



Ministry of Agriculture and Food Security (MAFS)
Government of Sierra Leone

The West Africa Food System Resilience Program (FSRP-2)

Terms of Reference

Monitoring and Evaluation Officer

Global Agriculture and Food Security Project (GAFSP)

November, 2023

Introduction:

The West Africa Food Systems Resilience Program (FSRP-2) in Sierra Leone seeks the services of an experienced project professional to serve a Technical Specialist and provide services towards the rollout of the Global Agriculture and Food Security Project (GAFSP) interventions, being an adjunct project to the Food Systems Resilience Program. The Technical Specialist shall be an integral member of the Project Implementation Unit, reporting to the FSRP Project Manager, liaising with relevant GAFSP implementing partners and providing guidance on GAFSP field operations. He/she shall provide technical advice and drive GAFSP implementation processes as directed by the FSRP Project Manager. This role shall be for a period of three years on a full-time basis with annual renewal of contract based on performance.

Project Background

The West Africa Food System Resilience Program (FSRP-2) is a five year, regional, World Bank funded project that seeks to increase preparedness against food insecurity and improve the resilience of food systems in Sierra Leone and West Africa as a whole. The project is aligned with key elements of the Sustainable Development Goals (SDGs), the World Bank Group (WBG) Country Partnership Framework for Sierra Leone and the Mid-Term National Development Plan for Sierra Leone.

The project will directly impact 943,200 household members, of which at least 40 percent will be women, 40 percent youth, and 5 percent vulnerable groups, including people with disabilities. Direct beneficiaries will also include processors, transporters, traders, and other agricultural (M)SMEs/agribusinesses engaged in the targeted value chains (rice, cassava, and livestock) who will benefit from capacity building (including training, business advisory services, and matching grants where applicable). FSRP also directly benefits public (or quasi-public) institutions like SLARI, MAFS, MoTI, SLMet, NAFSL, SLeSCA, etc. In terms of scope, the FSRP will be implemented in all districts in Sierra Leone and focuses on specific value chains to including Rice, Cassava and Livestock.

The project has five key components:

- **Component 1: Digital Advisory Services for Agriculture and Food Crisis Prevention & Management:** This component aims at strengthening climate resilience of the agriculture sector and enabling effective management and prevention of food crisis through the development and provision of demand driven data, information, and advisory services, and strengthening evidence-based decision making in managing food security.
- **Component 2: Sustainability and Adaptive Capacity of the Food System's Productive Base:** The objective of this component is to enhance the resilience of the food system's productive base in ways that enable small and medium producers

(especially women and youth) to sustainably meet their nutritional needs and raise income levels from the sale of surpluses in local and regional markets.

- **Component 3: Regional Market Integration & Trade:** The objective of this component is to facilitate trade of agricultural goods and inputs within and across national borders in West Africa.
- **Component 4: Contingent Emergency Response Component:** The objective of this component is to meet the immediate food security needs of the most vulnerable groups and restore local capacity to produce a diversified basket of food and livestock.
- **Component 5: Project Management:** This component focuses on the effective coordination of project activities and management of project resources to maximize the impact generated from the various interventions.

Objective of the Role and GAFSP Strategic Actions

This role will focus primarily on supporting the M&E function for activities supported by GAFSP funding, mainly integrated into component 2 of FSRP. These actions are summarized under the two key objectives.

Objective 1: Capacitate the agricultural extension system of the government through the Ministry of Agriculture and Food Security

- **SA1:** Provide training to District Extension staff on Extension services and monitoring of field-based production activities.
- **SA2:** Provide support towards the preparation of digital extension messages.
- **SA3:** Support the operationalization of the IVR system.

Objective 2: Support Integrated Landscape Management (ILM) and Nutrition Education and Improvement

- **SA1:** Provide support to communities for ILM investments including rehabilitation of Inland Valley Swamps.
- **SA2:** Productivity enhancement support through Climate Smart Agriculture (CSA) practices
- **SA3:** Support nutrition interventions through the provision of nutrition education to 25,000 women, cultivation of highly nutritious crops (sweet potato, vegetables, cowpea, soybeans, and groundnut).
- **SA4:** Support to scale up the Implementation of Government's Emergency Food Security Response Plan

Scope of Work/Responsibilities

Under the supervision of the Monitoring and Evaluation Specialist of FSRP, the Monitoring and Evaluation Officer will be responsible for:

- Supporting the process of ensuring effective monitoring of project processes, activities, outputs, outcomes/impacts.
- In undertaking these tasks and in line with the government's promotion of a national M&E database and performance management system, the M&E Officer will work in close liaison with all PIU and M&E staff of the MAFS as well as other project stakeholder agencies.

Specific Duties

The following are the key responsibilities of the M&E Officer:

Under the responsibility of the National Program Manager and in close collaboration with government services and professional organizations contracted by the Program, the Monitoring and Evaluation Officer will,

- Contribute to the development of the M&E system for GAFSP interventions.
- Support the operationalization of the GAFSP M&E system in conjunction with CILSS, AGRHYMET, CORAF, ECOWAS, including the monitoring of all public services and service providers involved in M&E according to the program's M&E manual.
- Participate in regional coordination and harmonization activities for monitoring and evaluation.
- Support the development of and follow-up on the training plan for program actors on GAFSP M&E tools.
- Monitor the GAFSP results framework indicators based on the project evaluation document and update it regularly.
- Contribute to the implementation of an impact evaluation system for the GAFSP delivery.
- Help coordinate the GASFP M&E system with that of the Ministry and other projects.
- Support the development of annual work program and budget in collaboration with the team's managers.
- Support the development of terms of reference (or provide inputs to the ToRs of the various parties contracted by the program) for the performance of services within its scope.
- Support the development and dissemination of specific tools for planning, data collection, analysis and processing.

- Support the drafting and dissemination of quarterly, annual, mid-term and final reports as well as other periodic management and monitoring and evaluation reports on program activities.
- Contribute to the centralization and analysis of the various technical reports and the status of implementation of activities in the various program components.
- Ensure regular updating of the databases for regular information on the indicators.
- Conduct missions to the various program implementation sites to verify the validity and relevance of the data recorded in the activity reports.
- Contribute to the preparation of Financial Monitoring reports.
- Support the organization of quarterly program monitoring and evaluation meetings.
- Support the organization of visits to exchange experiences and meetings.

Carry out any other activities related to the successful implementation of the Project, which are assigned by the Project Manager and/or M&E Specialist.

Person Specification

- At least a first degree in the Social Sciences, Agricultural Economics, Statistics, or related discipline. Specialized postgraduate training or profession certifications in Monitoring and Evaluation will be an asset.
- Minimum of 5 years working experience in bilateral or multilateral donor-funded programs with at least 3 years of specific responsibility as an M&E Officer.

Additional Assets/Qualifications

- Experience in project development and solid knowledge in project management, monitoring, and evaluation will be an advantage.
- Demonstrated ability to establish priorities, plan, co-ordinate, and monitor work processes and anticipate next steps.
- Self-motivated.
- Excellent Data Management, Data Analysis Skills.
- Excellent written and spoken communication skills, including presentations.
- Computer literacy with proficient knowledge in Microsoft Word, Excel, and PowerPoint applications.
- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general
- Ability to multi-task, work under pressure, and deliver results under short notice.
- Excellent team building and interpersonal skills.

- Demonstrated skills in adapting to a changing work environment.
- Demonstrated ability to meet deadlines, and to make appropriate links in work processes and anticipate next steps.
- Thorough knowledge of Government and private sector institutional and organizational structures and operations in general.

Women with the requisite qualifications are particularly encouraged to apply