



**REPUBLIC OF LIBERIA
MINISTRY OF EDUCATION**

Excellence in Learning in Liberia Project

TERMS OF REFERENCE

FOR

MONITORING, EVALUATION, AND LEARNING SPECIALIST PROJECT DELIVERY TEAM

PROJECT ID: P510448

1. Background

The Government of Liberia has signed financing agreements with the International Development Association (IDA) of the World Bank Group for the implementation of the Excellence in Learning in Liberia (EXCEL) Project. The project is co-financed through a Grant from the Global Partnership for Education (GPE) and a concessional loan/credit from IDA.

The Ministry intends to use part of the project funds to finance the services of a Monitoring, Evaluation, and Learning (MEL) Specialist. The Project will support the Government in implementing a defined strategy to improve foundational learning and access in public primary schools and to strengthen the education system in Liberia. To do this, the project will use a combination of investment project financing (IPF) and results-based financing (RBF).

The Project's development objective (PDO) is to improve foundational learning and access in public primary schools and to strengthen the education system. This will be achieved through the following components:

1. Improving foundational learning for all
2. Increasing access for all
3. System Strengthening to deliver foundational learning
4. Project Management and Technical Assistance

2. Objectives of the Assignment:

The MEL Specialist will be responsible for designing, implementing, and managing a robust MEL system for the EXCEL Project, that includes a system for timely gathering and maintaining project data, monitoring the implementation of project interventions, evaluating key project interventions, monitoring

the status of project indicators, and conducting surveys/audits/studies as required under the project. Based on the established MEL system, the Specialist will also be responsible for timely reporting for project decision-making and donor reporting, and ensuring that relevant project performance data is published and shared with relevant stakeholders. The M&E Specialist will assist the Project Coordinator in drafting quarterly and annual implementation reports.

3. Scope of Service

The MEL Specialist will be responsible for monitoring the project on a day-to-day basis. S/He will provide strategic coordination and technical leadership to ensure the effective and timely gathering, maintenance and reporting of all project-related data and evidence, working in close collaboration with the MoE's M&E Unit, technical teams leading EXCEL-supported interventions, the Project Delivery Team, and other stakeholders. Specific responsibilities include:

A. MEL System Development

- Develop and implement the project's Monitoring, Evaluation, and Learning (MEL) Framework
- Design and update the project's MEL plan, including indicators, sources of data, data gathering tools, frequency of data gathering, analysis plan, and reporting templates. Ensure alignment of the MEL plan with donor and organizational M&E requirements.
- Develop and maintain a Management Information System (MIS) for facilitating information flow between Project implementers and Project management to provide timely and efficient feedback and reporting on Project activities
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B. Data Collection and Management

- Ensure alignment with donor and organizational M&E requirements.
- Lead on project-level data collection, management, and analysis, including overseeing the collection, entry, and analysis of quantitative and qualitative data, preparing simple checklists for use during field visits as well as more elaborate data collection protocols where required.
- Ensure data quality through regular verification and validation exercises, including conducting regular field visits as part of the monitoring and evaluation of the project interventions.

C. Reporting and Documentation

- Streamline reporting and documentation through the preparation of timely and accurate MEL reports for internal and external stakeholders, and document lessons learned, success stories, and best practices.
- As the lead on evaluation and learning, coordinate project baseline, mid-term, and end-line evaluations, and ensure lessons learned are integrated into project implementation and documented for future project preparation.

- Support the Project Coordinator in drafting quarterly and annual implementation reports, including the project Implementation Completion Report, aligned with donor requirements.

D. Evaluation, Learning and Capacity Building

- Facilitate learning and reflection sessions to inform adaptive project management.
- Advise firms and individuals, including the Independent Verification Agency for the Performance-based Condition part of the project, who may be contracted to implement Project beneficiary surveys / other studies or to verify achievement of targets and objectives.
- Participate in the project's annual work plan and budget development and other meetings, and contribute to strategic planning. Build the MoE's capacity through training of project staff and relevant MoE implementing bureaus on M&E tools, methodologies, and best practices.
- Provide ongoing technical support on M&E matters and the broader data and evidence generation pre and post-project implementation.
- Perform any other M&E-related tasks as assigned by the Project Coordinator.

4. Required Minimum Qualifications and Experience

- Must hold a Bachelor's Degree in Data Science, Economics, Statistics, Research, Mathematics, Development Studies, the social sciences, or other related fields. A Master's degree is preferred.
- Proven experience in designing and implementing M&E systems
- Proven experience in Management Information System (MIS)
- Strong analytical and report-writing skills
- Proficiency in data analysis software (e.g., Power BI, SPSS, STATA)
- Excellent communication and training skills
- Prior experience working with donor-funded projects is a MUST requirement
- International certification in MEL is an advantage
- At least five (5) years' experience as an M&E Specialist, of which at least 3 years in multilateral donor-funded projects or other donor-funded/NGO projects (preferably the World Bank Group, UN, EU, and USAID). Experience with results-based financing modalities preferred.
- Familiarity with the Liberian educational system is an added advantage

5. Reporting and Deliverables

The Monitoring, Evaluation, and Learning Specialist will work in tandem with the MoE's Monitoring, Evaluation, and Planning Director and report to the Project Coordinator monthly, quarterly, and annually.

Key deliverables will include:

- Comprehensive MEL framework of the project, including M&E plan and tools
- Development and maintenance of project MIS aligned with the project Results Framework and other key indicators and data required for regular reporting and monitoring and evaluation of project interventions and performance.
- Regular M&E progress reports (monthly, quarterly, annual), including those required for donor reporting, implementation support missions, etc.
- Regular tracking reports of the project's results framework, targeting the Project Development Objective (PDO) and Intermediate Indicators targets
- Data analysis reports and presentations
- Capacity building/training materials and session reports
- Evaluation reports (baseline, mid-term, end-line)
- Documentation of lessons learned and best practices
- Draft of the Project Implementation Completion Report (ICR)

6. Duration of the assignment and Performance Criteria

This is a five-year assignment renewable every twelve (12) months based on satisfactory performance. There will be a three-month probation period and a six-month evaluation to determine whether the assignment continues, which will be based on a good rating. In addition to these performance requirements, the standard conditions of the employment contracts will include a provision allowing termination of contracts for nonperforming staff with prior notice, informed by performance outcomes.

The MEL Specialist's performance will be rated based on the following criteria:

- Timely and effective implementation of the MEL work plan and budget, meeting at least 95% of planned deliverables within a given quarter
- Coordinate and facilitate the generation of data and evidence
- Conduct a desk review and submit an inception report within the probation period (3 months). The inception report shall include a detailed understanding of the assignment, methodology of the MEL framework development, stakeholder engagement report and finalized work plan for the probation period.
- Submit a monthly and quarterly report.

7. Facilities to be provided by the client

The Monitoring, Evaluation, and Learning Specialist project will work in the Ministry of Education with adequate facilities. Facilities to be provided will include:

- office space, furniture, and equipment
- Logistics for official travel
- capacity development support
- Logistics for communication

8. Selection method: Individual Consultant selection as indicated in the World Bank Procurement Regulations of July 2016, revised in November 2017, July 2018, November 2020, September 2023, and February 2025, September 2025.