

Terms of Reference

LEBANON EMERGENCY CRISIS AND COVID-19 RESPONSE SOCIAL SAFETY NET PROJECT

Monitoring and Evaluation Officer

I- Background and Context

The Government of Lebanon (GOL) has received financing from the International Bank for Reconstruction and Development (The World Bank) towards the Emergency Crisis and COVID-19-Response Social Safety Net Program (ESSN). The objective of the \$246 million project is to provide cash transfers and access to social services to extreme poor and vulnerable Lebanese populations affected by the economic and COVID-19 crises.

II- RESPONSIBILITIES

The Monitoring and Evaluation Officer at PCM is the dedicated support on all issues related to monitoring and evaluation of the Project and works closely with the Statistician and the Database Officer. The tasks of the M&E officer will include:

- Monitoring the project Results Framework (RF) and ensuring RF indicators are tracked, compiled, analyzed, and reported on time to the Project Manager and to the WB;
- Finalizing monitoring indicators of project implementation and compiling detailed baseline information;
- Assessing the general M&E requirements of the project and identifying data collection and analysis methods, reporting, and use of information for management purposes;
- Supporting the development, roll out, and analysis of Post Distribution Monitoring (PDM), impact evaluations, data collection and establishment of baselines, and maintenance of updated progress indicators related to the different components of the project as per the existing M&E framework;
- Working with IT team to develop an integrated computerized M&E system to monitor project implementation progress;
- Drawing up relevant M&E report forms to be completed on monthly, quarterly and/or semi-annual basis.
- Preparing quarterly, biannual and annual summary report, analyze trends, detect, alter, and advise about adverse trends, and recommend actions to the Project Coordinator on the results of the reports and summary sheets.
- Preparing quarterly reports for project Steering Committee and World Bank
- Standardizing the reporting process.

III- QUALIFICATIONS

- Graduate degree in economics, sociology, or a closely related field;

- At least three years of previous experience in monitoring and evaluation of development projects. Experience in monitoring and evaluation of cash bases assistance programs / social assistance is a plus;
- Strong understanding of M&E frameworks and its role in project implementation;
- Experience in working on World Bank projects is desirable;
- Experience in working with the public sector in social protection domain is desirable;
- English and Arabic proficiency;
- Demonstrate competence in the use of Microsoft Office and project planning software; knowledge of statistical applications (SPSS, STATA) is a plus;
- Ability to carry out assignments in accordance with instructions and guidelines;
- Ability to conduct analysis using qualitative and quantitative techniques;
- Strong interpersonal skills and pro-active approach to problem solving.

IV. DURATION OF THE ASSIGNMENT

This is a full-time assignment, for a period of 12 months. The Contract will be signed on a yearly basis renewable annually, upon satisfactory performance of the Consultant.