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**SIERRA LEONE GOVERNMENT**

**MINISTRY OF COMMUNICATIONS, TECHNOLOGY AND INNOVATION**

SIERRA LEONE DIGITAL TRANSFORMATION PROJECT (SLDTP) – GRANT No. E113-SL

**VACANCY ANNOUNCEMENT**

**Terms of Reference for the recruitment of the Monitoring and Evaluation Specialist for the Sierra Leone Digital Transformation Project.**

1. **Project Background**

The Government of Sierra Leone (GoSL) has committed to transforming its economy based on a more inclusive and human-centric digital growth and development approach. A high-level vision for the digital economy is articulated in the new National Digital Development Policy (NDDP), which was approved by the Cabinet in December 2021 setting the GoSL’s vision to transform Sierra Leone into an inclusive digital economy and society and to leverage digital technology to support the GoSL to deliver on its national development plan effectively and efficiently. The Sierra Leone Digital Transformation Project (SLDTP) aims to expand access to broadband internet, increase digital skills and improve government capacity to deliver public services digitally. The project will support the development of a strong enabling environment for the nation’s digital transformation and digital development agenda as articulated in the National Digital Development Strategy.

1. **Project Description**

The Sierra Leone Digital Transformation Project (SLDTP) is a five-year International Development Association (IDA)-funded project supported with a US$50 million grant. The project’s main implementing agency is the Ministry of Information and Communications (MIC). The proposed Project Development Objective (PDO) is to expand access to broadband internet, enhance digital skills and improve government capacity to deliver public services digitally. The SLDTP proposes four integrated and mutually reinforcing components, witha fifth component dedicated to contingent response to future emergencies (*Contingent Emergency Response Component*, *CERC)*.

* Component 1 – Expanding Digital Access and Increasing Resilience of the Digital Environment;
* Component 2 – Digital Skills Development and Innovation
* Component 3 - Laying Key Foundations for Digital Government Services and Systems
* Component 4 – Project Management and Implementation Support; and
* Component 5 - Contingency Emergency Response Component (CERC).

The proposed activities integrated into Components 1, 2, and 3 are designed to support the Government in building resilient and inclusive policies by strengthening its legal and regulatory frameworks, scaling up the citizen-centric digital public service delivery by reinforcing the government portal and relevant MDAs capacity. By enhancing the service delivery infrastructure and platforms, the project will support ensuring continuity of public services in times of crisis.

1. **Objective**

The objective of the assignment is to recruit a Monitoring and Evaluation Specialist for the Sierra Leone Digital Transformation Project as part of the staffing for Project Coordination Unit (PCU). The overall responsibilities of the Monitoring and Evaluation Specialist are to monitor progress of the indicators, and reporting against the project’s results framework and indicators. The M&E specialist will also contribute to ensuring that all project reports include sufficient impact data and analysis.

1. **Scope of Tasks and Deliverables**

The Monitoring and Evaluation Specialist will work under the guidance of the PCU Coordinator of Sierra Leone Digital Transformation Project and the MIC management, liaising and working with other staff from technical implementation agencies (MIC, DSTI, NCCC and NATCA) and other beneficiary institutions.

The M&E Specialist will be responsible for monitoring and evaluation activities, monitoring progress of the indicators, and reporting against the project’s results framework and indicators. The M&E specialist will also contribute to ensuring that all project reports include sufficient impact data and analysis. The essential duties and responsibilities listed below will be carried out in the context of providing support to the PCU on full-time basis. In Particular;

* Develop, design scope and implement a sound and appropriate monitoring and evaluation (M&E) plan;
* Recommend further improvement of the project results framework;
* Monitor all project activities, expenditures and assess the progress towards achieving the PDOs;
* Monitor the sustainability of the project's results;
* Conduct regular field visits to the project sites to; monitor the projects’ activities and ensure project M&E objectives are met.
* Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying issues and bottlenecks in completing project activities and developing mitigation plans to minimize or eliminate such bottlenecks;
* Report monthly, quarterly, half-yearly and annual progress on all project activities to the Project Coordinator; and as per donors’ requirements;
* Participate in annual project reviews and planning workshops and assist the Project Coordinator in preparing relevant reports;
* Measure the efficiency, effectiveness, short to mid-term impact of the Project;
* Coordinate across Technical Lead Agencies (TLAs), beneficiary agencies, and key stakeholders to collect subcomponent level M&E indicators and manage the indicator progress centrally in the M&E dashboard/system;
* Work closely with the Project technical team, TLAs, and support them in their use of the M&E tools;
* Perform other ad-hoc tasks as required.

**5.0 Qualification Requirements:**

* Minimum of a Masters’s degree in Engineering, Business Administration, Economics, Statistics. Econometrics, Development Management or related field.
* 5 years’ Experience in project management; experience in ICT sector projects would be an asset; Having a minimum 5 years of professional work experience in developing, implementing M&E systems for development projects by international/National organizations;
* Experience in designing tools and strategies for data collection, analysis and production of reports;
* Excellent computer skills: Proven ICT skills, Expertise in analyzing data using statistical software. particularly with one or more types of data analysis and management software (e.g., Excel, SPSS);
* Excellent interpersonal and communications skills;
* Fluency in English and excellent report writing.

**6.0 Responsibility of the Employer**

The Project Coordinating Unit will provide office space, office equipment, internet facilities, electricity, project documents and other relevant materials required by the Specialist to perform his/her duties as specified in this TOR.

**7.0 Reporting and Time Schedules**

The M&E Specialist will report directly to the Project Coordinator. He/She is expected to adhere to all administrative procedure and perform duties within the bounds of professional ethics and integrity.