

TERM OF REFERENCE (TOR)
(CONSULTING SERVICES – INDIVIDUAL CONSULTANT)

**Monitoring and Evaluation Specialist to support the Program Implementation Unit at the
Ministry of Innovation and Technology.**

The Federal Democratic Republic of Ethiopia
DIGITAL ETHIOPIA FOUNDATIONS PROJECT

Position: Monitoring and Evaluation Specialist
Ref. No: ET-MINT-234131-CS-INDV
Organization: PIU at MInT
Project: Ethiopia Digital Foundations Project
Location: Addis Ababa
Duration: 12 months, with a possible extension
Salary: Attractive/Negotiable
Expected Start Date: JUNE 2021

1. Background

In May 2021, the Government of Ethiopia and the World Bank Group signed the financial agreement for the *Ethiopia Digital Foundations Project* (Digital Foundations). Digital Foundations is a USD 200 million, five-year initiative (2021-2026) focused on laying the building blocks for Ethiopia's transition to a digital economy. The project pursues a holistic and multi-sectoral approach to digital development through five components.

2. Context and objectives

The objective of this assignment is to support the PIU with the proper contract management for all activities under its scope of the Digital Foundation Project including the Beneficiary Institutions of the Project.

3. Scope of Services, Tasks, and Expected Deliverables

Specific tasks to be carried out by the Monitoring and Evaluation Specialist include but are not limited to the following components:

Essential Duties:

- Support planning and implementation of monitoring and evaluation activities on effectiveness of Digital Foundations Project. (e.g. beneficiary needs and status, projects in the beneficiary institutions, program modalities, implementation challenges, etc.).
- Review and Provide technical feedback on monitoring and evaluation plans for new programs and budget revisions to ensure that plans are risk-based and focus on measuring results (e.g. checking monitoring and evaluation budgets are allocated and appropriate log-frame indicators and outcome targets are documented).
- Contribute to the analysis of outcome data and recommend improvements to program interventions and to enhance Digital Foundations Project's ability to demonstrate outcome focused results.
- Produce frequent monitoring and evaluation progress reports with status of results and implementation of improvements.

- Follow-up on monitoring and evaluation findings to ensure that corrective actions are taken and/or adjustments are made to program responses as required.
- Train national and partner staff in appropriate monitoring and evaluation techniques to build capacity of staff, increase awareness on the importance of monitoring and evaluation and encourage accountability for demonstrating results.
- Work in close collaboration with internal counterparts and external partners to strengthen the quality and consistency of monitoring and evaluation activities in the field.
- Work in close collaboration with internal counterparts and external partners to strengthen the data quality, accuracy and consistency to build credible performance evidence.
- Provide monitoring and evaluation findings and recommendations to support performance planning and risk analysis, emergency preparedness, security risk management and risk mitigation activities.
- Take and perform related activities assigned from the PIU as required.

4. Required Qualifications

The qualification and experience required for applicant who would like to apply for the service should possess the following minimum criteria:

- A Bachelor's degree (Master's is preferred) in relevant field such as ICT Management, Public Policy or Economic or Development, M&E, Computer literate and capable of using Microsoft Project, full working knowledge (in writing and orally) of English,
- Minimum 4 years of professional experience in M&E, in an senior expert capacity out of which at least 3 years are in development projects;
- Proven M&E skills, including planning, coordinating, monitoring and reporting;
- Experience in the delivery and M&E of telecommunications sector projects will be an advantage.
- Excellent understanding of Financial Management (budgets, financial processes and financial reporting and compliance with donor requirements);
- Knowledge of M&E methods and/or familiarity with the World Bank arrangements;
- Proven ability to work with partners including donors, bilateral organizations and governments (preferably with 3 years' experience on donor funded projects);
- Experience in working in project financed by external donors such as the World Bank, African Development Bank and also have knowledge of policies and procedures of the World Bank;
- Strong analytical, technical writing, public presentation , stakeholder communication skills,
- The candidate must be able to work under pressure situations, in order to meet demanding deadlines.

5. Duration of Services:

The consultant will be hired full time initially for the contract period of twelve (12) months with a possibility for extension based on performance and business needs.