

TRADE AND DEVELOPMENT BANK (TDB)
TERMS OF REFERENCE FOR THE MONITORING AND EVALUATION SPECIALIST
OF THE REGIONAL INFRASTRUCTURE FINANCE FACILITY (RIFF)

1. BACKGROUND

The Regional Infrastructure Finance Facility (RIFF) is an Investment Project Financing, with a credit line of US\$ 415 million and a grant of US\$ 10 million as grant from Investment Development Association (IDA). The borrowers are the Trade and Development Bank (TDB) and the Common Market for Eastern and Southern Africa (COMESA) Secretariat.

The objective of the project is to expand long-term finance to private firms in selected infrastructure sectors in Eastern and Southern Africa. The project shall be implemented between the years 2020 to 2025 in line with the components summarized in the table below.

Table 1: The Project Components

Component	Detail
Component 1	Project and Infrastructure Finance Facility (US\$ 325 million). This credit line will provide long-term finance to project finance and infrastructure sub-projects that meet development impact criteria
Component 2	COVID Infrastructure Sector SME Response (US\$ 75 million). This component will facilitate access to debt financing to Solar Home-Systems (SHS) SMEs operating in Southern and Eastern Africa COMESA
Component 3(a)	Capacity Building and Technical Assistance (US\$ 15). This sub-component will provide the needed expertise to support TDB's strategic decision to scale-up project and infrastructure finance and strengthen its capacity on Environmental & Social safeguards.
Component 3(b)	Technical Assistance (US\$ 10 million). This sub-component will support COMESA Secretariat and its member countries and market participants to expand the regional infrastructure finance market and build the foundations for a regional off-grid energy market.

Components 1 and 2 and 3(a) shall be implemented by TDB while Component 3 (b) shall be implemented by the COMESA Secretariat. The primary Project beneficiaries will be the private firms and labor force in the COMESA region involved in supply, construction and operation of infrastructure projects. The private firms will benefit from TDB's long-term finance under the RIFF, but also through technology transfers and know-how, which is an indicator that is being tracked by TDB to measure the impact of its intervention.

TDB will be able to mobilize greater amounts of investment from capital markets, institutional investors, and syndications. Similarly, TDB will benefit from the institutional strengthening activities envisioned under Component 3(a), thereby enhancing their ability to support infrastructure finance in the region.

2. OBJECTIVES OF THE ASSIGNMENT

The M&E Specialist will guide the overall strategy and implementation of the project's M&E system and provide timely and relevant data information to project management and stakeholders at all levels. The M&E function at TDB will focus on monitoring and evaluation results at the level of the World Bank and the indicators defined in the Project Appraisal Document (PAD).

As part of the assignment, the Specialist is expected to assist TDB to strengthening its monitoring and evaluation systems and practices and generate evidence-based feedback for project planning and policy formulation.

To do so, the M&E Specialist will focus on collection, collating and assessing data and information required for monitoring and reporting on indicators capturing outputs, outcomes and impacts and which have been established as detailed in approved work plans and the Results Framework. This includes: (a) identification and introduction of mechanisms for the consistent and sustained collection of data in the results framework; (b) development of an appropriate and accessible database system; (c) verification of the accuracy of reported data; and (d) preparation of Evaluation Plans and M&E reports.

Additionally, the assignment will serve the purpose of drawing lessons and developing recommendations for TDB, its project partners and the project stakeholders that may help improve the selection, enhance the design and performance of the project. The lessons reporting should include comparisons of good practices for other projects in the focal area or member states.

3. OUTPUTS

The Assignment will be carried out in accordance with the RIFF's Project Operations Manual and the Banks Monitoring and Evaluation Guidelines. Assessment of performance will be undertaken in line with the RIFF Results Monitoring and Evaluation Framework (Annexure 1). Outputs include:

A. Bank Level Outputs

- i. TDB Monitoring and Evaluation Manual prepared and approved by Senior Management
- ii. M&E tools and systems for tracking Development Impact indicators for Bank funded projects developed
- iii. Bi-annual and annual portfolio M&E progress reports produced and shared with relevant stakeholders
- iv. Implement a Bank wide M&E management system following Global practices.
- v. Development of impact database
- vi. Support the TDB and conduct planned M&E tasks

- vii. Organize and undertake training of TDB Staff

B. RIFF Project Level Outputs

- i. The overall framework, for the RIFF project M&E, including the mid-term project review, impact assessment, final evaluation, data collection systems and a database developed.
- ii. Updated project monitoring and evaluation plans and other M&E activities monitored and reported according to the RIFF project agreement.
- iii. Develop baseline data for each beneficiary project; and
- iv. Compile and publish quantitative and qualitative Monitoring Reports for internal and external audiences.

4. SCOPE OF WORK

The Monitoring and Evaluation Specialist will assist TDB in the overall planning, managing, coordinating and reporting of M&E activities in RIFF. He/She will be required to manage all aspects of M&E tasks in accordance with the project agreement and in line with TDB's best practice. The Monitoring and Evaluation Specialist as staff of the Project Implementation Team (PIT) of RIFF shall have the following specific duties and responsibilities:

- i. Develop and oversee the review of project level and Bank wide Monitoring & Evaluation (M&E) plan
- ii. Review the M&E needs and plans of Bank projects and extract relevant indicators to monitor the project outcomes and outputs.
- iii. Develop TORs for M&E tasks to be carried out.
- iv. Provide technical inputs on monitoring and evaluation parameters to improve planning, programming, and implementation.
- v. Produce the quarterly and bi-annual M&E Project Progress Reports
- vi. Monitor and ensure the consistency of methods of data collection across the portfolio.
- vii. Coordinate Portfolio Management Department to receive data and reports in from clients to consolidate data into a bank-wide report.
- viii. Coordinate with Portfolio Management Department and RIFF Implementation Teams on the timing of the field surveys and data collection and to follow up with the teams to ensure Monitoring and Evaluation reports and indicators updates are provided in a timely manner to consolidate reports and update the Results Framework.
- ix. Review the Monitoring and Evaluation manual regularly and provide technical guidance in the implementation of the Monitoring and Evaluation Operations Manual.
- x. Develop and maintain a M&E database for the Bank and contribute to the maintenance of the database.
- xi. Mentoring and training of project team to foster capacity building on M&E knowledge.
- xii. Regularly follow-up on projects implementation progress as per the key performance indicators and agreed targets.
- xiii. Assist the Academy is drafting a reporting framework, capturing qualitative as well qualitative impact data e.g. courses mounted, feedback from beneficiaries (both internal and external) etc.
- xiv. Assist the Academy with a structured needs assessment matrix.

- xv. Support establishment and or strengthening of TDF's M&E functions and tools as part of institutional strengthening objective of the RIFF project.

5. REPORTING LINE

The Monitoring and Evaluation Specialist will report administratively to the TDF's Director General and will have functional reporting/working relationships with the Heads of Portfolio Monitoring Department, Treasury Department, and Lending Operations. The Monitoring and Evaluation Specialist will also work closely with the RIFF Project Coordinator and TA Coordinator.

6. MINIMUM REQUIREMENTS

The Evaluator shall have the following expertise and qualification:

- a) Education:
 - At least Master's degree in public policy, International Development, Development Economics/Planning, demography, statistics, mathematics or related field or equivalent experience
 - Advanced certificate in monitoring and evaluation will be an added advantage.
- b) Work Experience:
 - Minimum 10 years of work experience in monitoring and evaluating large multi-year international development programs (at least \$20 million)
 - At least 5 years' experience working with international organizations and donors such as World Bank, African Development Bank (AfDB) and USAID,
 - Minimum of 5 years' experience of project formulation and evaluation
- c) Job Knowledge:
 - At least 5 years proven expertise in quantitative and qualitative methodologies, operations research, management information systems, reporting, data quality assessments, data analysis and presentation and setting up and managing M&E systems that track performance as per the objectives,
 - Demonstrated knowledge of and experience in monitoring and evaluating programs—including indicator development, study design, and data analysis—in multiple sectors.
- d) Skills and Abilities:
 - Excellent research and data collection methodology skills
 - Excellent writing skills (sample M&E report may be requested)
 - Excellent technical skills, including ability to process and analyse data using one or more statistical software packages, including at least one of the following: SPSS, Epi-Info, Stata, MS Access, Tableau, Excel, SAS, RapidMiner

7. CORE COMPETENCIES

- Strong organizational skills to balance competing priorities.
- Solid oral communication skills to deal effectively with mid and high-level partner contacts, Governments, and the local communities.
- Innovation and networking.
- Self-motivated and able to work with minimum supervision,
- Results-oriented.
- Quantitative and qualitative data management skills.
- Strong technical and analytical capabilities and demonstrated ability to collect, analyze and interpret data.
- Ability to prepare concise, timely, analytical, and informative documentation.
- Fluency in English, Knowledge of French will be an added advantage.
- Ability to work in teams.

8. EXPECTED DELIVERABLES

- i. Monitoring and Evaluation plan for the Bank and the RIFF Project.
- ii. M&E inputs to reports including but not limited to Bi-annual and annual project progress reports produced and shared with World Bank. The report should be prepared as per World Bank format.
- iii. Improved data collection and monitoring tools.
- iv. Preparation of the Annual M&E Report, Mid-term, and End of Project (Final) Review Reports.
- v. A development impact database.
- vi. Capacity building of internal staff
- vii. Monitoring and Evaluation Manual regularly reviewed and updated.
- viii. Monitoring and Evaluation Updates and briefs prepared in advance of Board meetings.
- ix. Feedback reports to internal stakeholders or department

9. DURATION OF ASSIGNMENT:

The duration of the assignment will be two (2) years and will be subject to annual contracts renewal based on acceptable performance.

10. REMUNERATION:

Negotiable based on applicant's qualification and experience.

11. MAIN DUTY STATION:

The Monitoring & Evaluation Specialist will be based at the Bank's Nairobi Office