

COMMON MARKET FOR EASTERN AND SOUTHERN AFRICA SECRETARIAT



CALL FOR APPLICATIONS FOR THE POSITION OF MONITORING & EVALUATION EXPERT FOR GREAT LAKES TRADE FACILITATION PROJECT

1. Background

The Common Market for Eastern and Southern Africa (COMESA) is a regional integration grouping of 21 African States which have agreed to promote regional integration through trade development and transport facilitation. COMESA has also established a number of institutions to support integration. More information can be obtained from the website www.comesa.int.

The Great Lakes Trade Facilitation Project (GLTFP) is a five year regional lending operation implemented by the governments of the Democratic Republic of Congo (DRC), the Republic of Rwanda, the Republic of Uganda, and the Common Market for Eastern and Southern Africa (COMESA). The project takes a multi-sectoral approach to improving the trade and commerce conditions at 5 key border-crossings and surrounding areas between the DRC, Rwanda and Uganda, and it enhances regional integration through partnership with COMESA. The overall Project Development Objective of GLTFP is to “facilitate cross-border trade by increasing the capacity for commerce and reducing the costs faced by traders, especially small-scale and women traders, at targeted locations in the borderlands.” In order to achieve this objective, the three countries and COMESA will implement a series of initiatives, pursuant to the project components listed above, at the country and regional levels.

The Common Market for Eastern and Southern Africa (COMESA) received a Grant from the World Bank towards the implementation cost of the Great Lakes Trade Facilitation Project and intends to apply a portion of the proceeds of this grant to eligible payments under the contract for Monitoring and Evaluation Expert under the Great Lakes Trade Facilitation Project. Monitoring and Evaluation is important for measuring project progress towards achieving its overall project development objective. It is also useful in helping management to make the necessary adjustments and any corrective measures to enhance effective project implementation.

The main function of Monitoring and Evaluation Expert under the COMESA component is to consolidate country Monitoring and Evaluation report into regional report. The Expert is also expected to provide technical assistance to project countries to improve their M & E capacity. The Monitoring and Evaluation Expert will be part of the COMESA GLTFP implementation team.

2. Position of Monitoring and Evaluation

Measuring progress and determining success at achieving the objective requires rigorous and consistent measurement of key performance indicators across the project countries and over the lifespan of the project. This requires the consistency of methods in data collection and accurate measurement and aggregation of indicators across project countries. The key indicators to be assessed include: (i) the average time for traders to cross target crossings; (ii) incidence of harassment of small scale traders; (iii) value of goods handled through core trade infrastructure (border crossings, border markets, and airport); and (iv) direct project beneficiaries disaggregated by gender.

An additional twenty intermediary indicators will assess overall project performance under the four program components.

3. Monitoring & Evaluation Obligations and Expectations

While the role of data collection for Monitoring and Evaluation and other purposes is the responsibility of each project country, the role of COMESA is to also ensure that the methods of data collection and aggregation are consistent with the M&E manual and accurately reflects project performance. The Monitoring and Evaluation Specialist for each country will be responsible for managing the collection and reporting of data under each component to COMESA. Furthermore, COMESA will ensure that project teams are coordinating and scheduling data collection to ensure timely reporting and aggregation of results. COMESA is responsible for aggregating and validating results for all cross-border indicators and reporting results to the Bank. COMESA will also share best practices at the Regional Coordinating Committee level and facilitate feedback to the Joint Border Committee (JBC) at the local level.

4. Key Tasks

The main role of the full time Monitoring and Evaluation Expert will be to support implementation of the COMESA component of the GLTFP on Monitoring and Evaluation.

The Monitoring and Evaluation Expert will aggregate and prepare consolidated regional reports generated from the country bi-annual reports received from implementing member states to coincide with World Bank ISR reporting requirements in May and November of each year. The Monitoring and Evaluation Expert should submit to the World Bank team updated results framework with indicators updated from each of the project countries bi-annually and based on a Results Framework that is being used to monitor implementation of the annual work programme. It is the responsibility of the Monitoring and Evaluation Expert to ensure methods of data collection and aggregation are in line with the Monitoring and Evaluation Manual and therefore must validate results with country teams before regional reports are generated. The specific roles of the Monitoring and Evaluation Expert will be to:

- i. Prepare and implement the COMESA level Monitoring & Evaluation Plan;
- ii. Monitor and ensure the consistency of methods of data collection at border posts and across country teams;
- iii. Support Country Monitoring and Evaluation Specialists in the Monitoring and Evaluation data collection, aggregation and development of project performance reports. This includes ensuring that the Monitoring and Evaluation Specialists understand indicator calculations and definitions and ensuring that raw data is valid and aggregated accurately from field surveys;
- iv. Support the Regional Trade Information Desk Office Coordinator to determine indicators of effectiveness of Trade Information Desks and performance of Trade Information Desk Officers interventions at all project borders;
- v. The Monitoring and Evaluation Expert will coordinate with country Monitoring and Evaluation teams to receive data and reports in order to consolidate data into a project-wide report. This will require the consolidation of data from each country team to analyse and calculate indicators for the project-level Results Framework;
- vi. Coordinate with country Monitoring and Evaluation teams on the timing of the bi-annual field surveys and data collection and to follow up with the teams to ensure Monitoring and Evaluation reports and indicators updates are provided in a timely manner in order to consolidate reports and update the Results Framework in time for World Bank internal reporting deadline (June and December of each year);
- vii. In collaboration with the COMESA Statistics Division, be responsible for the regional data analysis, presentation and dissemination through production of biannual, annual and other relevant reports;
- viii. To observe data collection and participate in Monitoring and Evaluation related workshops as needed;

- ix. Review the Monitoring and Evaluation manual regularly to ensure that it is updated to reflect any updates to procedures, methodologies, survey instruments, etc. and provide technical guidance in the implementation of the Monitoring and Evaluation Operations Manual;
- x. Provide technical support in capacity building of Monitoring and Evaluation Specialists at country level and in coordination of Monitoring and Evaluation activities at regional level, and cross-party coordination especially with regards to standardisation of methodologies and measurement timing;
- xi. Regularly follow-up on projects implementation progress as per the key performance indicators and agreed targets;
- xii. Support collection of data on status of complaints and topical issues raised by traders and disseminate the information and lessons learnt at the regional level;
- xiii. Facilitate feedback on project performance to Joint Board Committees(JBCs);
- xiv. Work with the Regional Trade Information Desk Office Coordinator to monitor and assess the STR. This includes the average value of STR transactions, estimation of the value of non-STR transactions conducted by small-scale traders and common commodities traded under the STR;
- xv. Prepare Monitoring and Evaluation updates and briefs in advance of Regional Coordinating Committee (RCC)meetings and follow up/implement recommendations and feedback to project teams and border posts.

5. Expected Outputs/Deliverables

- i. COMESA level Monitoring and Evaluation plan prepared and approved by Secretariat and the Bank, and incorporated in the Monitoring and Evaluation Operations Manual;
- ii. Consolidated schedule of data collection for each quarter for all country teams;
- iii. Consolidated Monitoring and Evaluation Reports based on country Monitoring and Evaluation reports produced and shared with the key stakeholders;
- iv. Bi-annual and annual project progress reports produced and shared with relevant stakeholders;
- v. Capacity building of country Monitoring and Evaluation Experts;
- vi. Bi-annual reports will include consolidated traders' perception and time-to-cross survey reports;
- vii. Tool for assessing TIDOs designed, implemented and relevant reports produced;
- viii. Monitoring and Evaluation Manual regularly reviewed and updated;
- ix. Monitoring and Evaluation Updates and briefs prepared in advance of RCC meetings;
- x. Feedback reports to JBCs and Country Teams

6. Profile of the GLTFP M&E Expert

(a) Qualification and skills:

- i. Proven proficiency in data and statistical analysis with Microsoft Excel or other statistical software (e.g. STATA, R, SPSS)
- ii. Minimum of a Master's Degree or equivalent in Monitoring and Evaluation, Project Planning and Management, or other relevant/related Social Science post graduate degree.
- iii. Membership of a professional association of Monitoring and Evaluation will be an added advantage;

(b) Professional Experience

- i. A Minimum of five years' experience in monitoring and evaluation of multi-country program;
- ii. Demonstrated and relevant project or program Monitoring and Evaluation experience, including design of Monitoring and Evaluation systems, project monitoring and reporting;

- iii. Experienced in conducting Monitoring and Evaluation on World Bank and/or other donor projects and a background/training in Monitoring and Evaluation methods and data collection and analysis;
- iv. Capacity and willingness to work in the field at the project locations, manage teams of enumerators in undertaking surveys, and develop relationships with partner agencies in the government;
- v. Demonstrated experience in designing and / or implementing a capacity building program to build the capacity in planning and Monitoring and Evaluation;
- vi. Strong quantitative and qualitative research skills;
- vii. Strong interpersonal skills;
- viii. Must be ready to deliver within strict deadlines;
- ix. Ability to coordinate and aggregate reports and results across different country teams into one comprehensive report;
- x. Results oriented, self-starter and be able to work with minimum supervision.

(c) Duration and Location

This is a full-time position and the Monitoring and Evaluation Expert will work based on the needs of the project and timeline of Monitoring and Evaluation activities. The Monitoring and Evaluation Expert is not required to be based in Lusaka and can be located in any one of the project countries (DRC, Rwanda, Uganda and Zambia), especially since it is advantageous to be near the border posts. The Monitoring and Evaluation Expert may be required to travel to COMESA Secretariat in Lusaka, Zambia from time to time.

(d) Reporting

The candidate shall work under the supervision of the Project Coordinator.

(e) Eligibility for Application

Legal form for competitors: Position is open to all experts from the COMESA region based in the three GLTF project Countries.

5. Language

Must be fluent in English and/or French (speaking and writing). A combination of any two or all of these languages will be an added advantage.

6. Remuneration

Remuneration will be based on deliverables as outlined in the contract.

7. Type of Contract

The expert will be recruited as a consultant under the standard COMESA non-established professional staff service contracts.

8. Contract duration

The expected duration of the contract is up to December 2019 with possible extension subject to performance and availability of funds from cooperating partners.

9. Final Date for Receipt of Applications

Applications MUST be submitted on the prescribed COMESA APPLICATION FORM which can be accessed on the COMESA website: <http://www.comesa.int/> via email to: recruitment@comesa.int

Applications should reach the address below by 25 January 2019.

Only short-listed candidates will be contacted.

