



# *Rural and Renewable Energy Agency*

*Securing modern energy access for all Liberians*



## **REQUEST FOR EXPRESSIONS OF INTEREST**

RECRUITMENT OF MONITORING AND EVALUATION OFFICER FOR THE RENEWABLE ENERGY FOR ELECTRIFICATION PROJECT IN LIBERIA (REEL).

**Project ID: P-LR-FA0-001**

*Issue date: June 29, 2020*

*Closing date: July 14, 2020*

**Reference No.: RREA-REEL/AfDB/IC/03/2020**

The Government of Liberia has received financing from the African Development Bank towards the cost of the Renewable Energy for Electrification in Liberia (REEL). The Government therefore intends to apply part of the proceeds of this financing for payments under the contract for Monitoring and Evaluation Officer for Renewable Energy for Electrification in Liberia (REEL) Project.

The overall objective of the Monitoring and Evaluation Officer under REEL project assignment is to develop and maintain an effective Monitoring and Evaluation (M&E) system for the RREA aligned with the institution overall M&E's policy. Specific tasks that will be performed shall include, but are not limited to the following:

- Develop M&E Framework & Plan for the REEL Project, SREP projects and other projects under implementation by RREA;
- Develop guidelines and tools to be used in monitoring process of the projects consistent with M&E Framework;
- Develop program-wise process, output, outcome and impact level indicators for project progress monitoring consistent with M&E Framework;
- Serve as lead person for implementation of the M&E framework, guidelines and other tools;
- Serve as lead person for preparation of annual monitoring and evaluation report consistent with M&E Framework;
- Develop or modify recording and reporting templates and formats that meet reporting requirement of development partners (AfDB, World Bank, etc) for the projects;
- Orientate/train project staffs to use the recording and reporting forms and formats;
- Organize the management (collection, processing, analysis and reporting) of periodic progress data for project staff;
- Organize project sites monitoring visits for collection of periodic project data;
- Ensure that the M&E databases are updated routinely and systematically;
- Lead the process of ensuring that program reviews and information sharing sessions are conducted regularly;
- Establish systems to ensure that data are of good quality;
- Ensure timely compilation of internal and external progress reports;
- Conduct special studies and internal evaluation on program performance to inform decision making processes;
- Collaborate with outreach officer to gather and document success story for dissemination;
- Review and give technical feedback on M&E plans for projects and budget revisions to ensure that plans are risk-based and focus on measuring results;

- Produce frequent M&E progress reports with status of results and implementation of recommendations; Follow-up on M&E findings to ensure that corrective actions are taken and/or adjustments are made as required.

Other Specific tasks that will be performed Other specific tasks are detailed in the Terms of Reference (TOR) that can be provided submission of a request (by e-mail).

The estimated duration of this time-based contract is 2 years but with a yearly renewal based on performance, with the possibility of extension based on performance during the project period.

The RREA now invites eligible individual candidates to indicate their interest in providing the Services. Interested Consultants should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The shortlisting criteria includes:

- Minimum Bachelor's degree in social science preferably in Development Planning, Economics or Management or related field of study. Master degree in one of the above fields is preferred
- At least five (5) years of experience in M&E and results-based management;
- Sound knowledge of Liberia's Energy Sector & Policy/Plans and Institutional Framework for Rural Electrification;
- Sound knowledge of M&E Policy Guidelines for development partners (African Development Bank and/ or World Bank);
- Knowledge and experience in designing M&E systems and conducting evaluations;
- Excellent writing and analytical skill in drafting concept notes and reports,
- Understanding and knowledge of basic computer applications such as MS Words, Excel and data base management;
- Experience working with/ in rural communities in diverse areas of Liberia will be an added advantage;
- Working knowledge of World Bank financial management and/or procurement rules/guidelines will be an added advantage.

The Eligibility criteria for the establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy for Bank Group Funded Operations", dated October 2015 which is available on the Bank's website at <http://www.afdb.org>. Furthermore, the Borrower is under no obligation to shortlist any consultant who expresses interest.

Interested and qualified candidates may obtain a copy of the TOR/or any further information at the email address below:

Expressions of interest (CV, Cover letter and documentary evidence for fulfilling the qualifications) must be delivered to the email below; clearly marked "Monitoring and Evaluation Officer -RREA", by 4PM Local Time, on July 14, 2020. Only short-listed candidates will be contacted. **Due to the COVID-19 situation we will encourage interested candidates to rely on email in submitting applications.**

**The address referred above is:**

Mr. Joseph Williams  
 Executive Director  
 Rural and Renewable Energy Agency (RREA)  
 Old LEC Sub-station, Newport Street  
 Monrovia, Liberia



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