

**TERM OF REFERENCE FOR MONITORING AND EVALUATION OFFICER  
CLIMATE INFORMATION FOR RESILIENT DEVELOPMENT PROJECT  
MINISTRY OF TRANSPORT**

**A. STATEMENT OF PURPOSE**

The Ministry of Transport through the United Nations Development Program (UNDP), with funding from the Global Environment Facility (GEF) and the Least Developed Country Fund (LDCF) is seeking for employment a Monitoring and Evaluation (M&E) Officer to conduct M&E functions for the Climate Information Resilient Development (CIRDev) Project, at the Ministry of Transport. The CIRDev Project, also known as the Early Warning System Project seeks to strengthen Liberia's climate-related monitoring capabilities and early warning systems for responding to climate shocks and planning adaptation to climate change.

**B. SCOPE OF THE ASSIGNMENT**

The Monitoring and Evaluation (M&E) Officer as a Staff of the Ministry of Transport will be under the administrative supervision of the Deputy Minister for Administration and Insurance (MoT's Focal Person) and will be responsible for monitoring and evaluation of the Early Warning System Project as well as to perform other M&E functions as directed by the Ministry. Specifically the M&E Officer will:

- Establish business as usual scenarios so as to track progress made by the EWS Project;
- Track progress towards the achievement of the project objectives;
- Prepare a baseline study report that establishes the basis for assessing the capability of MoT Meteorology Department and the Liberia Hydrological Service (LHS) to render hydro-met services to end-users including communities;
- Assess the current capacity of the MoT, LHS and partner institutions in terms of knowledge and practices to monitor, forecast, archive, analyze and communicate hydro-meteorological information;
- Review of documents, annual work plans, progress reports and midterm evaluation report (if any) to assess progress made in the implementation of various activities of the Ministry including projects;
- Assess and critic the activities and strategies put in place by EWS project designers in implementing the project;
- Capture the roles played by different stakeholders in the implementation of the project and proffer a more participatory approach;
- Submit regular quarterly M&E report not later than the second week of the first month in every quarter, for each EWS M&E cycle.

**C. EXPECTED OUTPUTS AND DELIVERABLES**

The focus would be on measuring the Project's achievements against the benchmark, assess whether the expected outputs have been achieved and the contribution of the project towards the overall objective of building the early warning system of Liberia. Based on the project logframe, the evaluation report should capture the following:

- Benchmark information for measuring project achievements and impact at the project objectives and results levels;
- Baseline study report and establish the basis for assessing the capability of hydro-met institutions and the status of target institutions and communities;
- Report on the extent to which the project's outputs have been achieved taking into account the indicators given in the project document;
- Indicators developed in cases where they are lacking to be used in assessing the achievements of the project;
- Evaluate the appropriateness of the methodologies/technologies used for implementing each activity, with particular attention to issues of sustainability;
- Review the roles and responsibilities played by the various players in the project implementation, including the Project Board;
- Highlight lessons learned from the project and make recommendations for future policies on hydrological and meteorological interventions for resilient development.

#### **D. DURATION OF WORK**

The duration of contract for the M&E Officer will be for a period of one (1) year, renewable based on satisfactory performance and availability of financing. Probationary period will be for 3 months.

#### **E. QUALIFICATIONS OF CANDIDATES**

- The applicants must have a minimum of a Bachelor's Degree in economics, management, development studies and other related subjects, and formal training in monitoring and evaluation, with at least 5 years' experience in M&E. Master's Degree in a related field will be an added advantage;
- Past experience in doing base line study in any Government/Non-Governmental Organizations will be an added advantage;
- Proven experience in monitoring and evaluation of projects and skills in training and transfer of knowledge;
- Excellent written and oral communication skills, organizational and time management skills required;
- Ability to work independently and as part of a team;
- Competence in Information Technology (IT will be an asset).

#### **F. APPLICATION**

Please address application to Personnel Director, Ministry of Transport, corners of Warren and Carey Streets or by email to [kumehsassaf@gmail.com](mailto:kumehsassaf@gmail.com) Envelop must be marked "M&E Officer for EWS Project" in the subject line of the email. Application closes on June 17, 2016. Qualified female candidates are especially encouraged to apply.