



MANO RIVER UNION

UNION DU FLEUVE MANO



**AFRICAN DEVELOPMENT
BANK GROUP**

Office of the Secretary-General

REQUEST FOR EXPRESSIONS OF INTEREST

(INDIVIDUAL CONSULTING SERVICES)

**Position open to Nationals of the Mano River Union countries
(Guinea, Ivory Coast, Liberia, Sierra Leone)**

**Project to Build Inclusive Business Ecosystems for Stabilization and
Transformation in the Mano River Union (BI-BEST) – Technical
Assistance and Capacity Development**

Sectors: **GENDER EQUALITY**

Financing Agreement reference: 59001550168

Project ID No: P-Z1-IDO-009

REF. NO: EOI – AfDB/MRU/BI-BEST-0024

DATE OF ISSUE: Tuesday, 16 August 2022

The Mano River Union Secretariat has received a grant from the African Development Fund to implement the project to Build Inclusive Business Ecosystems for Stabilization and Transformation (BI-BEST) in the Mano River Union (MRU), and intends to apply part of the agreed amount for this grant to payments under the contract for the recruitment of a **Monitoring and Evaluation Assistant to monitor the project's indicators and coordinate the implementation of the monitoring, evaluation and sustainability plan.**

The services to be provided under the Assignment include the following:

- Develop the monitoring and evaluation plan with performance tracking indicators.
- Report on the status of the Monitoring and Evaluation of the project, and propose tools, methods or any other improvement in monitoring and evaluation.
- Provide advice on the development of data collection instruments and monitor data quality.

- Propose, in collaboration with the Communications Assistant and other Members of the Project Implementation Unit (PIU), methods of communication in terms of achievements (results) and impact of the activities of the project.
- Contribute to the preparation of Annual Work Plans and accompanying Budgets.
- Prepare quarterly reports to feed in the overall project quarterly reports and assist in the synthesis of the overall reports from the PIU.
- Participate in coordination meetings for the project.
- Participate in training programmes organized or arranged by the Bank.
- Develop a sustainability plan for the project and suggest innovations in the monitoring and evaluation of the overall performance of the project.
- Perform any other task that the Project Coordinator will wish to entrust to you.

Minimum Education Qualification and Experience

- A postgraduate degree in project monitoring and evaluation, planning or related field, at least three (3) years' experience in monitoring of projects of similar nature.
- Good knowledge and appreciation of capacity building, women's economic empowerment, socio-economic development, regional integration and related issues in MRU and its member States.
- Experience in Programme design, management, and implementation.
- Experience in developing and implementing monitoring and reporting tools.
- Experience in reviewing and writing results-based donor reports.
- Good report writing and analytical skills.
- Familiarity with computerized management information systems and management.
- Experience with the management of international technical cooperation programmes.
- Familiarity with AfDB programmes policies and procedures will be an added advantage.

Other Qualities or Requirements

- Demonstrated ability of high level/strategic report writing is a must.
- Demonstrated ability to transfer skills and knowledge – previous training or teaching experience a plus.
- High Proficiency in the use Microsoft Excel is a must.
- Very good time management skills and ability to multi-task and work under time pressure
- Demonstrated ability to communicate ideas and analyses clearly and tactfully, both orally and in writing.
- Fluency in English including demonstrated report writing skills.
- Ability to work in an effectively in a team-oriented environment.
- Demonstrated capacity to rapidly gain familiarity.

Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's Procurement Policy dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.

Interested candidates may obtain further information at the address below during office hour (09.00 – 17.00 hours).

Expressions of interest must be delivered to the address below by **4th September, 2022 at 12:00 hrs** and mention “Expression of Interest for: **Monitoring and Evaluation Assistant**. Women are strongly encouraged to apply.

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