



**Kingdom of Lesotho**  
**MINISTRY OF SOCIAL DEVELOPMENT**  
**PATHWAYS TO SUSTAINABLE LIVELIHOODS PROJECT (P177814)**  
**Terms of Reference**  
**(TORs) for**  
**MONITORING AND EVALUATION OFFICER**

### **1. Background Information**

The Government of the Kingdom of Lesotho through the Ministry of Social Development (MoSD) has secured credit from the World Bank in the amount equivalent to US\$26.5 million toward the implementation of Pathways to Sustainable Livelihood Project (PSLP) for a five (5) year period up to 2027.

The Ministry intends to use a portion of the proceeds of this credit for an individual consultant to act as a Monitoring and Evaluation Officer (M&E) to serve as part of a Project Facilitation Unit (PFU) (to be recruited) in the Ministry of Social Development.

### **2. Background of the Assignment**

The project (Pathways to Sustainable Livelihoods Project – PSLP - P177184) funding is expected to help poor and vulnerable Basotho achieve some level of well-being and graduate out of poverty, as well as improving effectiveness and equity of its social assistance programs and delivery systems. The project is composed of the following components:

- Component 1 will support the introduction of an economic inclusion package designed to strengthen beneficiary livelihoods;
- Component 2 will pre-position contingent finance to enable the timely delivery of shock responsive cash transfers, using those same delivery systems, for more efficient shock responses;
- Component 3 will build on the main achievements of the previous Social Assistance Project (P151442) by continuing to strengthen core delivery systems in order to improve the efficiency and equity of the selected social assistance programs; and
- Component 4 includes project management and technical assistance and supports components 1-3.

### **3. Objectives of the Assignment**

The Monitoring and Evaluation (M&E) Officer will be responsible for all planning, monitoring, evaluation, reporting and knowledge management functions under PSLP according to the results framework already established for the project in the Project Appraisal Document (PAD). He/she will report directly to the Project Coordinator and work closely with Planning Department on the MoSD. The M&E Officer will be responsible for collecting and aggregating key information on a timely basis so that project management is able to manage and oversee the project's strategic vision and its activities' results in a cost effective and timely manner. He/she will be responsible for setting up the monitoring and evaluation systems and ensuring that they run smoothly and are adhered to effectively. He/she will also assume the advocacy role on gender and disability mainstreaming, working in close collaboration with staff from Disability Services and key stakeholders responsible for gender issues.

#### **4. Duties**

- Prepare and coordinate the monitoring and evaluation plan based on the PLSP results framework in the PAD.
- Support the project implementation team to report on progress, by collecting and reporting data on all project indicators in a timely manner before each World Bank mission and according to the time schedule set out in the PLSP results framework in the PAD.
- Prepare and maintain database for overall project monitoring. Ensure that the Project Operational Manual, in its M&E component, is applied accordingly and efficiently and effectively; Monitor all project activities, expenditures and progress towards achieving the project output.
- Monitor data collection in the field and its processing
- Prepare quarterly and annual M&E reports, as well as reports prior to implementation support missions;
- Assist in availing and coordinating M&E systems across the available components of the Project to ensure effective implementation of M&E.
- Prepare the overall framework, in coordination with the with other PFU staff for execution of the Annual Work Plans.
- Develop and implement an M&E training curriculum to ensure that PFU, MoSD and local government staff have the necessary capacity to effectively monitor and evaluate their project components;
- In case impact or other external evaluations are conducted, support evaluation teams, in collaboration with the World Bank, with all necessary data;
- Propose necessary adaptations (including additions) to project indicators based on annual performance;
- Update the Project Operations Manual, in the part related to M&E;

- Ensuring that gender and disability issues are mainstreamed in M&E performance indicators, and that these are well articulated or reflected in the plans and reports.

## **5. QUALIFICATIONS AND EXPERIENCE**

- MSc. Economics, Economics degree, Statistics or equivalent qualification. Qualification in Monitoring and Evaluation will be an added advantage.
- At least five (5) years' experience in Project monitoring and evaluation for government and/or donor financed projects.
- Practical experience with monitoring and evaluation of World Bank or other donor financed projects in Lesotho is an advantage.
- Practical experience and understanding of quantitative and qualitative data analysis in operating relevant statistical computer programmes.
- Good knowledge of project management systems including Microsoft Excel and Word.

## **6. Reporting**

The Monitoring and Evaluation Specialist will report to the Project Coordinator, in the PFU, under Ministry of Social Development.

## **7. Location and Period of Execution**

The incumbent will be based in Maseru, MoSD offices. Whenever necessary, and as advised by the Project Coordinator, the Monitoring and Evaluation Specialist will travel to the districts and community councils where project activities are being implemented. The assignment shall be for a period of twelve (12) months renewable upon satisfactory performance.

## **9. Facilities to be Provided by Client**

The Ministry of Social Development will provide office space, computer, furniture, data and all services for communication purpose.

## **10. Selection Arrangement**

Selection of the position holder, Individual Consultant, will be in accordance with the World Bank's Procurement Regulations for ICs. Interested candidates must send a letter of expression of interest and suitability for the position as well as a Curriculum Vitae, in English and two reference letters, before 16:30pm on 21/11/2022 to the following addresses:

Ministry of Social Development  
P.O. Box A222  
MASERU 100  
LESOTHO  
Tel: (+266 27003549)

Email [jahoana006@gmail.com](mailto:jahoana006@gmail.com) with copy to [tlatsask@gmail.com](mailto:tlatsask@gmail.com)

Qualified persons with disabilities and female candidates are strongly encouraged to apply. Applications can be hand delivered or emailed and applications received after the closing date will not be considered.