
Terms of Reference and Scope of Services
Second Somalia Public Financial Management Reform Project (P151492)
Terms of Reference (ToR)
Project Monitoring and Evaluations Officer (MEO)

Background

1. The Federal Republic of Somalia Minister of Finance and Planning presented the PFM self-assessment report and proposed PFM strengthening initiative (2013-2016) to Development Partners on April 4 2013 - <http://mofep.gov.so/wp-content/uploads/2013/04/Somalia-PFM-self-assessment-report-strategy.pdf>. The self-assessment report revealed the following key weakness: inadequate controls for revenue management; absence of long term planning and policy analysis to underpin annual budget formulation; budget execution and procurement processes lack adequate transparency and efficiency; inadequate banking supervision mechanisms by the Central Bank; lack of comprehensive reporting on the use of state resources; weak Parliamentary oversight over PFM functions; absence of a truly independent Auditor General; the existing PFM legal framework is inadequate and requires modernization; and Human resource and logistics challenges.

2. The overall PFM reform objective of the Government is “to improve the efficiency and effectiveness of public *financial management processes, and systems in order to provide timely, transparent and accurate financial information across the public sector to underpin policy formulation and inform Government decision making in support of service delivery*”. In addition to achieving the expected budgetary outcomes of (i) aggregate fiscal discipline; (ii) strategic allocation and use of public resources; and (iii) efficiency of service delivery and probity; the reforms specifically aim to: improve transparency and openness of the national budget process; enhance fiscal discipline through internal and external controls; focus public expenditure on priority areas of Government programs; enhance efficiency and effectiveness of public expenditures; and strengthen overall financial management and accountability.

3. The Somalia ‘PFM Reform Architecture’ is underpinned by the Government’s “Foundations of New Beginning: Six Pillar Policy”; particularly pillar one that deals with good governance. The PFM reforms are anchored on four platforms: (i) instituting PFM fundamentals for budget credibility; (ii) effective budget execution and financial accountability; (iii) improved policy formulation, planning and budget preparation; and (iv) institutional structures; Strategic Human Resource Management (SHRM); *Financial Management Information Systems (FMIS)*; and cross-cutting issues. The cross-cutting platform provides the beam that holds the whole reform platforms together in order to meet the overall PFM reform objectives. This strategy was endorsed by the Council of Ministers and submitted to the National Assembly; thereby receiving the strong political ownership.

4. As part of the Multi-Partner Fund (MPF), the Recurrent Cost and Reform Financing (RCRF) project has been prepared to finance and support an operational payroll and payment

system for the non-security sector. This will enable the Somali government to achieve reliable and transparent financing of critical civil service operations to help strengthen the legitimacy of the state. This ultimately will also enhance government's credibility with the local population. The MPF is the World Bank administered window of the broader Somali Development and Reconstruction Facility (SDRF), working alongside the UN Multi-Partner Trust Fund. The SDRF thus brings together the UN and World Bank in a close collaboration with common governance, reporting and risk management. Designed to consolidate donor funding under government leadership and accountability, the SDRF makes the most of the comparative advantages between the two multilateral institutions, ensuring rapid response as well as longer-term development and institution-building needs are met.

5. The Monitoring and Evaluation Officer (MEO) will be responsible for the overall Monitoring and Evaluation of the projects under the PFMRCU. This will include monitoring the physical and financial progress of the Projects. In addition, the MEO shall be responsible for managing the Project's overall Monitoring and Evaluation Framework to ensure that the Projects are on track to meeting its development objectives, its expected outputs and outcomes and its intended beneficiaries. The MEO will work in close consultation and coordination with the various project teams, MoF directorates and the Bank's Task Teams and Independent Monitoring Agent.

Results based M&E will follow a methodology for measuring and monitoring results, as well as for review. The baseline for measuring results under the various projects will be agreed with the Bank; responsibility will rest with the PFMRCU complemented by close Bank support. A results framework and monitoring matrix to track inputs, outputs, and outcomes has been developed for the various project with intermediate PDO and key performance indicators. Project implementation progress will be monitored continuously, and outputs and outcomes will be reviewed during project supervision to evaluate progress using data compiled by the PFMRCU.

M&E will measure individual project performance according to results framework targets and provide quarterly activity reports, targeting both the management of contractors as well as external stakeholders. A baseline, annual beneficiary surveys to measure who and to what extent people benefit from the infrastructure and services as well as how it affects their lives in both social and economic terms, an end-line survey, an end term review and final implementation completion report will be completed.

Further, it is envisaged that some components of the M&E system will be participatory, engaging both government institutions and citizens at large and in conjunction with the regional project teams and state institutions. Thus contributing towards building trust amongst implementation stakeholders and strengthening coordination within the various projects component implementation units.

The MEO will undertake the role and responsibilities as set out in the Scope of Work section of these TORs.

Scope of Work

The MEO shall be responsible to:

- Validate the baseline measurements of the PDO matrix included in the Project Appraisal Document and agreed between the Government and the World Bank.
- Provide technical inputs on monitoring and evaluation parameters to improve planning, programming and implementation of project.
- Liaise closely with the project coordination units and Bank's M&E counterpart.
- Contribute to the Quarterly report regarding M&E.
- Ensure that the Annual Work Plan reflects the goals of the Results Monitoring Matrix as agreed between FGS and the World Bank.
- Develop in-depth knowledge of monitoring and evaluation system of capacity development operations to guide performance tracking activities of staff with M&E responsibilities in project beneficiary Regional Administrations and key stakeholders
- Assist in defining monitoring and evaluation requirements at the different levels of project implementation
- Conduct analysis of monitoring data, documents findings from monitoring and evaluation activities and submits monitoring reports to the Project Coordinator.
- Work closely with the World Bank, Monitoring Agent, Project Coordination unit and various consultants and project/sub-project stakeholders to ensure that data collected for purposes of performance evaluation is credible and of high quality.
- Produce reports in English and /or Somali as required.

I. Qualifications

The Project MEO should have demonstrable experience in activities as follows:

- Relevant university degree or higher education in Business or Public Administrations, Accounting and Financial Management, international development, international relations and/or related fields.
- A minimum of 5-year professional experience in M&E related function.
- Strong analytical skills.
- Monitoring and evaluation of plans and programs
- Strong orientation and knowledge in establishing baseline measurements for results monitoring.
- Good report writing and presentation skills.
- Ability to communicate effectively.
- Ability to see and manage risks and consequences.
- Functions effectively in a team of professionals
- Experience in working in development projects within the FGS or federal States, and good knowledge of Public Sector issues.

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- Project management experience.
 - Experience working in a fragile environment will be an advantage.
 - The ability to draft reader-friendly documents by simplifying research reports for different target audiences, including the general public.
 - Excellent English language both written and oral with great attention to detail
 - Excellent organizational and administrative skills, including the ability to manage priorities, work under pressure and meet tight deadlines with minimal supervision
 - The ability to work in a proactive and autonomous way.
 - Ability to adapt priorities in order to respond to changing demands innovatively.
 - Proactive and use of initiative to achieve desired results
 - Ability to facilitate learning and knowledge management between staff working on the Project and among other stakeholders
 - Well-developed skills in managing websites, ensuring high-quality content and using them as a way to promote external and internal communications.
 - Proven ability to manage the design, printing and distribution of high-quality publications.
 - Strong IT skills (Word, Excel, Access)

II. Period of Performance and duty station:

The MEO contract will be for an initial period of 12 months, with a possible extension subject to satisfactory performance.

The PFM and RCRF projects are housed within the Ministry of Finance of the FGS in Mogadishu, however PRMRCU coordinates project related activities in both the existing and emerging states. Therefore, occasional site visits will be undertaken by the MEO to the regional states as needed to adequately interact with Project Management teams and State officials to undertake M&E related assignments within the PFM and RCRF sub-projects.

III. MEO's Reporting Obligations:

The Project M&E Officer is reporting to the PFM Project Coordinator and is required to submit the following periodic reports:

- (i) A written monthly M&E activities report to the Project Coordinator with copy to the P.S of the Ministry of Finance. The monthly report should cover interventions and activities conducted in the reporting period. Copy of the report is to be made to the EAFS Unit.
- (ii) Quarterly and annually detailed written M&E report to the project coordinator with copy to the P.S in the Ministry of Finance on the interventions or activities conducted in that period and work plan for the next phase.
- (iii) End of Assignment Report [EAR]

(iv) Any other reports as may be required from time to time by the Project Coordinator and Permanent Secretary of the Ministry of Finance

(v) The MEO will provide an electronic and hard copy of the required reports in English.

Expressions of interest must be delivered to the address below by ***August 14, 2016, 2:00 pm, Mogadishu time*** and clearly marked “**Project Monitoring and Evaluations Officer (MEO)**”

Attn: Farahan Mohamoud
Project Coordinator
Ministry of Finance
Villa Somalia, Mogadishu
E-mail: pfmreformunit@gmail.com
Cc: Procurement.fgs@gmail.com