



## Republic of South Sudan

### MINISTRY OF GENDER, CHILD AND SOCIAL WELFARE

#### TERMS OF REFERENCE

##### REQUEST FOR EXPRESSION OF INTEREST (REOI)

COUNTRY: Republic of South Sudan  
NAME OF PROJECT: Women's Social and Economic Empowerment Project (SSWEEP)  
PROJECT ID: P176900  
Assignment Title: M&E and Knowledge Management Specialist  
Reference No.: RSS/MGCSW/J/5/12 CS-INDV  
Place of assignment: Juba, South Sudan  
Closing Date: 28<sup>th</sup> April, 2023

**1. Background:** The Government of South Sudan has received financing from The World Bank through the Ministry of Gender, Child and Social Welfare (MGCSW) toward the cost of Women's Social and Economic Empowerment Project.

The Ministry of Gender, Child and Social Welfare in partnership with the World Bank have agreed to contract the United Nations Entity for Gender Equality and the Empowerment of Women (UNWOMEN) to lead in the implementation of Components 1, 2, 3 and subcomponent 4a of the project.

A Project Management Unit (PMU) shall be established within the MGCSW for SSWEEP with the primary task of project management and overseeing the performance of UNWOMEN under the output agreement and other service providers, stakeholder outreach and communications, fiduciary and procurement management, Monitoring and Evaluation (M&E), community engagement, and risk management related to social and environmental safeguards, fiduciary oversight as well as maintaining infrastructure quality and standards.

The Ministry of Gender, Child and Social Welfare intends to apply part of the proceeds of the grant to fund the position of an M & E and Knowledge Management Specialist to provide technical guidance and support to the implementation of the Women's Social and Economic Empowerment Project (SSWEEP).





## 2. The Project Development Objective:

The Project Development Objective (PDO) is increase girls and women's access to livelihood, entrepreneurial and GBV services and to strengthen the government's capacity to provide these services.

## 3. Project Components:

The Project has four (4) components namely: (i) Community Empowerment Support to Women and Girls (ii) Women's Entrepreneurial Opportunity Facility (iii) Services for Survivors of GBV; and (iv) Institutional Strengthening and Project Management

## 4. Objective of the Assignment

The overall objective of the position is to carry out the monitoring and evaluation of the project activities to track evidence-based results, develop and implement knowledge management strategies besides compilation of lessons learnt, leveraging best practices and dissemination of the knowledge to stakeholders.

## 5. The Scope of services

- i. Support the development of the Monitoring & Evaluation (M&E) system for the project. Ensure that M&E system, protocols, guidelines, and tools follow international M&E best practice;
- ii. Coordinates studies, pilots and other research or M&E activities implemented within SSWSEEP in collaboration with the project management, World Bank, and other partners as relevant;
- iii. Effectively communicates program results to project management and stakeholders as required;
- iv. Support completing the design and implementation of project's implementation Plan;
- v. Supervise the development and implementation of the cost-effective and efficient data collection systems.
- vi. Develop strong data management systems and make data available to the project team as needed. Periodically review and ensure quality of M&E data on the Management Information System (MIS)
- vii. Develop program-wide participatory M&E tools, systems and processes that increase the effectiveness and accountability of the project;
- viii. Provide technical support to the annual and quarterly programme work plan development, review and alignment of medium term and annual plans;
- ix. Develop and implement knowledge generation, dissemination and management strategy;
- x. Promote knowledge management standard.
- xi. Support project impact assessments
- xii. Coordinate with the gender specialist to ensure M&E system, tools and processes integrate relevant gender equality issues

## 6. Specific Terms of Reference





The Monitoring and Evaluation and Knowledge Management Specialist will be responsible for the overall monitoring and evaluation and knowledge management function of the project and will be based in the Project Management Unit and will undertake the under-listed tasks:

- i. Provide technical guidance on monitoring, reporting and evaluation to improve planning and implementation of project;
- ii. In consultation with the Project Manager, design and review monitoring data collection tools to ensure the data being collected is credible and verified;
- iii. Analyze monitoring data, document key findings from monitoring and evaluation activities and submit monitoring timely reports to the Project Manager;
- iv. Lead the documentation of success stories and case studies captured during the projects implementation that can be used in external communications material;
- v. Provide technical guidance to the concerned PMU staff and consultants to ensure timely delivery of high-quality project progress reports and results;
- vi. Facilitate the mid-term review and beneficiary surveys carried out to document and review the project outcomes and results;
- vii. Provide the lead and input to the development/design of program evaluation work;
- viii. Contribute in updating operational guidelines and manuals for effective and efficient project implementation as per lessons learnt from implementation of the activities and their progress and obtain approval from high level senior management or project steering committees;
- ix. Lead the project monitoring and prepare field monitoring reports and supports implementing agencies;
- x. Synthesize successful results, prepare and disseminate reports and guidance on best practices and approaches and incentive mechanisms for their wider replication and use;
- xi. Support the planning of projects activities and monitor progress against the approved work-plans and budget;
- xii. Monitor the projects risks initially identified and progressively provide management updates and advice on risks to project implementation and make appropriate recommendations for risk mitigation measures as required. Submit new risks if any to the senior management for consideration and decision on possible actions if required. Update the status of these risks by maintaining the projects' risks log at the project office;
- xiii. Capture lessons learnt during project implementation – a lesson learned log can be used future reference to guide programing and adaptation;
- xiv. Support the preparation of Terms of Reference (TORs) for the evaluation of the project and projects various activities in accordance with the approved annual work plans;
- xv. Plan field visits and other monitoring activities related to the implementation of the project;
- xvi. Coordinate the entry of relevant data into project database, verify the accuracy of inputted data, ensure the filing system is updated and include database information in periodic project reports;
- xvii. Review technical reports submitted by the implementing partners and ensure all deliverables are accomplished as per their terms of agreement;







- xviii. Monitor compliance of all project activities with each project implementation manual and contribute to the development of the implementing partners annual work plans and budgets;
- xix. Ensure establishment of the monitoring and evaluation systems and framework, including a replicable data management system;
- xx. Provide clear implementation guidelines and expected outputs and outcomes of the implementation of the components including the M&E arrangements to the implementing partners;
- xxi. Monitor project deliverables against the work plans, coordinate and ensure distribution of deliverables/reports;
- xxii. Operationalize an end-to-end knowledge mobilization strategy that links content development and engagement strategies that facilitate timely, useful delivery of information through project learning platforms and activities;
- xxiii. Provide guidance to technical staff to identify, manage, package and disseminate key information and effectively share project results and impact with key stakeholder audiences;
- xxiv. Manage the creation of updated knowledge products that showcase results and impact, to effectively profile through technical branding and thought leadership, and thus, support resource acquisition opportunities and policy influence.
- xxv. Develop a knowledge dissemination plan and devise creative ways to publish and disseminate project results, recognizing that it is critical to ensure this results is accessible and reaching a broad stakeholder base;
- xxvi. Provide technical guidance to program management in the development and review of training materials, reports and other external documents as needed;
- xxvii. Design, manage and disseminate a quarterly dashboard that tracks and presents knowledge management metrics;
- xxviii. Strengthen internal and external engagements to support Knowledge Management goals;
- xxix. Strengthen the capacity of critical stakeholders at national, states and local government in knowledge creation, knowledge translation and dissemination through training, coaching, mentoring, and ongoing project support;
- xxx. Communicate and track knowledge management opportunities and participation in activities against targets established within the Work plan. This includes, providing technical guidance in the vetting, selection and monitoring of KM opportunities;
- xxxi. Identify and promote conference and publication opportunities for staff to support scholarship and technical branding;
- xxxii. Identify and curate content for impact website and manage website community engagement to foster technical branding and thought leadership;
- xxxiii. Coordinate internal and external learning events with staff and external partners;
- xxxiv. Ensure effective representation of the programmatic impact to donors and partners through dissemination of assessment findings and lessons learned, and participation in professional conferences and networks;
- xxxv. Work with communication specialist to manage and curate social media opportunities such as twitter feeds and blogs to communicate program results and build awareness of the program portfolio to priority stakeholder audiences;
- xxxvi. Perform any other project related duty/role as may be assigned by the senior management of MGCSW

## 7. Essential Qualifications, Experience and Skills (Selection Criteria)





The consultant should have the following minimum Qualifications:

- a. At least a Master's degree in Monitoring and Evaluation, Project Management, Agricultural Science or Rural Development, Social Sciences or any related field;
- b. At least 8 years of working experience in program monitoring and evaluation with good knowledge and skills of project monitoring and evaluation in the Public and private sector including at least 5 years' experience in leading program monitoring and evaluation, results based management in donor funded projects
- c. Demonstrated Knowledge and experience in designing M&E systems and conducting evaluations;
- d. Field experience in research and M&E in a developing country required
- e. Experience in fragile or conflict affected contexts highly preferred;
- f. Experience in designing survey and research tools and organizing and delivering training workshops;
- g. Demonstrated experience of working with local counterparts in building their capacity is required
- h. Experience managing field-based data collection processes required;
- i. Proficiency in data analysis using Statistical software is required, experience with STATA highly preferred;
- j. Proficiency in Kobo Toolbox or equivalent is required
- k. Experience with data management and the development of data management protocols required.
- l. Ability to work closely with field based national staff and experience in various staff training required;
- m. Good knowledge of data analysis and project cycle management
- n. Strong team working skills with ability to express ideas clearly, logically, effectively both orally and in writing.
- o. Ability for knowledge sharing and continuous improvement, result focus and knowledge of result-based programming.
- p. Substantial work experience in the preparation of results framework and progress reports of donor funded projects;
- q. Strong management skills including ability to provide strategic guidance, technical oversight, mentor staff, develop M&E work plans.
- r. Good interpersonal skills with experience in networking with partners at all levels (ministry, donors, private sector, NGOs and local community-based organizations)
- s. Experience working with or international and donor organizations with implementation of participatory projects.
- t. Demonstrated written, analytical, presentation, reporting and computing skills and familiarity with modern communication systems (internet, worldwide web, email etc.)

#### **8. Duty Station:**

The duty station is Juba, South Sudan. However, the assignment may require some travel, both domestically to the project areas and internationally but such travel should be agreed upon and authorized separately by the Client.

#### **9. Period of Assignment:**

The consultant's services will be for a period of twenty-four (24) months with possibility of extension based on the quality of performance.

#### **10. Reporting:**

The Monitoring, Evaluation, and Knowledge Management Specialist will directly report to the Project Manager.

#### **11. Expected Deliverables:**





The Post holder will be expected to produce the following deliverables:

- a. Presentations for meetings on project updates prepared.
- b. Project monitoring carried and reports prepared
- c. Project reports maintained
- d. Monthly, quarterly, and annual reports prepared
- e. Mid-term review and completion report supported and approved by senior management and submitted to WB.
- f. Field monitoring reports
- g. Training completion reports
- h. M&E Framework
- i. M&E Plan
- j. M&E formats
- k. SSWSEEP M&E Guidelines and Tools
- l. SSWSEEP Lesson Learned Reports
- m. SSWSEEP PDM Reports
- n. Market Assessment Reports
- o. Knowledge management strategy developed and implemented;
- p. Updated knowledge products that showcase project results and impact are created through technical branding and thought leadership. Quarterly dashboard that tracks and presents knowledge management metric are designed, managed and disseminated;
- q. In Collaboration with Communication Specialist, social media opportunities such as twitter and blogs etc. are managed and curated to communicate project results and build awareness of the project portfolio to priority stakeholders;

## 12. Input/facility provided by the Client:

The client will provide office space, computer, printing, photocopying and internet facilities for performance of official work besides transport for official duties. Any other facilities that will enable the consultant to perform the duties with ease may always be requested for consideration.

A signed Expressions of interest (EOI) and CV in the prescribed format with 3 reference persons must be sent to MGCSW by 28<sup>th</sup> April 2023 at 16 hours (Juba local time). The packages must be clearly marked as “Application for M&E and Knowledge Management Specialist” and submitted to:

Director General  
Ministry of Gender, Child and Social Welfare  
Ministries Complex, Kololo Road, MOH building,  
Juba, Republic of South Sudan  
Email: [ssweep.pmu@gmail.com](mailto:ssweep.pmu@gmail.com)

