



**RECOVERY OF ECONOMIC ACTIVITY FOR LIBERIA INFORMAL  
SECTOR EMPLOYMENT (REALISE) PROJECT**  
Capitol Bye Pass, Old Maternity Center, 1<sup>st</sup> Floor  
Monrovia-Liberia



**Terms of Reference (TOR)**  
**Agriculture Officer**

**Background**

The Government of Liberia (GoL) has received funding from the World Bank and Agence Francaise De Developpement to implement the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) Project. The Project Development Objective is to increase access to income-earning opportunities for the vulnerable in the informal sector in response to crises, expand income and livelihood support to poor and food-insecure households, and improve efficiency in managing social protection programs in Liberia. The REALISE project comprises of six components namely: (i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; (ii) Temporary Employment Support and Employability Development for Vulnerable Workers, including labor-intensive public works and life skills and employability training; (iii) Program Implementation, Capacity Building and Coordination; (iv) Contingency Emergency Response Component; (v) Community Livelihood and Agriculture Support; (vi) Social Cash Transfer and Strengthening of the National Social Protection System.

REALISE Project is being implemented by the Ministry of Youth and Sports (MYS), Ministry of Gender, Children and Social Protection (MGCSP), and the Liberia Agency for Community Empowerment (LACE), with technical support from the World Bank and other relevant GoL institutions. The Ministry of Youth and Sports will be responsible for the overall coordination of the Project. To ensure proper coordination of implementation and achievement of the project objectives, the Project Implementing Institutions have set up a single Project Management Team (PMT) to coordinate and manage all aspects of implementation under the REALISE project. The PMT is staffed with individual consultants hired by MYS, LACE, and MGCSP.

**Position:** Agriculture Officer

**Location:** Monrovia with the possibility of traveling to project-participating counties.

**Duration:** This assignment is for 18 months with the possibility of extension subject to satisfactory performance and availability of funding.

**Objectives of the Assignment**

The objective of the assignment is to provide supervision and technical support at the national level to Community Facilitators in the implementation of **Component 5: Community Livelihood and Agriculture Support (CLAS)** of the REALISE project.

## Scope of Assignment:

The Agriculture Officer shall:

- Provide supervision and technical support to Community Facilitators (CFs) in the implementation of Community Livelihood and Agriculture Support (CLAS) activities, including planning, monitoring, and evaluation of Community Facilitators (CFs) and beneficiary group activities.
- Facilitate the enhancement of productivity of food crops using sustainable production methods.
- Under Market linkage support (MLS), ensure technical support and project business grants provided to farmer cooperatives/farmer-based organizations (FBOs) are located in or around CLAS communities to enable them to promote climate resilient farming practices among beneficiary communities.
- Provide support to Beneficiary Farming Groups (BFGs) to develop subprojects that will outline linkages between production, processing, and marketing for each project community, and promote climate-smart agriculture practices among beneficiaries.
- Participate in the review and approval of beneficiary youth groups' subproject proposals at the national level and advice accordingly; ensuring every subproject proposal certifies the Environmental and Social Safeguard standards.
- Work with community structures to facilitate an agreement between the BFGs and their communities to have access to farmland for up to three consecutive years;
- Oversee the provision of farm startup grants to each farming group to help them procure needed inputs, including seeds, fertilizer, pesticides, tools, and equipment;
- Ensure the timely and accurate delivery of labor subsidies to each beneficiary of CLAS to help smoothen consumption during the lean season.
- Ensure Community development plans are developed and appraised along with beneficiary farming group subproject proposals to ensure that both take into consideration existing resources in the community.
- Ensure the planning and implementation of the Life Skills Training activities are carried out in consonance with the guidelines and procedures laid out in the REALISE POM; paying keen attention to quality and timely delivery of the training.
- Provide technical guidance to Community Facilitators to facilitate stakeholder consultations at both county and district levels to solicit political buy-in for the selection of subproject districts and communities.
- Monitor and ensure that Community Development Support (CDS) grants to participating communities are disbursed in a timely manner and used to help maintain or improve small-scale common infrastructures as part of the overall support package for beneficiary groups and participating communities,
- Attend county and district stakeholder consultation meetings when and where feasible and provide technical support.
- Facilitate the planning and execution of relevant training and workshops, particularly Inception Workshops organized for service providers and relevant stakeholders.
- Work with the project M&E Officer, as well as Environmental and Social Safeguard Officers to design a quality Assurance Checklist or tools (incorporate Environmental and

Social SafeGuard elements) and disseminate to Community Facilitators for the supervision and monitoring of Community Livelihood and Agriculture Support (CLAS) activities in the counties.

- Participate in REALISE quarterly review meetings and provide updates on CLAS
- Undertake quarterly field visits to validate the work of CFs
- Produce quarterly reports covering all activities of the Community Livelihood and Agriculture Support (CLAS)

### **Environmental & Social Safeguards Compliance**

- Work with Environmental and Social Safeguards Officers, and Deputy Project Coordinator for Economic Inclusion to roll out Environmental and Social Safeguard tools with CFs at Inception workshops.
- Obtain periodic updates from the project Environmental and Social Safeguard Officers on changes in the Environmental and Social Safeguard guidelines and share with CFs either during field supervision and review meetings or through other means.
- Works with Environmental and Social Safeguards Officers to ensure hands-on- training or mentoring of CFs on all Environmental and Social Safeguard tools in order to empower them to identify, document, and report environmental & safeguard issues during the implementation of the subcomponent activities in a timely manner.

### **Selection Criteria**

The Agriculture Officer shall have:

- Bachelor's Degree in Agriculture, Economics, and Development studies or in any of the Social Sciences or other related technical areas. A Master's degree in any of the above mentioned disciplines will be an added advantage.
- At least 5 years of experience in managing similar community-driven and rural development projects. Experience working on World Bank projects is desirable.
- Experience in working with an Agriculture project and employment programs (Social Safety nets);
- Knowledge of the popular crops grown in Liberia and the various farming seasons.
- Fluency in written and spoken English; and high skills written and oral communication; and
- must be computer literate.

### **Reporting and Accountability**

The Agriculture Officer will work under the supervision of the Deputy Project Coordinator for Economic Inclusion, and will be responsible for:

- **Quarterly Management Reports** summarizing, among other things:
  - i Results accomplished during the prior period
  - ii cumulative deviations to date from scheduled milestones
  - iii proposed corrective measures (or revisions to the planned schedule), key responsible departments or institutions, and budgetary requirements

- iv other issues or potential problems the coordinator foresees that could impact the project's progress and/or effectiveness
- **Quarterly Expenditure Reports** summarizing expenditures made against the Designated Account of the project for the period under review, and anticipated expenditure for the next quarter.
- **Monthly Progress Reports**  
The monthly progress report shall provide at least the following information:
  - i. Detailed description of the activities performed and results achieved in the current reporting period (month for which the report was issued) as well as the resources used for performing these activities.
  - ii. A brief description and assessment of the current state of all project activities.
  - iii. Issues encountered in the implementation of the project.
  - iv. Brief description of activities to be performed in the next reporting period as well as the resources estimated to be used for performing such activities.
  - v. Expected results in the next reporting period.
  - vi. Assessment of the program's potential risks and recommendations for mitigating these risks.

The Monthly Progress Reports will be sent to the Deputy Project Coordinator no later than the 7th day of the next reporting period. (ex. if the report covers the period up to May 30th, 2023, the report must be delivered by latest 7th of June 2023).

**All reports shall be subject to the Deputy Project Coordinator's prior approval in writing.**



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**Terms of Reference (TOR)  
Monitoring and Evaluation Officer**

**Background**

The Government of Liberia (GoL) has received funding from the World Bank and Agence Francaise De Developpement to implement the Recovery of Economic Activity for Liberian Informal Sector Employment (REALISE) Project. The Project Development Objective is to increase access to income-earning opportunities for the vulnerable in the informal sector in response to crises, expand income and livelihood support to poor and food insecure households, and improve efficiency in managing social protection programs in Liberia. The REALISE project comprises of six components namely: (i) Grant Support to Vulnerable Households to Revive or Start Small Businesses; (ii) Temporary Employment Support and Employability Development for Vulnerable Workers, including labor-intensive public works and life skills and employability training; (iii) Program Implementation, Capacity Building and Coordination; (iv) Contingency Emergency Response Component; (v) Community Livelihood and Agriculture Support; (vi) Social Cash Transfer and Strengthening of the National Social Protection System.

REALISE Project is being implemented by the Ministry of Youth and Sports (MYS), Ministry of Gender, Children and Social Protection (MGCSP), and the Liberia Agency for Community Empowerment (LACE), with technical support from the World Bank and other relevant GoL institutions. The Ministry of Youth and Sports will be responsible for overall coordination of the Project.

To ensure proper coordination of implementation and achievement of the project objectives, the Project Implementing Institutions have set up a single Project Management Team (PMT) to coordinate and manage all aspects of implementation under the REALISE project. The PMT is staffed with individual consultants hired by MYS, LACE, and MGCSP.

**Position:** Monitoring and Evaluation (M&E) Officer

**Location:** Monrovia, Liberia

**Duration:** This assignment is for 18 months with the possibility of extension subject to satisfactory performance and funding availability.

**Objectives of the Assignment**

The overall objective of the assignment is to facilitate the tracking and reporting of results outlined in the Results Framework of the REALISE Project, as well as promote learning among project implementors.

## Duties and Responsibilities

The M&E Officer will be responsible for carrying out the following:

- Lead on the design of an M&E framework to track implementation progress under the Project and oversee the development of the accompanying digital tools/instruments for data collection on project indicators, by contracted firms or consultants;
- Periodically update the Project Results Framework based on data received from other PMT members, Service Providers, and implementing partners;
- Develop an M&E system for the project with performance indicators and targets embedded in the Project's MIS for implementation and tracking of project results;
- Facilitate working relationships with other Ministries, Departments, and Agencies implementing Social Protection interventions, to link project beneficiaries to other complementary services and opportunities;
- Manage the Project's beneficiary database ensuring that the data is secure and always maintains integrity.
- Develop and maintain clear and comprehensive beneficiary data management policies and procedures, including guidelines for data collection, entry, storage, and sharing. This involves compliance with data protection regulations, including privacy laws and regulations related to sensitive personal data.
- Ensure that registration tools and data collected through the registration of applicants are of high quality and consistent with the data collection standards of the project.
- Conduct periodic data assessments, verifications, and cleaning, including user testing, gathering feedback, and working on implementing necessary improvements in order to keep project data updated at all times.
- Develop comprehensive data analysis procedures for the project, including specific objectives and transparent methods.
- Analyze all data reported on the REALISE Project indicators, including verification and validation of reports submitted to the PMT by Service Providers and implementing partners.
- Undertake periodic monitoring visits and organize feedback meetings with PMT members, implementing partners, Service Providers, or other stakeholders on findings and recommendations to guide project implementation as may be required.
- Lead in the collation and production of project quarterly reports for onward submission to the Project Coordinator, relevant steering committees, and the World Bank.
- Lead on the planning and implementation of quarterly project review meetings, including interpreting and translating both quantitative and qualitative results into actionable insights for programmatic decision-making.
- Prepare relevant technical briefing papers and status updates for project heads of REALISE Project implementing institutions and stakeholders.
- Ensure timely processing and dissemination of M&E findings and best practices to facilitate evidence-based planning, learning, and PMT decision-making.
- Undertake periodic reviews of operational, monitoring, and reporting mechanisms, including the preparation of best practices and lessons learned.
- Perform any other duty as may be requested by the supervisor.

### **Skills and Qualifications:**

- A **Bachelor's degree** in Social Sciences, Demography, Statistics, Project Management, Business/Public Administration or related fields, with at **least 5 years** of related professional work experience; or a **Master's degree** in the Social Sciences, Demography, Statistics, Project Management, Business/Public Administration or related fields with at **least 3 years** of related professional work experience;
- Certificate or Diploma in M&E from a recognized Institution is preferred;
- Experience working with international organizations (World Bank, AfDB, AU, EU, etc.) in the area of M&E is **required**;
- Computer literacy, with proficiency in MS Windows & MS Office Suite is **required**;
- A strong background in statistical analysis and use of statistical software is **required**. The successful candidate will be conversant in statistical software such as Stata, Python, and be willing to learn new software as required;
- Excellent writing and communications skills with demonstrated ability to write quantitative and qualitative reports;
- Must be a solutions-oriented person with excellent interpersonal and problem-solving skills, and demonstrated ability to work in a team;
- Must be able to work with minimum supervision, deliver under pressure, take initiative, lead teams and exert influence.

### **Reporting**

The M&E Officer will be supervised by the Deputy Project Coordinator for Economic Inclusion and will be responsible for:

- **Monthly Progress Reports**

The monthly progress report shall provide at least the following information:

- vii. Detailed description of the activities performed and results achieved in the latest reporting period (month for which the report was issued) as well as the resources used for performing these activities.
- viii. A brief description and assessment of the current state of all project indicators as per results framework
- ix. Issues encountered in the implementation of project.
- x. Brief description of activities to be performed in the next reporting period, responsibilities, as well as the resources estimated to be used for performing such activities.
- xi. Expected results in the next reporting period.

- **Quarterly Project Reports**

- Collate progress on project implementation and results from project implementing agencies.
- Report on ongoing monitoring conducted by the PMT and progress made.
- Compile comprehensive Quarterly project reports, including fully updated Results Framework data.

The Monthly Progress Reports and Quarterly Project Reports will be sent to the

Deputy Project Coordinator for Economic Inclusion no later than the 7th day of the next reporting period. (ex. if the report covers the period up to May 30th, 2023, the report must be delivered by latest 7th of June 2023).

All reports shall be subject to the Project Coordinator's prior approval in writing.