

Ogun State Government Nigeria
Agricultural Production and Industrialization Project
***Terms of Reference for M&E Specialist CONSULTANT for the Design and
Implementation of Monitoring and Evaluation***

I. Background

Ogun State (OGS) has recorded significant progress across various sectors over the past six years of the current administration. There is however a need to plan for the medium to longer term, to ensure the achievements recorded is placed on a sustainable footing. The Government has prepared a State Development Plan for 2018-2030, which is underpinned by strategies to achieve sustainable development in five key sectors – also referred to as the five cardinal programmes or objectives. This plan recognizes the need for the State to invest in the welfare of its citizens, but also recognizes the importance of economic growth in driving up the pool of resources available for this investment. There are therefore two main themes to the plan, firstly, a focus on improving the economic base of the State, and secondly a focus on improving the quality of lives through better access to social services (education and healthcare in particular). Ogun state has always been cognizant of the need for an enabling and investor friendly environment, able to attract capital and foster economic growth. This is a key strength of the State in view of its proximity to Lagos and its location as the transportation gateway from the commercial capital of West Africa into the middle and northern areas of the region. The investments for the creation of such an environment are recognized within this strategic plan, along with a clear intention to build on and consolidate the progress achieved to date.

II. Objectives

The objective of the assignment is to establish and support effective Monitoring and Evaluation unit under the Ministry of Budget and Planning in support of the design and implementation of the the World Bank assisted Program for Results on Agricultural Production and Industrialization in Ogun State.

III. Scope of Work

The scope of the work for the Monitoring and Evaluation expert will include, but are not limited to:

To Support the Program for Result (PforR) M&E Design and Implementation:

- The consultant will provide technical assistance in designing and developing a comprehensive monitoring and evaluation system for the PforR, in line with project indicators and result matrix. In particular, the consultant is expected to: Develop a comprehensive monitoring and evaluation framework and road map for implementation for the P for R project: The framework should outline the theory of change, performance indicators (output and outcomes) with clear definitions, milestones, data collection strategies, and frequency of collection. It should include methodologies for measuring these and who is responsible for collection. It should also clearly demonstrate how the impact

outlined will be measured and evidence for the evaluations will be generated to support the theory of change. Systematic disaggregation of data including by sex, disability, geographical location and income status will be important throughout. Views from intended beneficiaries should be sought and fed into the evaluation. The framework should take into consideration national M&E systems, draw on existing data available and ensure new data collection proposed is complementary to existing systems and data is made available to national stakeholders as far as possible.

- Prepare the project's annual work plan and budget and provide input to the preparation of the procurement plan;
- Monitor and report on the achievement of the P for R's results indicators.
- Develop draft terms of reference for conducting the independent mid-term review and final evaluation, as well as other evaluations and assessments as needed. The consultant will also work with a service provider to develop the evaluation strategy that draws on internationally acceptable evaluation criteria related to relevance, effectiveness, efficiency, impact and sustainability, coverage and coherence. Evaluation methods to test and explore impact should be specified. The evaluation should gather robust evidence about how, where and why (or why not) the programme was effective and achieved results. Knowledge, Attitude and Practice (KAP) changes will be important to capture. The evaluation strategy should correspond to the project's operation context, learning and operational needs, as well as WBs requirements. It should also specify how evaluative data would be captured.
- Organize trainings in monitoring and evaluation for the officers and staff of finalized Sectors

IV. Deliverables

The Service Provider will provide a final report that includes but is not limited to:

- A comprehensive M&E framework for the 5-year project including detailed implementation plans for monitoring activities, an evaluation strategy as well as design the information requirements for the evaluation.
- A baseline assessment and plan to address any information gaps through survey or other relevant data collection tools.
- Terms of Reference for independent external mid-term and final evaluation.
- Findings gathered during the framework development and review of existing M&E systems, with recommendations.
- Develops a Management Information System (MIS) for the Project.
- Conducts impact evaluation and beneficiaries assessment.
- Produces and disseminates periodic progress reports.
- Undertakes relevant studies and surveys as may be required.
- Updates the monitoring and evaluation indicators.

- Implements the M&E plan.
- Assists in the preparation of work plan and budget.
- Organizes and conducts Planning Monitoring and Evaluation (PME) workshops and training for Project officers.
- Undertakes any other duties as may be assigned.

V. Qualifications

It is expected that the Consultant will have the following expertise and experience:

- Master's degree in Economics, Business Administration, Statistics or other related field;
- At least 15 years relevant experience in the public and private sector, with at least 5 of those in M&E strategy development and implementation;
- Demonstrable knowledge in planning, monitoring and evaluation;
- Excellent interpersonal, communication and project management skills, and a proven ability to build effective working relations with counterparts in government and private sector are a prerequisite; and
- Excellent oral and written English.

VI. Reporting

The M&E Expert will report primarily to the Honourable Commissioner Ministry of Budget and Planning and reporting to the P for R Project Manager on a day to day basis.

VII. Duration and Payment Terms

- Initial contract is for one year. The M & E Specialist will be hired purely on contractual basis, co-terminus with the project.
- The continuation of contractual assignment will be subject to satisfactory annual performance of the candidate.

VIII. To be provided by the Client

The Client will make provision for office accommodation and secretariat in Abeokuta.

IX. Application Information

Resumes to be delivered to OgunP4R@ogunstate.gov.ng by 30th March 2018