selection and Employment of Consultants [under IBRD Loans and IDA Credits & Grants] by World Bank Borrowers*, January 2011, revised July 2014 ("Consultant Guidelines").

A Consultant will be selected in accordance with the Individual Consultant Selection method set out in the Consultant Guidelines. For reference, please see Section V. of the World Bank's Selection Guidelines, January 2011 edition, revised July 2014, by following the link below:

<http://pubdocs.worldbank.org/en/894361459190142673/ProcurementConsultantHiringGuidelinesEngJuly2014.pdf>

Further information can be obtained at the address below during office hours *0900* to 1600 hours GMT.

Expressions of interest must be delivered in a written form to the address below (in person, by mail or by e-mail) by **16:00 GMT on November 13, 2018**. **Envelopes or subject of emails must be marked “Expression of Interest for Monitoring & Evaluation Specialist”.**

Forestry Development Authority

Whein Town, Mount Barclay

P. O. Box 3010

Montserrado County

Monrovia, Liberia

Attention: Saah A. David, Jr., National REDD+ Project Coordinator

Tel: +231(0)880699711

Email: redliberiaprogram@gmail.com cc: hdd1960wllms@gmail.com

Attachment 1: Terms of Reference

TERMS OF REFERENCE FOR MONITORING AND EVALUATION SPECIALIST

(Procurement reference: LR-FDA-56532-CS-INDV)

1.0 BACKGROUND

Liberia contains about 4.3 million ha of lowland tropical forest that comprises 43 percent of the remaining Upper Guinea forests of West Africa. Most of Liberia's rural population is dependent on forests and their various products and ecosystem services. The country's forests are under threat due to the continued deforestation and forest degradation (D&FD) of their remaining blocks for the expansion of agriculture, illegal logging, mining activities and inadequate oversight and enforcement. D&FD are the second leading cause of global warming, making the loss and depletion of forests a major issue for climate change.

Liberia is faced with enormous challenges in managing its forests to contribute in a balanced way to long-term, sustainable economic growth; support the livelihoods of rural communities; and ensure that its important national and global heritage is conserved. As Part of the reform process, the Liberia's engagement with the World Bank has been towards the national efforts to reduce emissions from deforestation and forest degradation and foster conservation, sustainable management of forests, and enhancement of forest carbon stocks (REDD+). Liberia is developing its REDD+ strategy that will build the country's capacity to be ready to participate in the future in a large-scale system of positive incentives for REDD+.

Towards this end, the Government of Liberia (GoL) and the Government of Norway (GoN) signed a Letter of Intent (LoI) in September 2014, with the purpose of (a) supporting the development and implementation of Liberia's REDD+ strategy to ensure significant net reductions in greenhouse gas (GHG) emissions from D&FD; (b) contributing to sustainable development in Liberia through protecting natural forests, restoring degraded lands, and developing Liberia's agricultural sector; and (c) working together to support progress on global efforts regarding climate change and sustainable development in general and REDD+ in particular. The Liberia Forest Sector Project (LFSP) is a result of this partnership, aimed at improved management of, and increased benefit-sharing in, targeted forest landscapes. Implementation of the LFSP is led by the Forestry Development Authority (FDA) with the Environmental Protection Agency (EPA), Liberia Institute of Statistics and Geo-Information Services (LISGIS), Ministry of Agriculture (MOA), Ministry of Lands, Mines and Energy, and the Land Authority (LA) implementing specific sub-components of the project.

To ensure that the overall project objectives are met, the FDA requires that an efficient and effective M&E system is in place.

2.0 OBJECTIVE OF THE ASSIGNMENT

The overall objective of this assignment is implement an efficient and effective results-based monitoring & evaluation (M&E) system that can track and report results against the results framework targets and indicators (in the for the Liberia Forest Sector Project).

3.0 SCOPE OF SERVICES, TASKS AND EXPECTED DELIVERABLES

3.1 SCOPE OF SERVICES & TASKS

The M&E Specialist will be responsible for data collection, collating, analysis, and reporting as part of the quarterly and semi-annual reporting to the World Bank and other relevant stakeholders. S/he will work in close collaboration with the Project Implementing Entities (PIEs) and develop appropriate M&E processes, protocols and reporting mechanisms for the intermediate results that lead to the achievement of the Project Development Objectives (PDO) and outcomes, in liaison with the Project Coordinator. The M&E Specialist will lead on regular monitoring and reporting of all project activities, implemented by the FDA and other PIEs, in addition to focusing on reporting results for the project Results Framework

In addition, the M&E Specialist will:

- Strengthen the evidence-based decision-making processes that lead to improved accountability among the project implementing units (departments of the FDA and PIEs)
- Improve overall reporting on the LFSP through adoption of appropriate M&E protocols and practices;
- Provide clear guidance (and training, as may be required) to all PIEs of the LFSP for periodic tracking and reporting of data that can then be collated, and consolidated to report progress on various results.;
- Work closely with PIEs to collect, analyze, and consolidate data and information on all activities included in the approved Work Plan, including through regular meetings (at least monthly or more frequent as needed) as well as verify the internal consistency and validity of data submitted by the PIEs;
- Based on the above, prepare monthly reports to the Project Coordinator regarding status of all activities included in the approved Work Plan, with a clear indication of activities that are on track and those with delays, including agreed corrective measures
- Develop and maintain a Management Information System (MIS) to track progress in all project components of LFSP, ensuring that implementation targets are met and shared with stakeholders;
- Coordinate the compilation of project progress data to assess project results in relation to the baseline and targets as set out in the project Results Framework;
- Maintain a single database for monitoring all project activities, both for the purposes of collecting data for the project Results Framework and for the purposes of preparing regular reports to the FDA management, World Bank, etc.
- Oversee the arrangements for results monitoring and reporting, including in support of a mid- term evaluation and an end-of-project evaluation;

3.2 EXPECTED DELIVERABLES/OUTPUTS:

The outputs for this assignment are:

- An overall functional monitoring and evaluation tracking system, procedures, tools, database, flow charts for data collection and reporting with clear specification of roles and responsibilities of the RIU and PIEs;
- Project performance reports mapped to targets and performance tracking reports on Key Performance Indicators (KPIs) to be used for decision-making;
- A project management dashboard developed and updated monthly on the FDA website, with the monthly report covering each activity included in the Work Plan submitted to the Project Coordinator;

4.0 REPORTING

The M&E Specialist will report to the Managing Director of the FDA through the Project Coordinator. The incumbent is expected to be independent, and take a lead on the responsibilities and conduct him/herself in the highest professional manner with regard to the working relations with other staff members and other counterparts. All reports will be required to highlight project status, especially in the achievement of annual targets established in the matrix on arrangements for results tracking. The following reports are expected of the consultant:

- Monthly and Quarterly performance tracking progress report;
- Mid-term Report;
- Annual Report.

5.0 LANGUAGE

The reports and other deliverables shall be written in English language.

6.0 FACILITIES TO BE PROVIDED BY THE CLIENT

The M&E Specialist will work with the project management team of Forestry Development Authority (FDA) and other project implementing entities/units; adequate office furniture and equipment will be assigned to the M&E Specialist to facilitate his/her work at the FDA.

7.0 QUALIFICATION & EXPERIENCE:

- At least a Master's degree in a development field, monitoring and evaluation in natural resource, social science, economics, Business Administration, Statistics or relevant discipline
- Strong quantitative and qualitative skills;

- Minimum of five years of progressively responsible professional experience in a performance monitoring and/or evaluation role
- Experience of work in an international development organization or a project funded by an international development organization.
- Demonstrated ability in data analysis, monitoring and evaluation of development activities.
- Experience developing results frameworks, logical frameworks,
- Excellent research and data collection methodology skills;
- Excellent computer skills, including word processing, spreadsheet programs and data base management;
- Familiar and should have experience in using Microsoft office,

8.0 DURATION OF THE ASSIGNMENT

This assignment covers a period of one (1) year with possibility of renewal based on satisfactory performance and budget availability.