

REQUEST FOR APPLICATIONS (RFAs)

(SELECTION BASED ON INDIVIDUAL CONSULTANTS SELECTION METHOD SET OUT IN THE WORLD BANK PROCUREMENT GUIDELINES FOR THE SELECTION AND EMPLOYMENT OF CONSULTANTS UNDER IBERD LOANS AND IDA CREDITS & GRANTS BY WORLD BANK BORROWERS)

NAME OF THE PROJECT: EASTERN AND SOUTHERN AFRICA HIGHER EDUCATION CENTERS OF EXCELLENCE PROJECT (ACE II)

LOAN NO./ CREDIT NO./ IDA GRANT NO: D1150-3E

PROJECT ID: P151847

ASSIGNMENT TITLE: MONITORING AND EVALUATION OFFICER

GRADE: P.1.

PROCUREMENT REFERENCE NO: IUCEA/PROC/CONS/16-17/007

Duty Station: The Inter-University Council for East Africa (IUCEA) KAMPALA, UGANDA

Host Organization: The IUCEA, the Regional Facilitation Unit (RFU)

Duration: 2 Year (s) renewable only once based on satisfactory performance

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15th May 2017

TERMS OF REFERENCES (TORs)

1. BACKGROUND

The Eastern and Southern Africa Higher Education Centers of Excellence Project (ACEII) was approved on May 26, 2016, by the Board of Executive Directors of the World Bank Group (WBG), with International Development Association (IDA) credit and grant totaling to US \$ 148million. The project will be implemented by twenty-four competitively-selected Africa centers of excellence (ACEs) from higher education institutions in eight participating countries, including Ethiopia, Kenya, Malawi, Mozambique, Rwanda, Tanzania, Uganda, and Zambia. The Inter-University Council for East Africa (IUCEA) as the Regional Facilitation Unit (RFU) of the project will coordinate and administer the implementation of ACEs project activities.

1.1 Project objective:

The objective of the proposed project is to strengthen selected Eastern and Southern African (ESA) higher education institutions to deliver quality post-graduate education and build collaborative research capacity in the regional priority areas. Component 1 (US\$ 140 million) will finance the strengthening of 24 competitively selected ACEs in five clusters of regional priorities to address specific development challenges facing the region through graduate training and applied research in collaboration with other institutions and industry. Component 2 (US\$ 3 million) will finance activities at the regional level to support capacity building of the ACEs in some common challenge areas. Component 3 (US\$ 5 million) will finance IUCEA as the RFU to provide facilitation, coordination and administration for the project.

The twenty four (24) ACEs are in five clusters of regional priorities – Industry, Agriculture, Health, Education and Applied Statistics. All these ACEs are expected to perform the following tasks:

- a) Build institutional capacity to provide quality post-graduate education with relevance to the labor market;
- b) Build institutional capacity to conduct high quality applied research, relevant to addressing a key development challenge/priority;
- c) Develop and enhance partnerships with other academic institutions (national, regional and international) to pursue academic excellence;
- d) Develop and enhance partnerships with industry and the private sector to generate greater impact;
- e) Improve governance and management of the institution and set up a role model for other higher education institutions; and
- f) Deliver outreach, and create an impact, to society by delivering excellent teaching and producing high quality applied research.

The ACE II project is anticipated to produce a large number of skilled graduates through graduate (Masters and PhD) education enrollment. The project will build strong and sustainable regional partnerships, and collaborations to generate graduates in specifically required disciplines to accelerate quality higher education, research and regional development.

1.2 Regional Distribution:

The distribution of the 24 ACEs in 8 participating countries is the following: four (4) ACEs in Ethiopia, three (3) ACEs in Kenya, two (2) ACEs in Malawi, one ACE in Mozambique, four (4) ACEs in Rwanda, four (4) ACEs in Tanzania, four (4) ACEs in Uganda and two (2) ACEs in Zambia.

2. SCOPE OF MONITORING AND EVALUATION

In line with the ACE II project objectives, the Monitoring and Evaluation (M&E) will entail three aspects: Performance; Compliance; and Impact monitoring. Performance monitoring will determine whether activities and processes are being executed as per agreed schedules and data gathered will help identify implementation challenges and improve project management. Compliance to implementation of project activities is expected to be assessed based on whether grant conditions and project implementation guidelines including procurement and fiduciary conditions are followed. Impact is expected to be measured based on the extent to which the project contributes to the achievement of the project development goals.

M&E is expected to be carried out at all levels of the project implementation activities, which chronologically occurs one after the other. There are basically three cascading levels relevant for planning, managing and measuring the Project's progress: **(i)** The overarching project level involves compiling and aggregating all data provided by each ACE, and planning, managing and reporting of ACE-overarching results - which is under the responsibility of IUCEA/[RFU]; **(ii)** The project level for each of the separate ACEs - which is under the responsibility of each ACE (which will also report to the RFU), including the data provided to them by their Partner Institutions; **(iii)** the ACEs' Partner Institution Level, which is planning, managing and measuring relevant data for the ACE-level Results Frameworks (RFs) – which is under the responsibility of each Partner Institution (PI), providing the data to their respective ACEs. The data consolidated by ACEs shall be verified by the verification agency/firm expected to discuss its findings with the ACEs before submission of the report to the National Steering Committee (NSC) and subsequently to the IUCEA/[RFU].

2.1. Development of the Results Framework

To facilitate the M&E process, an overall Results Framework (RF) has been developed by the World Bank in collaboration with the IUCEA/RFU, and other key stakeholders, and with input from government and university representatives in the region. The RF details results indicators, unit of measure, baselines and cumulative targets for each of the 5-years of the program, the frequency of measurement of the indicators, data source/methodology, responsibility for the collection of data, and tracking of each indicator, and guidelines on M&E systems to be set up. The RF will serve as the main reference for planning, managing and tracking progress, for assessing the effectiveness of the Project during implementation and measuring final outcomes after project completion. Individual ACEs and the RFU will be expected to develop their own specific results frameworks detailing the expected results, indicators and targets specifically tailored to their results, based on the details of their individual projects in the project appraisal document. Although the IUCEA/ [RFU] is expected to coordinate and support the ACEs in implementing and monitoring their projects, as highlighted in the project documentation, the primary responsibility for M&E lies with the ACEs.

2.2. Determining Scope of Monitoring and Evaluation

Based on the Results Framework, individual ACEs and the IUCEA/[RFU] are expected to determine the necessary M&E activities, and assess their institutional capacities for undertaking them. The

ACEs are also expected to put in place the necessary tracking systems (both automated and manual) and to designate persons to oversee and implement M&E. To facilitate the M&E process, ACEs are expected to draw up results frameworks, M&E plans to help plan and manage M&E activities over the five years of the project. The M&E Plan should detail what is being monitored (the type of information or data to be collected), how (the data collection methods to be employed), when (the frequency of data collection and reporting), by whom (the persons responsible for monitoring and evaluation, their specific capacities and assigned tasks) and for what reason (how the information gathered will support monitoring and project management).

2.3. Key Performance Indicators and Targets

Based on the objectives of the Project, a number of indicators have been established to keep track of the performance of the project as a whole. The indicators related to regional requirement, training and research quality, research quantity, outreach, and administrative/governance quality. Each indicator in the results framework is linked to the Project Development Objective (PDO) and related baselines and target values. A baseline value represents the value of the indicator at the outset of, or prior to, implementation of the Project. Target values provide a basis for monitoring, evaluating and reporting performance over time through the collection of trend data. Targets should be reviewed periodically and revised where necessary to ensure they are realistic, given current project conditions. The IUCEA/[RFU] will collect, analyze and submit status reports to the World Bank and RSC on the performance of the indicators. Individual ACEs are therefore expected to collect and submit accurate data on the performance of each indicator in the agreed Results Framework to facilitate the RFU's task. On a regular basis, data submitted by individual ACEs will be subjected to a strict verification process by the IUCEA/[RFU] through an independent consultant to confirm their validity.

3. MAJOR DUTIES AND RESPONSIBILITIES

Reporting to the Project Coordinator of ACE II, the following will be the responsibilities of the candidate:

- 3.1. Develop and maintain project M&E plan, based on project appraisal document (PAD), project operational manual (POM) and overall Project Development Objective (PDO) and project indicators:
 - i. Conduct assessment regarding M&E systems at ACEs, and identify bottlenecks to overcome, and strength to advance capitalize on to advance the project implementation
 - ii. Identify sources of data, collection methods, who collects data, how often, resources for data collection in order to provide guidance on M&E
 - iii. Develop criteria and evaluation scheme for the project impact, benefit and sustainability
 - iv. Prepare detailed calendar of M&E activities
- 3.2. Oversee and execute M&E activities including Annual Work Plan, with particular focus on results as indicated in disbursement linked indicators and results (DLIs/DLRs) and thus the long-term impacts of the project with regard to coordination
 - i. Based on the PAD, POM and overall PDO, design the framework for the physical and process M&E, emphasizing results and impacts.
 - ii. Promote a results- based
- 3.3. Design and implement a system to identify, analyze project results and work with ACE II project team to disseminate project activities through regular communication with all stakeholders.

- 3.4. Be responsible for writing project reports, such as Quarterly and Annual reports, semi-annual progress reports and other on-time reports requested by IUCEA/[RFU] leadership, implementing partners and/or relevant stakeholders
- 3.5. Advance and support communication and advocacy of ACE II project through availability of evidence-based data as part of ACEs and/or IUCEA/[RFU] reports.
- 3.6. Contribute to the preparation of annual and quarterly work plans for ACE II project.
- 3.7. As a Liaison Officer for M&E activities at IUCEA/[RFU], facilitate M&E planning, training and supervision of M&E activities in priority areas for ACE II project in all Centers of Excellence
- 3.8. Collecting from ACEs Implementation plans annually as per each country date of Financing agreement, and consolidating data into the Project Results Framework every 6 months, prior to the ACE technical and advisory meeting and the Regional Steering Committee meetings
- 3.9. Other duties as required by the IUCEA/RFU leadership.

4. TIME FRAME, WORKING CONDITIONS AND QUALIFICATIONS

4.1. Time frame

The successful applicant will sign two-years renewable contract with IUCEA/RFU Executive Secretary. The contract is expected to be renewed for the next 2 years or more based on satisfactory performance of the staff.

4.2. Working conditions

The work station for the successful applicant will in Kampala Uganda at the IUCEA head offices. The successful applicant will be expected to carry out M&E activities through on-site travel to any of the 24 Centers of Excellence in 8 participating countries– Ethiopia, Kenya, Malawi, Mozambique, Rwanda, Tanzania, Uganda and Zambia.

4.3. Qualifications, experience and expected competencies

The applicant is expected to have at least Masters degree in any of the following disciplines: mathematics, statistics, Computational sciences, Agriculture, Health, Engineering and any related field. Applicants should have additional training for at least 6 months in M&E of projects at national or regional level will have additional advantage.

Applicants are expected to demonstrate the following competencies:

- Strong technical and analytical capabilities demonstrated by ability to initiate project M&E activities, cooperation with others in a team and in a broad range of operational areas
- Strong interpersonal skills and communication skills, resourcefulness, and the ability to cope with on-site and field situations in diverse countries, which may pose M&E challenges
- Proven ability to work in a team, develop synergies and establish effective working relations within colleagues, ACEs, World bank and other partners
- Ability to handle effectively multiple tasks without compromising quality, team spirit and positive working relationships
- Strong analytical aptitude and effective interpersonal, communication and presentation skills

- Ability to solve complex problems with minimal supervision
- Ability to lead formulation and evaluation of M&E development project programs in consultation with RFU, ACEs and National partners in each of 8 participating countries.
- Ability to work with multi-disciplinary, multi-national teams to support and deliver M&E activities and reporting
- Proficient in computer skills
- Excellent English writing and oral skills

Technical Experience and Requirements:

- At least 3-5 years of experience in the area of M&E related capacity building activities at national or regional (multi-country) level
- Proven experience in the monitoring and evaluation of development projects, if possible with World Bank and other international projects
- Experience in implementing and delivering programs and training on M&E and data analysis
- Experience in qualitative and quantitative M&E approaches
- Experience of developing M&E results frameworks and progress reports
- Good knowledge of multi-level regional and World Bank M&E systems, procedures and operational activities

5. Submission of applications

Interested applicants should submit the following: a) letter of motivation for the position; b) complete curriculum vitae; c) Certified testimonial of Degree certificates and d) at least 3 reference letters.

Applications should be sent either electronically to exsec@iucea.org with a copy to two e-mails: ace2rfu@iucea.org and procurement@iucea.org or hard copies of the applications can be sent to IUCEA Headquarters located at the address below during working hours from **Monday-Friday, 8.00 am to 5.00 pm by by 09th June 2017**. The submission should be titled, “Application for the Position of ACE II Monitoring and Evaluation Officer”.

Reference letters should be confidential, and sent directly by referees to exsec@iucea.org with a copy to ace2rfu@iucea.org and procurement@iucea.org marked “Reference letter of [name of applicant] for the position of ACE II Monitoring and Evaluation Officer”.

Address

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