

Post Title: Head M&E and Knowledge Management

Reports to: IFAD Project Coordinator
Programme Management Unit(PMU), Ministry of
Agriculture

Primary Location: Monrovia

Start Date: October 1, 2018

Contract Period: One(1) year renewable

Organizational Context

Past and current engagements

The International Fund for Agricultural Development (IFAD) is a long-time trusted partner of the Government of Liberia. Prior to the civil war, IFAD has invested US\$11.1 for two completed projects with a total cost of US\$23.8. After a 20-year suspension, IFAD restarted its engagement in Liberia.

IFAD's country strategy, ongoing and future operations aim at addressing Liberia's challenges of low agricultural productivity, high post-harvest losses, substandard road access, widespread rural poverty, recurrent food insecurity and limited access to adapted financial services.

The Results-Based Country Strategic Opportunities Programme (RB-COSOP) 2011-2015, which has now expired, was the first RB-COSOP for Liberia. It has been followed by a Country Strategy Note (2017-2018) with the following strategic objectives:

- Strategic objective 1: Smallholder farmers' access to finance, inputs, skills and markets is improved.
- Strategic objective 2: Smallholders' organizational capacities and access to MoA extension services are improved.

A new Country Strategic Opportunities Programme (RB-COSOP) has been initiated in 2018.

Currently, IFAD's portfolio in Liberia includes 1 completed, 2 ongoing, 1 ratified and 1 pending projects.

The Agricultural Sector Rehabilitation Project (ASRP) was approved in 2009 and completed on 30 June 2017. The project closing date was 31 December 2017. Activities under that project are limited to those related to closure.

The Smallholder Tree Crop Revitalization Support Project (STCRSP) is in the amount of US\$ 24.9 million, and the IFAD financing of US\$ 16.8 million was approved in December 2011. It follows a value-chain approach and supports the rehabilitation of feeder roads and the rehabilitation of cocoa and coffee plantations. The project builds on a strong public-private partnership. STCRSP was aimed at strengthening the financial management and institutional development of seven cooperatives and the capacity building of the Ministry of Agriculture (MOA) at the decentralized level to enable the cooperatives to benefit from extension services, bargaining power and lower transaction costs. The STCRSP Completion was 30 September 2017 and the Closing date 31 March 2018.

Economic Recovery of Liberian Rice Farmers in Ebola Affected Counties (Japanese Grant) is a Grant financed by the Government of Japan for an amount of US\$ 2.1 million. The Grant was declared effective on 17 March 2017. Its goal is to empower the rural poor, particularly women, to overcome the impact of the Ebola crisis, increase their food security and build sustainable, agricultural - rice bases - livelihoods. The project aims to reach 1,800 rural poor rice farmers (at least 60% women) in five counties: Grand Cape Mount, Bomi, Grand Bassa, Montserrado and Lofa. The Grant completion date was 31 August 2017 and the closing date 30 November 2017.

Planned IFAD engagements

Two projects were approved by IFAD's Executive Board in December 2015. The Tree Crops Extension Project (TCEP) was approved by the IFAD Executive Board on 30 December 2015. It became effective on 08 June 2017. TCEP includes an IFAD loan of US\$ 13 million and an Adaptation for Smallholder Agriculture Programme (ASAP) grant of US\$ 4.5 million. The project will consolidate and complement the on-going STCRSP project, towards developing a viable and sustainable smallholder cocoa and coffee sub-sector in Liberia's main producing belt.

The TCEP will intervene in Nimba County, in at least 8 statutory districts. Its duration will be 6 years. The TCEP will adopt a value chain approach to link cocoa farmers, organized at grassroots level in traditional community-based labor groups and Farmers Field Schools (FFS), to markets and services through cooperatives and Private Sector Partners (PSPs).

The Rural Community Finance Project (RCFP) was also approved in December 2015, but the project has yet to be ratified. It is anticipated that this will occur before the 2017 summer recess. The project includes an IFAD loan of US\$ 5.5 million and a grant of US\$ 0.5 million and will improve access to rural financial services on a sustainable basis, enabling the development of the rural sector. It incorporates lessons-learnt on financial inclusion from Sierra Leone, where the IFAD-financed RFCIP helped establish a large network of Rural Financial Institutions, including both Financial Services Associations and Community Banks.

Country Programme Approach

The Ministry of Agriculture is the implementing Agency for this and all IFAD funded projects in Liberia through a dedicated Programme Implementation Unit (PIU). In this regard the Ministry of Agriculture, (MOA) working in partnership with IFAD is recruiting a Head of Monitoring & Evaluation and Knowledge Management to lead the M&E Unit of IFAD funded projects in Liberia in the single Programme Implementation Unit. It is thought that a single Programme Management Unit with the required additional thematic expertise in the team depending on the projects within the programme would be cost effective, while facilitating cross learning and knowledge management and building synergies between projects.

Post's organizational accountability

The Head of Monitoring & Evaluation and Knowledge Management under the direct supervision of the Project Manager and overall supervision of the Project Coordinator has the overall responsibility for coordinating the development and implementation of a comprehensive organizational Monitoring & Evaluation and Knowledge Management System to enhance impact monitoring, quality control and evaluation in order to improve internal processes and results delivery and underpin accountability at various levels.

S/he is also responsible for putting in place mechanisms to take stock of current practices in all areas of work, provide guideline in the promotion of learning methods and best practices across the organization. The Head of M&E will be responsible for the supervision the M&E officers, the Gender Officer and the Knowledge Management and Communication Officer.

S/he will be granted a one (1) year fixed term contract renewal upon satisfactory evaluation and subject to funds availability.

Key results expected / Major functional activities include:

Monitoring and Evaluation

- Develop and validate with the relevant stakeholders an integrated and efficient M&E System for the various projects under the country programme on the basis of their Logical Frameworks in line with IFAD's Results and Impact Management System (RIMS) and taking into account available Government monitoring frameworks and requirements of the Government of Liberia;
- Develop and validate with the relevant stakeholders an M&E System for measuring outputs, outcomes and impact for all the projects in the IFAD country programme;
- **Assist** the national PIU to establish an efficient M&E system that is in line with IFAD's Results and Impact Management System (RIMS) and requirements of Government of Liberia. The logical framework will form the basis for the overall system for measuring outputs, outcomes and impact;
- Prepare an M&E Plan, including projects monitoring formats;
- Organize and supervise focused baseline surveys at the beginning of projects to be undertaken by a contracted institution;
- In partnership with relevant stakeholders monitor implementation processes and performance, and assess outputs and outcomes;
- Foster participatory planning and M&E by training and involve stakeholder groups;
- Oversee design of a field-based system for projects monitoring that incorporate the logical framework approach;
- Prepare essential data to be included in quarterly, semi-annual and annual reports;
- Monitor financial and physical progress and report this to stakeholders to create a better learning environment;
- Undertake project and thematic evaluations based on the components;
- Integrate the M&E system into the overall programme coordination and organization function and with other information and knowledge systems;
- Oversee data collection, collation, data entry (MIS) and preliminary analysis of data report production, and dissemination of the information;
- Ensure capture of intended impact as well as successes and failures; prepare reports and guide staff in preparing their progress reports;
- Organize and oversee annual review and planning workshops and preparation of annual work-plans and budgets (AWPB);
- Support the Programme Coordinator with the yearly organization of preliminary planning meetings with Project Manager and Senior Staff to (i) set project objectives (activities, inputs, outputs and outcomes); (ii) establish priorities (taking into accounts results achieved to date, time left for implementation, and recommendations from supervision and implementation support missions; (iii) assess the achievements of the previous AWPBs; (iv) schedule the preparation of the AWPBs; (v) coordinate with the National Steering Committee;
- Ensure that project indicators are properly integrated in AWPBs with clear targets;
- Inform and join supervision missions by screening and analyzing reports;
- Support advocacy efforts through providing evidence of impact gathered through the M&E system, closely linked to knowledge management activities;
- Other duties as requested by the Project Manager.

Knowledge Management: Documentation and Sharing of Best Practices

- Develop a knowledge management plan in **collaboration with the KM and Communication Officer**, outlining what action (*to reflect, learn and share*) project staff and implementation

partners will take to ensure they are able to generate, access and use knowledge and information.

- Lead the effort to capture and disseminate lessons generated from the projects' experience in delivering the programme of work, working collaboratively with colleagues from the technical team and other stakeholders.
- Lead the production and dissemination demand-driven learning products capturing lessons at the thematic, portfolio and program levels, in coordination and collaboration with the overall Knowledge and Learning Strategy. This involves working closely with the technical team and other partners to identify knowledge and learning priorities and design and implement analytical work and activities which feeds into the wider Knowledge and Learning programme of work. This includes studies/reports, workshops, case studies, knowledge notes, and e-learning, and may involve directly leading projects, overseeing the work of consultants, and managing review and publication processes, as well as providing support and input to activities.
- Once a year, undertake an assessment to stock-take and document lessons learnt in all areas of projects.
- Ensure documentation of lessons learnt and good practices and share them across projects; and
- Identify "centers of excellence" across the project and for each area of work, promote decentralized knowledge centers.
- Undertake other related activities as may be requested by the Project Manager.

Competencies

Organizational competencies

- **Strategic thinking and organizational development:** Personal influence.
- **Demonstrated Leadership:** Lead by example and initiate and supports change.
- **Learning, sharing knowledge and innovating:** Challenges, innovates and contributes to a learning culture.
- **Focusing on clients:** Contribute to a client-focused culture.
- **Problem solving and decision making:** Solving complex problems and making decisions that have wider corporate impact.
- **Managing time, resources and information:** Coordinate wider use of time, information and/or resources.
- **Team Work:** Foster a cohesive team environment; able to foster and build team spirit, focus and engagement at all levels.
- **Communicating and negotiating:** Acquire and use a wide range of communication styles and skills.
- **Building relationships and partnerships:** Builds and maintains strategic partnerships internally and externally.
- **Managing performance and developing staff:** Manages staff.

Technical/Functional competencies

- **Knowledge Exchange:** Ensures that knowledge exchange activities are prioritized appropriately and reflect the projects' strategy and objectives. Seeks opportunities to co-develop and co-deliver knowledge exchange activities jointly with internal and /or external clients or stakeholders. Initiates and leads efforts to strengthen knowledge flow among project teams, and external stakeholders. Facilitates successful knowledge exchange activities among internal and/or external clients and stakeholders. Manages a small team to deliver the required work program; acts as an advisor within the organization for knowledge exchange; coordinates satisfactory resolution of issues with senior management and oversight units.

- **Effective Negotiator and Communicator** with proven ability to build and nurture contacts among mainstream media. Ability to work effectively with others to meet mutual goals; build networks, listen and communicate effectively to engage others.
- **Innovative Performer** able to generate innovative solutions, assess risk, make decisions and accept consequences.
- **Leader** able to combine strong management, organizational and leadership skills with insight, seeking continual improvement and collaborative engagement within the team; able to achieve results through motivating people and influencing partners.
- **Planner/organizer** able to meet tight deadlines in a high-pressure and high-energy environment; flexible and able to multi-task.
- Strong **analytical** skills.
- Good **computer knowledge** and of various database or statistical programmes e.g. SPSS, STATA.
- Demonstrated M&E track record in setting up systems for IFAD or other donors.

Qualification and experience

- A higher-level degree in agricultural economics, statistics, rural development or other relevant field. University-level studies in a field related to statistics or a related field would be an advantage.
- A minimum of 5 years' experience working in M&E and/or project management in areas such as agriculture, marketing, rural finance and policy matters.
- Proven experience in designing and implementing successful web-based M&E systems.
- Solid understanding of use of modern information and communication technology (ICT) in development.
- Proficient in the use of databases and spreadsheets.
- Demonstrated skills in quantitative and qualitative analysis and data management.
- Proficient in the use of statistical and other software packages for both quantitative and qualitative analysis, experience in analyzing complex programmes or policies.
- Experience in facilitation, in particular of learning processes.
- Strong written and oral communication skills in English.

*All Interested and qualified applicants should address their applications including letter of interest along with Curriculum Vitae and copies of relevant Diplomas/Certificate to the below address via email: **Kindly indicate in the email subject, the Title of the position you are applying for.***

Recruitment Team

IFAD Projects PIU
Programme Management Unit
Ministry of Agriculture
 Email: recruit@moa.gov.lr

Deadline for submission of Applications **September 17, 2018 at 5PM GMT**

QUALIFIED WOMEN ARE ENCOURAGED TO APPLY