



TERMS OF REFERENCE

M&E Manager for immediate full-time position

Location: CPIU IFAD, CHISINAU

Project: RRP
AWPB 3.2.1.1

Client

The client for this assignment is the Consolidated IFAD Programme Implementation Unit (CPIU IFAD), which is responsible for day-to-day management and implementation of two ongoing projects: Rural Resilience Project (RRP) and Talent Retention for Rural Transformation (TRTP) which has established a robust and well-recognised track record of competent and diligent programme management of IFAD's previous and ongoing projects.

Background

Republic of Moldova and International Fund for Agriculture Development (IFAD) signed Financing Agreements for implementation of Rural Resilience Project. Projects are implemented by the public institution Consolidated Programme Implementation Unit (CPIU IFAD),

The projects will provide investments and technical assistance to agriculture producers for adaptation Conservation Agriculture principles in the production systems and ecosystem restoration practices to increase the resilience of the Moldovan agro-landscapes and rural communities.

The CPIU IFAD Under the supervision of the Country Programme Director, he/she will work closely with the project coordinators and the M&E officers based in each project. He/she will be in charge of the M&E activities at country programme level. He/she will manage and produce information and knowledge needed to pilot and manage the programme. He/she will pilot the M&E programme system supporting M&E officers at project level feeding the COSOP log frame. He or She will also support technical project teams to identify key output and outcome indicators and to fine-tune the project log frame. In close collaboration with the KM specialist, he/she will also identify the learning and knowledge needs within the country IFAD portfolio and propose trainings and on-the-job trainings.

Main Duties and Responsibilities

- Develop and ensure the continuous improvement of the programme M&E system, integrating innovative methods and tools, consistent and required for a performant programme;
- Ensure regular production and dissemination of analytical consolidated information on key programme achievements towards counterparts (i.e. IFAD, Ministries, etc.);
- Participate to portfolio review exercises and country programme update (COSOP).
- Develop and improve the IFAD country programme database;
- Facilitate collaboration with bodies in charge of M&E within the Ministry of Agriculture and Food Industry and the Ministry of Finance especially to interlink the programme M&E system to the national systems;
- Produce and publish on a mid-year basis an information notes on programme progress and key programme results;
- Support activities related to project formulation, implementation, project M&E.;
- Supervise and contribute to project planning, monitoring and evaluation, regular reporting of project and programme activities.
- Support the M&E officer in the setting up of M&E indicators according to IFAD RIMS guidelines.

- Coordinate field visits, surveys and data collection for reporting, identify key studies required to answer to specific M&E needs.
- Develop the terms of reference for conducting compulsory studies during the implementation period of the programmes (situation at the beginning of the implementation of the program, results and impact of the program at the middle of the implementation period and at the end of its implementation, program completion report) and to coordinate activities regarding their performance;
- Review the annual plans proposed by project coordinators, including the annual budget review to ensure that risk aspects are taken into account in their development and that results are achieved;
- Analyse performance indicators and provide recommendations for improving program activities, including reducing identified risks;
- Provide assistance to external experts in the program oversight missions;
- To perform other tasks at the direction of superiors.

Competencies

- Strong drafting and writing skills, including the ability to present analysis or research;
- Good analytical and communication skills;
- Proficient user of computer software including Microsoft office products (Word, Excel, Power Point, Outlook);
- Knowledge of statistical software for data analysis, e.g. SPSS Proficiency in GIS software (Google Earth, Galileo);
- Collaborates with colleagues in pursuit of organisational goals;
- Ability to build strong relationships with clients;
- Identification of priority activities and tasks; adjustment of priorities as required;
- Allocates appropriate amount of time and resources for completion of work;
- Monitors and, if necessary, adjusts the plans and actions.;

Expected Outcome

- The M&E framework for the country programme has been improved, is highly efficient and complements the KM initiatives, providing analytical information to support IFAD and the line ministry in their piloting and operational roles;
- M&E framework improved internally (project level). This contributes to better management and improved project implementation;
- M&E officers who are highly skilled in collecting, analysing and updating data on project implementation and performance.

Required Skills and Experience

Educational background:

At least a higher education qualification in one of the following fields: economics, finance, agricultural economics, sociology or other related social sciences;

Job Requirements & Experience:

- Have at least 7 years' experience in the field of monitoring and evaluation of projects in the field of agriculture and / or rural economic development (including the collection and analysis of field-specific indicators);
- Ability to use Microsoft Office programmes (Word, Excel, Power Point, Outlook), experience of managing the website and mobile platforms;
- Experienced in using statistical software to analyse data (e.g. SPSS);
- Experience of using GIS software (Google Earth, ArcGis, Global Mapper, Galileo);
- Strong analytical and communication skills;
- Possess skills in writing and writing documents, including presenting the activities of the analysed results;
- Possess the ability to write reports and documents, including the presentation of the activities of the analysed results;
- Ability to be creative and pragmatic in solving problems;
- Willingness to perform field visits and to interview IFAD programmes' beneficiaries;

- Possess excellent interpersonal communication skills, as well as the ability to work in a team and the capacity to manage staff;
- Fluent in written and verbal communication in Romanian, English and Russian;
- To work together with colleagues in order to achieve the goals set;
- Good knowledge and strong ability and willingness to communicate and work with the various national and local stakeholders involved in agriculture, resource management, rural development and climate change, including government and administration, the private sector, civil society and international development partner agencies;

Selection Criteria

Interested persons should provide information demonstrating that they have the required qualifications and relevant experience to perform the Services. The passing score for shortlisting is 70%; the top ranked consultant will be invited to submit a proposal in the next stage.

Only persons included in the short list will be requested to submit Technical and financial offers.

Criterion	Weight
1. General qualifications:	20
Higher education qualification in one of the following fields: economics, finance, agricultural economics, sociology or other related social sciences. Master's degree in the required field is an advantage.	15
Graduation of specific international training courses in the last 5	5
2. Specific previous experience in the field for vacant position:	40
Have at least 7 years' experience in the field of monitoring and evaluation of projects in the field of agriculture and / or rural economic development (including the collection and analysis of field-specific indicators);	15
Professional experience in field of auditing, monitoring and reporting	10
Ability to use Microsoft Office programmes (Word, Excel, Power Point, Outlook), experience of managing the website and mobile platforms	5
Familiarity and solid experience regarding the implementation of grant programmes and development projects	5
Experience in project planning, monitoring and evaluation, regular reporting of project and programme activities,	5
3. Computer management skills, statistical and GIS software	10
4. Competencies (through Interview for candidates that score at least 49 points on the above criteria 1 to 3):	30
<ul style="list-style-type: none"> • Language skills: Fluency in Romanian, Russian and English 	10
<ul style="list-style-type: none"> • Ability to work in an interdisciplinary context and to communicate effectively with specialists from other disciplines 	5
<ul style="list-style-type: none"> • Highest standards of professionalism and integrity 	5
<ul style="list-style-type: none"> • Creative and pragmatic approach to problem solving; Proven capacity to analyze and synthesize 	5
<ul style="list-style-type: none"> • Well-organized and well oriented to details 	5
TOTAL	100

The Specialist will be selected in accordance with the **Individual Consultant Selection (ICS) procurement method** set out in IFAD project procurement handbook that can be accessed via the IFAD website at <https://www.ifad.org/documents>.

The top ranked candidates will be invited in due course to submit a technical and financial proposal that will be evaluated and negotiated. The passing score for **shortlisting is 70 points**.

Interested candidates shall submit information on their credentials to perform the services, including descriptions of similar assignments, experience in similar conditions, availability of appropriate skills, qualifications and other relevant information.

Location and period of execution

The consultant will be offered a fixed-term employment contract based on 40-hour weekly work programme at the Consolidated Unit for the Implementation of the IFAD Programs headquartered located in Chisinau city, Stefan cel Mare Av. no. 162.

The expected start of the assignment is September, 2023. The contract is valid one year, with the possibility of expansion, based on positive annual performance evaluation, to continue the implementation of the financing activity within the PRR.

For the selected candidate will be set a three-month probation period, which will start from the date of contract signing

Project coordination

The consultant will work under the direct supervision of the CPIU IFAD Director.

The consultant will work in close coordination with other CPIU staff, i.e. the Knowledge Management and Communication (KM & C) Specialist, the Gender Specialist, the Value Chain Development (VCD) / Agribusiness Specialists, the Infrastructure Engineers, the Climate Resilience Specialist, the Financial Manager, the Procurement Officers and the Legal Officer.

Services and facilities to be provided by client

Working conditions are common, in the office, with short distance trips to the country or to international meetings abroad. Office with conditions according to health safety rules, with equipment specific to office work (computer, xerox, printer, fax, scanner, Internet connection, etc.). For field visits CPIU will provide the Consultant with transport.