

TERMS OF REFERENCE

Recruitment of a Monitoring and Evaluation Specialist

Project:	Fund for Regional Stabilisation and Development within ECOWAS Member States (FRSD)
Job Title:	Monitoring and Evaluation Specialist
Contract Type:	Lumpsum Contract (Individual Consultancy)
Duty Station:	Praia, Cabo Verde
Duration of Assignment:	9 Months
Monthly Consultancy Fee:	EUR 3,500.

Project Background

The Economic Community of West African States (ECOWAS) region faces numerous political, socio-economic, security and environmental challenges that threaten peace and social cohesion. Neighboring coastal states are suffering multiple consequences due to pressure from armed groups and political instability in the Sahel region. Addressing these challenges is a top priority for the ECOWAS Commission, not least to create promising prospects for the predominantly young population of ECOWAS member states. ECOWAS in collaboration with the Federal Ministry for Economic Cooperation and Development (BMZ, Germany) initiated the FRSD. This Fund is implemented by ECOWAS Commission agencies with support of Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ).

The overall goal of the project is to contribute to addressing the abovementioned challenges by contributing to attaining the objectives of FRSD. The project aims to increase incomes and improve livelihoods by the promotion of sustainable energy, and climate-smart food production systems, green jobs in the implementation areas in Benin, Guinea Bissau and Togo. The project aims to alleviate the difficulties faced by the most vulnerable groups, particularly women and young people, within these communities in Benin, Guinea Bissau and Togo. More specifically will contribute will provide capacity building on Water, Energy for Food for and skill certification on renewable energy.



In light of this, ECREEE intends to hire a Monitoring and Evaluation (M&E) Specialist to oversee all program activities, including the preparation and implementation of initiatives.

Scope of Work

Under the supervision of the ECREEE Monitoring and Evaluation Officer, the project's M&E Specialist will provide planning, monitoring, evaluation and reporting, and other technical support services. Specific tasks to be undertaken include the following activities:

- a) Development of a Results Framework based on the already identified results captured in the project proposal
- b) Development of a Monitoring and Evaluation Plan of which the Results Framework is an integral part.

The Plan should comprise:

- i. A data collection plan illustrating the method for the collection, analysis, use, and management of data for each indicator. The plan should include data collection tools and how data quality will be ensured;
 - ii. A template for a Performance Indicator Tracking Table that will be used to demonstrate progress towards achieving the results.
- c) Lead the implementation of the M&E Plan by collecting indicator data and writing technical reports that will be used to inform project management decision-making.
 - d) Facilitate the review of project performance;
 - e) Provide support to any research or project initiatives that may be deemed necessary by GIZ and/or ECREEE;
 - f) Participate in supervision missions to ascertain the status of implementation of activities;
 - g) Collaborate with all other staff to achieve optimum results.

Expected deliverables

Key deliverables that the consultant would be required to produce include the following:

- An M&E Plan comprised of a data collection plan, a performance indicator tracking table, and a training plan,
- Quarterly Technical Performance and Activity Reports,
- Undertake any other related tasks assigned by the Project Coordinator.

Competencies, qualifications, and experience

- a) Profiles of Consultant



- i. A Master's Degree in International Development, Business Administration, Development Studies, Development Economics, Economics, Energy Policy, Sociology, or any other related field;
 - ii. At least, 3 years' experience in monitoring and evaluation, project/program management, strategic planning, technical support or socio-economic research in the public and/or private sectors;
 - iii. A minimum of two (2) year of experience in developing and implementing M&E Plans and systems;
 - iv. A minimum of one (1) year of experience working with regional and international organizations, including non-governmental organizations donors, regional organizations and research firms;
 - v. Fluency in oral and written expressions in French or Portuguese and knowledge of one additional of the ECOWAS official languages;
 - vi. At least one year of Experience working in the energy access/renewable energy sector,
 - vii. At least one year of Experience working in the ECOWAS region.
- b. Other required skills and competencies include:
- Demonstrated skills in communication, problem-solving, research, and analytical writing;
 - Demonstrated ability to work under pressure in a multinational environment;
 - Advanced knowledge of Microsoft Word, Excel, and PowerPoint;
 - Conversant with the usage of survey software and
 - Strong knowledge of Excel, and any other data analysis tool.

Duration and Location of Services

The consultant will be engaged for nine (9) months and services will be provided at the ECREEE Secretariat located in Praia, Cabo Verde but will involve travels to the beneficiary ECOWAS Member States.

Application instructions

Interested candidates should submit their application containing the following documents:

- Cover letter;
- Detailed CV;
- Scanned copy of university certificates and any other certificate they deem relevant.

Applications should be sent by e-mail **ONLY**: m&especialist@ecreee.org , clearly indicating in the subject line: " Monitoring and Evaluation Specialist - ECREEE".

Deadline for applications: 09th December 2024, 23:59 (UTC-1)



For any further information/clarification, please contact: Guei Guillaume F. Kouhie at gkouhie@ecreee.org and/or Alcides Oliveira at adeoliveira@ecreee.org

Please note that only shortlisted candidates will be contacted.

When submitting a proposal, please do not copy any other email addresses but the tender email or your application will be disqualified.