TERMS OF REFERENCE FOR AN INDIVIDUAL CONSULTANT

MONITORING AND EVALUATION SPECIALIST

1.0 INTRODUCTION

The Kingdom of Lesotho is a land-locked country by the Republic of South Africa (RSA) at a size of about 30,500 km² and a population of about 2 million. The country's fortunes are inherently tied to RSA, which provides Lesotho with access to global markets, its migrants with livelihoods, and influences its national currency, the Loti, which is pegged 1:1 to the South African Rand. The country is characterized by extremely mountainous terrain over approximately two thirds of its area, in which population density is relatively medium. The development of the country's transport infrastructure in the remote mountain regions (such as Thaba-Tseka), is part of the National Strategy to reduce poverty by promoting economic growth and improving access to socio-economic services such as Agriculture, education, health, social welfare, and administrative services. Improving access for major population centers to key border posts and supporting logistical infrastructure to develop productive sectors in lagging regions is a key strategic objective of the government as per the **National Strategic Development Plan II.**

Lesotho's growth and development are constrained by the untapped potential for regional integration with South Africa, and indirectly, other neighboring countries. The Southern Africa Tran-frontier Conservation Area (TFCA) treaty was founded on the realization that natural resources straddling boundaries between the Southern African Development Community (SADC) destinations are shared assets that contribute to regional integration, socio-economic development, and biodiversity conservation. As part of the treaty, Lesotho has identified the Maloti Drakensberg Trans-frontier Corridor (MDTC), which includes four road corridors covering the eastern portion of the country and including the proposed Katse to Thaba-Tseka road project (Corridor 3 of the MDTC), as critical to the SADC regional integration agenda. Further, the establishment of a "Bi-national Commission treaty" signed between the governments of Lesotho and South Africa on November 25, 2021, has identified several areas of cooperation including development of economic corridors, trade and logistics, border management, and implementation of MDTC.

Lesotho has nine border crossings open for commercial trade with South Africa, with three borders (Maseru Bridge, Maputsoe-Ficksburg, and Caledonspoort) operating 24 hours a day and with the Maseru Bridge crossing in the west and the Maputsoe-Ficksburg crossing in the northwest handling most of the activity. Trade routes to the east and south are constrained by high mountains and undeveloped road infrastructure, and, thus, under the proposed project, the Katse to Thaba-Tseka road investment would close the missing link from the Thaba-Tseka district to the Maseru and Leribe districts, which are key economic and export hubs. Improved border infrastructure with harmonized digitally enabled joint border procedures with South Africa could minimize time and costs at the two main borders. Investment at the Qacha's Nek border, the only commercial border in the east, would provide improved access from eastern Lesotho to South African markets including the city of Matatiele, South Africa, which is only one hour from the border, compared to Maseru which is three hours away. This also provides another step in improving east-west regional integration and creation of a regional corridor with the Port of Durban.

The Lesotho Government has requested the International Development Association (IDA) through the World Bank for possible financing (in the form of a Loan), to assist the Government in achieving its objectives with this policy and strategy. The total original cost of the LITTL-P is estimated at US$80 million. Under the proposed LITTL Project, ***IDA will fund Upgrading of Katse to Thaba-Tseka Road corridor to paved standard and Spot improvements along the A1 Economic corridor(Maseru to Botha – Bothe) ; Regional Trade, Integration, and Logistics Services; Technical Assistance and Capacity building and Contingency Emergency Response Component***.

It is anticipated that LITTL-P will be completed over a period of ***five years*** and will include civil works involving A8 road upgrading and A1 spot improvements with Intersection improvements and bridge rehabilitation, Smart One Stop Boarder facilities at Maseru Bridge and Maputsoe-Ficksburg border crossings, and improvement of Qacha's Nek border facilities, Inspection and laboratory testing facilities and Climate controlled community-level horticulture packing and storage facilities (cold chain) , Technical Assistance and capacity building and Contingency Emergency Response Component. ***The project is expected to start in June 2024 and to be completed by 31st December 2029.***

2.0 PROJECT DEVELOPMENT OBJECTIVES

The overall Project Objective is to improve climate resilient regional connectivity on the Katse to Thaba-Tseka road corridor and reduce the costs of trade across selected commercial borders between Lesotho and South Africa. In particular to:-

a) Reduce Travelling time along the A8 corridor
b) Increase Road users benefits from climate resilient road infrastructure along the project corridor by amongst others; reducing vehicle operating costs

c) Reduce end-to-end border crossing time for commercial traders through implementation of smart border systems at Maseru Bridge and Maputsoe-Ficksburg crossings.

LITTL-P implementation will be through The Road Directorate (RD) of the Ministry of Public Works & Transport (MoPWT) which shall be responsible with the overall project coordination and shall directly deal with management of components 1, part of 3 and 4 whilst Competitiveness and Financial Inclusion (CAFI) project of the Ministry of Trade, Industry & Business Development (MTIBD) shall manage component 2 and part of 3.

3.0. RESPONSIBILITIES OF THE MONITORING AND EVALUATION SPECIALIST

The incumbent will be responsible for the design M&E policy and guidelines, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Project. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project. He/she will also provide technical assistance to the implementing agencies, particularly in relation to monitoring, reporting and governance issues with particular reference to LITTL Project and general to the over-all organizational functionality.

3.1 Scope of Work

The Monitoring & Evaluation Specialist shall report to the LITTL Project Coordinator and Director General of the Roads Directorate. The scope of services includes but is not limited to the following key activities for all the four components as detailed at Section 1:

Key Performance Areas	Duties and Responsibilities
Strategic Management	• Sets M&E Department strategic direction towards ensuring its integration with the organisational strategic planning process in collaboration with executive leadership and business partners for the LITTL Project. • Leads the process of developing and implementing M&E Departmental plans to ensure alignment and coordination with the strategic direction taken by the entire organisation. • Identify and evaluate M&E and strategic risks that impact on the RD and ensure successful implementation of mitigating initiatives
Leadership and Management	• Instils a service culture in M&E Unit through collaborative leadership • Aligns the M&E Unit plan with Organization's strategies and initiatives to ensure they achieve intended outcomes for the LITTL Project

	• Provides guidance and support to the direct reports in the implementation of Directorate's operations in a manner that ensures achievement of the strategic outcomes • Develops, reviews and executes operational plans for the M&E Unit in line with project business objectives and budget
Setting up the System	• Develops, maintains, and update the project's monitoring system on an ongoing basis to compile, analyze, and present data for reporting of program progress and impact. • Leads in the revision of the project log frame matrix, particularly in the areas of performance indicators and their measurement; • Leads in the development and/or finalization of the project Work Plans and keep it updated in accordance with project activities and timeframes as relevant. • Develops the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems. • Reviews the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation. • Develops baseline data for each project component and for all project indicators. • Develops a plan for project-related capacity-building on M&E and for any computer-based support that may be required. • Organizes and undertake training with collaborating partners on M&E as required.
Implementation Of M&E and Coordination	• Collects data on a regular basis to measure achievement against the performance indicators. • Oversees all data collection and monitoring activities for the project. • Checks data quality with partners. • Maintains and administers the M&E database; analyses and aggregate findings. • Supports project progress reporting, project mid-term review and final evaluation. • Identifies areas where technical support to project partners is required. • Builds internal M&E and learning capacity of project staff through mentoring and on-the-job training. • Identifies lessons learned and develop case studies to capture qualitative outputs of the project. • Provides advice to the supervisor on improving project performance using M&E findings.
Communication	• Produces reports on M&E findings and prepare presentations based on M&E data as required. • Provides the Project Manager/s with management information she/he may require.

	• Checks that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap. • Performs other duties as may be assigned by the Project Manager/s and the Director General.
Financial Management	• Implements of the budget (LITTL Project budget). • Monitors the expenditures of the M& E Office against the relevant budget grants to ensure that no excess expenditures are permitted to occur.
Performance Management	• Oversees implementation of capacity development plan
Reporting	• Provides monthly and quarterly reports on the implementation of strategy and LITTL Project initiatives for accountability and performance monitoring.

3.2 Duration the Service

The validity of the contract shall be 2 years and renewable based on performance.

3.3 Qualifications

The ideal candidate for the Monitoring & Evaluation Specialist position should have:

Job Specifications

a. Education (*Minimum education level requirements*)

	Masters Degree/Postgraduate Diploma in M&E/ Statistics/ Economics or any other relevant field of study

b. Experience (*Minimum relevant/necessary experience required*)

	Five (5) years' professional experience in an M&E position responsible for implementing M&E activities of development projects of which two (2) must be in supervisory role.

- competency in word processing, spreadsheets, and slideshow program.
- Proficiency in written and spoken English and Sesotho is mandatory.

Competencies

- Collaborative leaderships
- Innovation
- Supervision
- Agility
- Service Culture
- Innovation
- Accountable

- Change leader
- Capability builder
- Conflict Resolution
- Strategic Thinker
- Business Acumen

3.4 Key Performance Indicators for Position

In carrying out its functions, the performance of the Monitoring & Evaluation Specialist for the four components will be reviewed by the Bank and, if determined that the performance is below the indicators below, the contract may be terminated. The indicators are as follows:

i. Take stock of the existing progress made on monitoring and evaluation in an advance by the organization to set up the M& E Unit. Report is expected 20 days after assumption of the role as M& E Specialist.

ii. Identify missing framework documents and policies for development and approval as organizational document for use in the monitoring and evaluation environment.

ii. Identify resources needed for proper setting up of the Monitoring and Evaluation Unit of the Directorate with the ultimate goal as ensuring that the Unit is set-up and becomes operational following the approval by the Board. Lead time is three months upon assumption of the office of Monitoring & Evaluation Specialist.

iii. Implement and monitor the M&E programmes in line with best practices as agreed with the Director General and the Project Coordinator and produce reports as monthly and or as and when needed for execution of organizational decisions.

iv. Facilitate the knowledge and skills transfer under counterpart arrangements as agreed with the Director General and the Project Coordinator

Evaluation Criteria

Criteria	**Points**
Educational Qualifications Degree: Postgraduate/ Master Degree Certificates of professional bodies/ affiliations	 25 5 5 (35 points)
Relevant Working Experience and its adequacy for the proposed assignment (clear information/evidence on work experience is highly essential) Projects Organisational	 35 20 (55 points)
Language (proficiency in English), skills & competencies (attach certificates of proficiency if available) Languages Skills and competencies	 5 5 (10 points)

Total points	**100**

*Experience will be assessed on its relevance to the current assignment.

* Educational qualifications and completion certificates must be attached. Certificates of membership/ affiliations to professional bodies be attached if available

*Certified copies must not be older than 6 months since last date of certifying

*Only shortlisted candidates will be contacted for interviews