TERMS OF REFERENCE
MONITORING AND EVALUATION TECHNICAL SUPPORT

OBJECTIVE

To develop and operationalize the monitoring and evaluation programme for the Government of Montserrat (GoM).

PURPOSE

Globally a paradigm shift has increased focus on monitoring and evaluation systems. Monitoring and evaluation has been given greater focus to monitor development progress through the strengthening of the public service management system. Additionally, GoM is specifically required to provide reports against specific performance targets agreed with Funding Agencies. To facilitate this as an emerging new core function, a new programme has been established within the Cabinet Secretariat which falls under the Office of the Premier. M&E is a relatively new phenomenon in the Montserrat public service. An experienced consultant is required to provide technical support in developing and operationalizing this function.

RECIPIENT

The recipient is the GoM in partnership with the UK Department of International Development (DFID) who has interest in this project.

SCOPE OF WORK & DELIVERABLES

Technical Support is required to develop and operationalize the M&E function. The M&E Technical Support will be responsible for:

- Establishing the framework for the development of performance indicators and targets for the SDP, the Medium Term Development Strategy, the Medium Term Expenditure Framework policy and related departmental plans.
- Providing support in the alignment of existing planning and budgetary indicators and targets to ensure that they are appropriately presented and adequately linked to the achievement of strategic objectives.
- Establishing a comprehensive framework for whole of government performance review through the establishment of a single performance review and reporting system.
- Identifying data provision and gaps to adequately set strategic indicators across the board for this work, and to offer recommendations to address any challenges.
- Reviewing the proposed electronic system for performance monitoring to determine its fit as a central reporting and review system. (If it is deemed not suitable, alternatives must be recommended).
- Training and mentoring staff in M&E principles and techniques.
- Undertaking workshops in the development of performance indicators and targets.
- Developing an operational plan, procedures and toolkits for the core M&E function.
- Providing leadership in generating the first comprehensive GoM performance report.
Deliverables:

- An inception report reflecting an assessment of current situation and work plan including time frames on how the work will be undertaken (within the first two weeks of taking up the role)
- M&E Framework with draft indicators and targets
- Workshop reports
- Training of M&E staff, with training delivery reports
- Reports on the Training sessions and recommendations for follow up
- Operational Plan, Procedures, Guidelines and Tool Kits
- First GoM Comprehensive Report
- Report including recommendations for an electronic system

TIME FRAME

This technical support input would be for a period of up to 12 months commencing June 1 2014.

BACKGROUND

Montserrat is a British Overseas Territory located in the Eastern Caribbean. The island is currently in a rebuilding stage, after the eruption of the Soufriere Hills volcano in 1995, rendered more than half of the island uninhabitable. Due to mass evacuation, the public sector suffered a significant loss of essential skills. In 2005, the Government of Montserrat undertook a review of the Public Service and identified opportunities to improve public service performance. This formed the basis for a programme of Public Sector Reforms which commenced in 2006. A second phase of the reform programme is being implemented and will end in 2015. This phase focuses on the strengthening of a public service management system consisting of four components:

1) Policy and Strategic Management
2) Improved Service Delivery
3) Public Finance and Economic Management, and
4) Human Resources Management and Development

Monitoring, evaluation and reporting have been identified as critical areas under the Policy and Strategic Management component. A central unit has been established within the Cabinet Secretariat under the Office of the Premier to undertake M&E functions to strengthen Government’s performance through effective monitoring and evaluation of policies and GoM priorities.

Since the establishment of the Cabinet Secretariat in August 2011, the core function of M&E has not advanced, due to competing priorities and shortage of skills in the local economy. The process of recruiting a Monitoring Evaluation Officer to head this programme is now in train and the expertise of a well experienced M&E Technical Support is required to assist in developing this core area, as well as training and mentoring staff.
SKILLS REQUIRED

An experienced M&E Technical support is required to provide programme management and delivery services for implementation of the project. The consultant should have:

- At least eight years’ experience working in a public sector environment or a regional or international agency at a Senior Level (previous experience in Overseas Territories would be an asset and general Caribbean experience is desirable)
- A post graduate degree ideally in Public Management or Policy or Monitoring & Evaluation.
- Specialized training in M&E. Project Cycle Management, Public Sector Reform, Strategic Planning and Policy Formulation would be assets.
- Demonstrable experience in delivering a monitoring and evaluation framework and supporting systems in a (small) developing country
- Excellent oral and written communication skills
- Research, analytical and problem solving skills
- Good knowledge of best practices in M&E in the Public Service environment
- Good IT skills: Microsoft Suite (Excel, Word etc)
- Good presentation, coordination and organizational skills

REPORTING & CONTACTS

The M&E Technical Support will operate from the Cabinet Secretariat within the Office of the Premier, Government Headquarters in Montserrat and will report directly to the Cabinet Secretary.

Regular contact with the M&E team, all staff within Office of the Premier, Middle and Senior Public Officers to include Permanent Secretaries and Directors will be required to effect the operations of the Monitoring & Evaluation programme.

Remuneration

The total remuneration package for the post of Monitoring and Evaluation Advisor is EC$150,000.00 (taxable) per annum. In addition, a Transport Allowance will be paid at the rate of $9,600.00 per annum, which is not taxable.

Responding to Terms of Reference

In response to these terms of reference, the interested party is required to submit:

1. A letter of application (including desired remuneration) demonstrating their suitability for the role; this should clearly state how the consultants knowledge, skills and recent experiences fulfill the required competencies; and
2. A current CV with two references
Submission deadline is **Friday April 11, 2014** to Chief Human Resources Officer, Human Resources Management Unit, Government of Montserrat on the GoM website.