

# REPUBLIC OF SOUTH SUDAN

## Ministry of Finance and Planning

### Terms of Reference for the Monitoring, Evaluation and Learning (MEL) Consultant

<b>1. General Information</b>	
Title of the Assignment	Monitoring, Evaluation and Learning (MEL) Consultant
Type of Consultancy	Individual
Description of the Assignment	The task serves to engage the services of an individual consultant to provide technical Monitoring, Evaluation and Learning (MEL) support, with broad background in the design, measurement, management, analysis and packaging of results data and for economic Governance related development Projects.
Duration of the Assignment	1 year (renewable based on performance & budget availability)
Duty Station	Juba, South Sudan
Starting Date	1 <sup>st</sup> January 2026
<b>2. Background</b>	
<p>The Ministry of Finance and Planning has received funding from the African Development Bank towards the implementation of the following 3-Economic Governance related projects namely:</p> <ol style="list-style-type: none"><li>I. Non-Oil Revenue and Mobilization and Accountability in South Sudan project (NORMA) 1: The objective of the project is to enhance sustainable and improved economic growth through increased domestic resource mobilization and improved accountability in the use of public resources. The project end date is extended to June 2026.</li><li>II. Non-Oil Revenue and Mobilization and Accountability in South Sudan project (NORMA) 2: This project is the 2nd phase of the ongoing NORMA Project, aims to strengthen the capacity of SSRA to increase nonoil revenue mobilization and accountability. The project end date is June 2028.</li><li>III. Institutional Support Project to Strengthening Economic Governance in South Sudan project (ISP SEG) aims to strengthen PFM (i.e., formulation and implementation) through evidence-based inclusive policy dialogue, contributing to an inclusive national development. The project end date is 30 June 2028.</li></ol>	
<b>3. Objectives and Scope of the Assignment</b>	
<p>The key objective of this assignment is to provide technical Monitoring, Evaluation and Learning (MEL) support by development and implementing proactive and structured Monitoring and Evaluation Framework to ensure compliance with both the African Development Bank's and the Government of South Sudan (GoSS) M&amp;E standards. This role entails the following two specific objectives:</p> <ol style="list-style-type: none"><li>I. Portfolio Monitoring of specific Governance related projects executed by the Ministry of Finance and Planning working closely with the Project Coordination Unit.</li><li>II. Capacity building of the beneficiary agencies, specifically South Sudan Revenue Authority (SSRA), working closely with SSRA commissioner in-charge of strategy and planning.</li></ol>	
<b>4. Duties and Responsibilities</b>	
<p>Under the overall guidance of the Undersecretary of Planning and for the day-to-day supervision by the Project Coordinator, the consultant will be responsible for executing the following tasks:</p> <ol style="list-style-type: none"><li>A. <u>Project level Monitoring, Evaluation, Learning (MEL) and Quality Assurance (70% level of effort):</u></li></ol>	

- Review and validate the baseline measurements of the Project PDO matrix included in the Project Appraisal Report and Technical Annexes as agreed between the Government and the AfDB
  - Monitor the implementation of projects- based on project specific result matrix (log frames), component work plans and compile data on progress of all ongoing project activities.
  - Monitor capacity building and ensure that each trainings capture gender aggregated data as per the project monitoring plans
  - Ensure that the Annual Work Plan reflects the goals of the Results Monitoring Matrix as agreed between the GoSS and the Bank
  - Develop/maintain a database (excel or digital) on ongoing project activities.
  - Liaise with project beneficiaries and implementation agencies to monitor progress in the implementation of activities, identify obstacles and propose corrective measures to address the obstacles.
  - Review all deliverables and reports submitted by Beneficiary agencies and consultants to ensure they are according to the ToRs as well as hold the expected standard of quality.
  - Support the project coordinator in identifying critical lessons learned and good practices from the implementation of project activities.
  - Prepare accurate and timely project quarterly progress reports for submission to the AfDB.
  - Coordinate design, quality, development, and completion of all assessments, analytical/knowledge reports, and evaluations required under each project, this includes project baseline and Appraisals, Mid-term reviews (MTR) and Project Closure Reports (PCRs)
  - Conducting field monitoring and evaluations exercise as well as a periodic spot check to verify and track progress and identify any potential implementation problems and bottlenecks.
  - Review and verify M&E findings and follow-up on implementation of the recommendations.
  - Provide M&E training to the SPTs and implementing partners as required on result-based monitoring and result framework tracking
  - Ensure that the stakeholders engaged in the implementation of activities are following project M&E reporting templates and troubleshoot with them on data requirements when necessary.
  - Lead production of qualitative and quantitative analytical reports (periodically as well on regular intervals like for AfBD missions etc.) showing overall all and component wise progress by all stakeholders (PIU, Beneficiary department and third-party implementing partners i.e. UNDP etc.). The reports to compare component wise performance of each stakeholder against last report/mission/agreed action
  - Support to ensure that all communication material, press and digital, include verified data prior to publication. Collaborate with the AfDB, UNDP Communications Team in the elaboration of projects communication and visibility strategy and implementation line that is in line with the Bank guidelines
  - Any other tasks assigned by the supervisor to support the overall Management, Supervision, Monitoring and Evaluation of the implementation of the grants.
- B. MEL related Capacity building of the beneficiary agencies, specifically SSRA (30 % level of effort):**
- Conduct MEL assessment of SSRA and capacity enhancement plan
  - Develop M&E and institutional performance framework, tools and templates based on SSRA's Strategic Plan

<ul style="list-style-type: none"> <li>• Conduct capacity building workshops and on the job training courses on monitoring, evaluation and reporting (one workshop targeting senior leadership and another 2 for mid-level and relevant departments).</li> </ul>
<p><b>5. Competencies (skills, knowledge and experience required)</b></p>
<p><b>Education:</b> Degree in Economics, Statistics, project management, business administration or related discipline. Master’s degree in a relevant field will be an added advantage.</p> <p><b>Experience:</b></p> <ul style="list-style-type: none"> <li>• Minimum of 5 years’ general professional experience in donor funded development projects including familiarity with donors’ operational procedures</li> <li>• A minimum of 3 years’ specific professional experience in M&amp;E related functions</li> <li>• Demonstrated experience in data collection and analysis.</li> <li>• Proficiency in use of database (Microsoft excel or digitalized systems)</li> <li>• Experience in working in development projects within South Sudan</li> </ul>
<p><b>6. Reporting and Institutional Arrangements</b></p>
<p>The Monitoring, Evaluation and Learning (MEL) will report to the Project Coordinator and is required to submit the following periodic reports:</p> <ul style="list-style-type: none"> <li>(i) Written monthly M&amp;E activities report to the Project Coordinator with copy to the Undersecretary of Planning. The monthly report should cover interventions and activities conducted in the reporting period. Copy of the report is to be made to the AfDB mission teams.</li> <li>(ii) Quarterly and annually detailed written M&amp;E report to the project coordinator with copy to the Undersecretary of Planning on the interventions or activities conducted in that period and work plan for the next phase.</li> <li>(iii) Annual Report (End of Assignment Report] to be prepared and demonstrated performance based on achievements of tasks defined in section 4: Duties and Responsibilities</li> </ul>