

Terms of Reference (TOR)

For recruitment of

M & E Specialist

West Africa Contract Monitoring Network

1.0 Introduction

The West Africa Contract Monitoring Network comprising civil society, public and private sector sought to monitor public contracting to ensure transparency and accountability for the benefit of the citizenry in **Liberia, Ghana, Sierra Leone, and Nigeria**. The project funded by the World Bank aims to improve the transparency and accountability of public procurement and contracting systems in four West African countries: Liberia, Ghana, Sierra Leone, and Nigeria. The project seeks to build the capacity of multi-stakeholder country groups to more effectively monitor contracting processes and outcomes in their respective countries. The project seeks to recruit an M & E Specialist to support the Network members to develop and implement an effective M & E system in the implementation of the regional and country level activities.

2.0 Project Background

Monitoring of procurement processes and contracts has been sporadic or limited in scope and impact, reflecting constraints in opportunity and capacity. However, there is growing recognition that, supporting such independent third-party monitoring institutions can serve as an effective oversight function in controlling fraud and corruption in public contracting, especially when linked to the formal public accountability institutions. Establishing an effective and robust contract monitoring coalitions will contribute to controlling corruption and ultimately improving public sector efficiency and the delivery of public services.

The Contract Monitoring Program therefore aims to improve the transparency and accountability of public procurement and contracting systems in four West African countries: Liberia, Ghana, Sierra Leone, and Nigeria. The project seeks to build the capacity of multi-stakeholder country groups to more effectively monitor contracting processes and outcomes in their respective countries.

The specific objectives of the project include:

- Improve transparency and accountability of public procurement and extractive industries contracting;
- Build capacity of country coalitions to monitor contracting processes and outcomes;
- Strengthens and support multi-stakeholder coalitions that will monitor the award and implementation of contracts in priority sectors;
- Create an informal regional network among the four country coalitions.

3.0 Objective of the Assignment

The Consultant is expected to support the Regional Co-ordinator and the four country coalitions of the West Africa Contract Monitoring Network by developing a functional M & E system for all their activities. The Consultant is therefore expected to review the regional and country action plans and use findings to build the capacity of the participating countries and support them in finalizing their M & E plans for year two. The Consultant is also expected to monitor the reports of the Country Coalitions against the M & E plans developed and provide feedback to improve project implementation and finalization.

4.0 Scope of Services and Detailed Tasks

The consultant is expected to review and revise action plans and reporting at both the regional and country levels and train each participating country to effectively track their results. The consultant will assist the regional and countries to improve the way in which they plan, implement, and capture results. Track the extent to which the action plans respond to the achievement of the goals and objectives of the network. The consultant is expected to undertake the following activities:

- Review the Action plans, results framework and milestone deliverables
- Review the existing reporting template used in monitoring results and assess the progress made during implementation
- Build capacity of members with findings
- Support each member to develop regional and country level M & E plans to capture results and achieve the goals and objectives of the network
- Support members in the effective implementation of their M & E plans
- Support in documenting the contract monitoring tools and processes for learning

4.0 Deliverables

- 4.1 Submit an inception report and draft work plan
- 4.2 Design a new reporting template for the country coalitions to captures results
- 4.3 Produce a report on the review and develop a capacity building plan for each member
- 4.4 Produce a regional level M & E Plan and 4 country level M & E plans and support in their implementation
- 4.5 Report on support to members in the implementation of the plan
- 4.6 Document the contract monitoring tools and processes
- 4.7 Submit final report at the end of the consultancy

5.0 Qualifications and Experience

The consultant shall possess at least a Masters Degree in Development Studies or M & E related field with at least over five (5) years monitoring and evaluation experience with excellent interpersonal and presentation skills and experience working with multi-stakeholder groups. A track record of work in the four countries will be an added advantage.

6.0 Reporting

The consultant will be required to prepare and/or contribute to inputs for the preparation of reports specifically in relation to the assigned task as and when needed.

7.0 Contract Period

The assignment period will be discussed and agreed based on the proposed work plan submitted by the consultant.

8.0 Facilities & Information to be provided

The GACC will provide all the necessary logistics and documents on the project to facilitate the discharge of the functions.

Interested Consultants should submit their CV's and proposals to bnarteh@ghana-anticorruption.org and ffdennis@gmail.com copied by Friday 15th February 2013.