

REPUBLIC OF GHANA



MINISTRY OF FINANCE

TERMS OF REFERENCE
(CONSULTING SERVICES – INDIVIDUAL CONSULTING SELECTION)

Name of Project	Ghana Development Finance Project (P169742) Financial Sector Development Project (P161787) Ghana Affordable Housing Market Development Project (P178719)
Assignment Title	Recruitment of Monitoring and Evaluation Specialist
Reference No	GH-GDFP-194721-CS-INDV

1.0 BACKGROUND

1.1 The Ministry of Finance (MoF) has received from the World Bank toward the cost of the Ghana Development Finance Project (the Project), and it intends to apply part of the proceeds for consulting services. The Project’s objective is to support the establishment of a financially sustainable development bank to increase access to finance, in particular long-term finance, for viable MSMEs and small corporates. The development bank – Development Bank of Ghana (DBG) – will provide wholesale financing/lines of credit and partial credit guarantees (PCGs) to eligible participating financial institutions (PFIs), and support the development of a digital financing platform, among other activities.

1.2 The \$250 million project has four components: (i) long-term wholesale financing and technical assistance; (ii) partial credit guarantee facility and digital financing platform; (iii) capital market development; and (iv) project management, monitoring, and evaluation.

1.3 Since 2019, the MoF has also been implementing the Ghana Financial Sector Development Project. This Project seeks to promote financial sector soundness and access to financial services by individuals. It comprises four components: (i) improving financial sector regulatory oversight and market transparency and discipline; (ii) increasing the outreach of RCBs and MFIs and linking VSLAs to formal financial service providers; (iii) bolstering financial capacity and consumer protection; and (iv) enhancing the capacity for financial sector policy implementation and monitoring and supporting project implementation.

1.4 Moreover, the MoF is preparing the Ghana Affordable Housing Market Development Project. If approved by the World Bank, the project would be expected to expand access to affordable housing and strengthen the capacity of housing institutions.

1.5 To supplement its capacity to manage the above projects, the MoF intends to recruit a full-time Monitoring and Evaluation Specialist. The M&E Specialist will report to the Project Director through the Project Coordinator.

2.0 OBJECTIVES OF THE ASSIGNMENT

The objective of the assignment is to support the MoF manage all M&E aspects of the projects, including designing and maintaining the requisite systems and well as ensuring that they generate the necessary information to enable the MoF to report on the progress of the projects and fulfill its reporting obligations to the World Bank.

Specifically, the objectives of the M&E system are:

- a) To enable MoF to track progress in implementation of the projects, in terms of the activities that have been prioritized for implementation.
- b) To provide a basis for evaluating the effectiveness of the project implementation in terms of achieving the envisioned component outcomes.
- c) To guide reflection on lessons learned from the project implementation to inform adaptive management and future iterations of the project.

3.0 SCOPE OF WORK/SPECIFIC ACTIVITIES

- i. Facilitate the review of the M&E Framework in the Project Appraisal Documents (PADs), verify, or update the baseline indicators in the PADs in collaboration with the MoF and the implementing agencies;
- ii. Facilitate the development of outputs and activity plans for each component working closely with implementing agencies;
- iii. Develop requisite M&E reporting templates to enable smooth and timely collection of monitoring data by the MoF and all implementing agencies;
- iv. Based on M&E Frameworks in the PADs:
 - Help identify and develop SMART indicators at the various levels to track progress and more importantly to form the basis of the M&E framework, where they will be collected, who will collect them and how they will be employed.
 - Help create a table of the key indicators detailing type, baseline (where appropriate), and responsible party, provide a plan of action and implementation of an M&E plan.
 - Develop a system that contributes to setting standards and ensuring consistency in M&E practice among the different implementing agencies.
- v. Develop an M&E manual to guide the collection of data by the implementing agencies and ensure data quality and consistency;
- vi. Prepare quarterly M&E Reports based on the approved M&E Framework;
- vii. Ensure timely collection of data and submission of M&E reports to the World Bank;
- viii. Contribute to the implementation of the projects' stakeholder engagements plans, including coordinating the completion of surveys of beneficiaries and other project feedback mechanisms;
- ix. In coordination with the Project Coordinator, monitor projects' compliance with all reporting requirements, including those stipulated in the Environmental and Social Commitment Plans;
- x. Carryout any other projects-related tasks that may be assigned by the Project Director and Project Director.

4.0 REQUIRED CAPABILITIES AND COMPETENCIES

Qualifications and skills

- An academic degree in Project Management, Business or Public Administration, Economics, Social Science, or related field.
- A very good knowledge of Microsoft Office applications, particularly Word and Excel, experience in handling of web-based management systems and good presentation skills.
- Perfect command of written and oral English is a must.
- Excellent communication skills and intercultural sensitivity are essential

General professional experience

- Minimum of eight years (8) years of experience in monitoring and evaluation, including hands-on experience in design, monitoring and evaluation of development projects;
- Work experience in management of donor funded projects (particularly projects funded by multilateral agencies) within the last three years;

Specific professional experience

- Must have ability to lead strategic planning, results-based management, and reporting.
- Ability to lead formulation, implementation, monitoring and evaluation of development projects.
- Proven track record in working effectively within a multidisciplinary team
- Evidence of being able to work effectively in high-pressure environment and to tight delivery deadlines

5.0 Duration

The duration of the assignment is for initial period of 24 calendar months.