

### Monitoring and Evaluation Specialist

#### 1.0 BACKGROUND

1.01 The Government of Belize (GOBZ) has received financing from the Caribbean Development Bank (CDB), towards the cost of the Belize Social Investment Fund and Basic Needs Trust Fund Programmes. These Programmes are part of an overall strategy of GOBZ to deliver multi-sector developmental projects to reduce poverty in Belize.

1.02 The Monitoring and Evaluation (M&E) Specialist will be responsible for the development (including collection of baseline data), management, and implementation of a quality M&E system for the Programs, Projects and the sub-projects that are implemented by BSIF and will report to the Executive Director, BSIF.

#### 2.0 OBJECTIVE

2.01 The objective of this consultancy is to provide M&E services to BSIF, including M&E reports, integrating indicators into sub-projects and programmes, conducting pre and post project evaluations, developing and implementing M&E plans.

#### 3.0 SCOPE OF SERVICES

3.01 The scope of services include:

- Review/design the Project/s Objectives, outcomes and outputs.
- Develop and Monitoring and evaluation framework and monitoring plan.
- Identify the range of data and information required to appropriately monitor and evaluate the project.
- Finalize the Results Monitoring Framework for the Programs, Projects and the sub-projects that are implemented by BSIF, including desired output, outcome, and impact indicators, baselines, and targets. Some of these may be proxy indicators and must be gender sensitive, including gender responsive indicators and with all relevant baseline, monitoring, and target data disaggregated by sex.
- Develop a detailed Results Monitoring Plan which clearly outlines the methods, sources, responsibilities, and timelines for data collection. The Plan will be gender-sensitive, with gender responsive results and all relevant milestone targets disaggregated by sex.
- Manage and implement the Results Monitoring Plan to track project implementation and measure the development achievements of the Programs, Projects and the sub-projects that are implemented by BSIF.

- Prepare and populate suitable electronic templates/ databases and information systems to facilitate the data collection, generation, and analysis.
- Preparation of M and E Reports as required by BSIF and CDB
- Provide inputs into the CDB's online Client Relation Management System (OP365)
- Schedule and conduct data collection (disaggregated by sex), analysis and reporting during project implementation.
- Identify mechanisms for the local collection of data during project implementation and create linkages with key line ministries to receive data; and
- Identify any difficulties or impediments that may occur and guide remedial actions to ensure that the project achieves its intended objectives.
- Work closely with BSIF staff and the consultants for Participatory Methods to develop an M&E Framework for selected sub-projects in the areas including be not limited to education, health, water and sanitation, organizational strengthening, and social services.
- Ensure that the M&E System for selected sub-projects is linked to the overall M&E system of the Programs, Projects, and the sub-projects that are implemented by BSIF and reports on contributions to the Sustainable Development Goals.
- Use existing BSIF data collection and reporting tools, for example, Community Needs Asset Assessments, for building the M&E System for sub-projects.
- Conduct workshop/coaching with BSIF staff and collaborate with them in a capacity building focused manner, to enhance their M&E capacity.
- Any other duties that may be delegated by the Executive Director.

#### **4.0 CAPACITY-BUILDING PROGRAMME**

4.01 The Consultant shall from time to time provide training to BSIF technical staff in M&E and will build the capacity of the technical staff such that the technical staff has the capacity to assist in the collection of monitoring data.

#### **5.0 INPUTS**

5.01 The Consultant is expected to provide services at the office of BSIF during normal business hours.

#### **6.0 DELIVERABLES**

6.01 The deliverable will vary of the course of the contract period and the Consultant would be compensated monthly or otherwise negotiated.

#### **7.0 QUALIFICATIONS AND EXPERIENCE**

7.01 The individual should possess experience in M&E and experience working on Multilateral Development Banks' financed projects would be an asset. The Consultant must have at least a Bachelor's Degree in the Social Science or related field with training in M&E.

7.02 The Consultant shall possess at least three years' working experience in development field including experience in M&E of development assistance projects. Experience in Project Management; incorporating gender in the M&E Systems; evaluation of development programs/projects; and experience in demonstrating the ability to conduct evidence-based research using qualitative and quantitative research methods.

7.02 The Consultant must be: fluent in English (both written and oral); Good written and verbal communication skills; Proficient in Microsoft Office suite, EB website monitoring; Excellent interpersonal skills. Knowledge of Spanish would be an asset.