Monitoring and Evaluation Senior Officer
Terms of Reference

Job Title	Monitoring and Evaluation Senior Officer	Job Reference	S2R2-ME05/19
Duty Station	Center for Educational Research and Development (CERD) - Dekwaneh	Start Date	Immediate Start
Contract Type	Full Time Contractual Position	Schedule	7.30 a.m – 3.30 p.m

Program Title	Support to RACE 2 (S2R2)
Program Background	The Government of Lebanon, with support from the international community, has launched the Reaching All Children with Education (RACE) initiative. First launched in 2013, RACE seeks to improve access to formal education for 460,000 Syrian refugee children and underprivileged Lebanese children in the country. Efforts under this new phase of RACE 2 are expected to minimize the short and medium-term costs of displacement for refugee families, while strengthening the long-term capacity of the Lebanese education system to prepare children for life and work once regional stability returns. MEHE-GD, with the support of CERD, is responsible for implementing the S2R2 program.
Program Objectives	The Program Development Objective is to promote equitable access, enhance quality of learning, and strengthen the systems in Lebanon's education sector in response to the protracted refugee crisis. The key results are as follows: (i) Increase in the proportion of school-aged Lebanese and non-Lebanese children (3–18) enrolled in formal education (disaggregated by school type, education cycle, nationality, and gender); (ii) Increase in the proportion of students passing their grades, and transitioning to the next (disaggregated by school type, grade, nationality, and gender); and (iii) Improvement in MEHE's capacity to review, evaluate, and update Program implementation.
Tasks and Responsibilities	Under the S2R2 Program, the Center for Educational Research and Development (CERD) is looking for a Monitoring and Evaluation Expert. Below are the main tasks and responsibilities: 1. Use agreed S2R2 program results framework, and S2R2 annual work plans as the basis to develop a detailed M&E plan for the program, which could be expanded to the system. 2. Provide regular updates of this M&E plan to ensure relevance and applicability. At a minimum, this will require a full revision annually when new work plans are produced, and at the mid-year review point. 3. Ensure efficient timing and coordination in the planning and design of the different M&E tools be used throughout the Program lifetime. 4. Work closely with all implementing units within CERD and support monitoring key performance indicators for S2R2 and propose additional indicators as needed.

5. Collaborate –when requested and upon need– with the Program's M&E within the RACE PMU at MEHE.
6. Support the preparation of M&E presentations and reports on a quarterly basis and highlight successes and roadblocks, as well as implementation progress and challenges toward achievement of results. The reports, presentations and implementation progress and challenges will be led by CERD while ongoing discussions are taking place within CERD and with concerned external entities –when applicable- prior to their presentation to CERD's S2R2 steering committee. However, for the first 12-18 months, the Consultant will take the lead on this task.
7. Support CERD in ensuring accuracy, timeliness and credibility of the reported data on progress and indicators.
8. Support the establishment of clear processes and tools for M&E, and ensure their implementation, alongside CERD's Quality Assurance Unit and all concerned entities.
9. Support the development of reports on the S2R2 results framework indicators and the disbursement linked indicators (DLIs). The reports will also include progress of activities, outputs, results, and impact as per the annual work program (AWP) gathered from implementing entities. However, for the first 12-18 months, the Consultant will take the lead on this task.
10. In coordination with the financial management teams, the M&E Senior Officer will ensure the inclusion in the reports of information related to budget execution in relation to the annual work plan.
11. The M&E Senior Officer will support the preparation and administration of surveys and other instruments as needed in order to report on the indicators of the results framework.
12. Work closely with the concerned personnel to ensure clarity on the reporting requirements of the progress reports to be issued twice per year, and on the reporting on the DLIs/DLRs.
13. Support CERD in coordinating with relevant departments on M&E issues to ensure due diligence and efficiency.
14. Evaluate on quarterly basis and upon the request of CERD's Senior Program Advisor, the Program activities outcomes and their impact on the general Program performance, and provide Program evaluation documentation, for coordination meetings.
15. Develop the TORs of the M&E Junior Officers and plan and line manage the work of the M&E junior officers who will be responsible for supporting the implementation of the M&E plan and the related data collection and verification.
16. Advise concerned departments in their M&E planning; provide them with timely notification of probable failures and deviations in timelines; Propose to CERD's Senior Program Advisor, in coordination with the concerned entities, remedial plans for potentials delays in execution
17. Establish the Data Quality Assurance Protocols agreements with the concerned entities to facilitate timely data collection and validation of reporting on the DLIs/DLRs. Work with CERD President's office and CERD's Educational Research Bureau (ERB) to ensure the availability of relevant data in CERD's information management system.

	18. Support the establishment of a coordination mechanism to be used for managing the information available from the different data sources to facilitate the reporting on the results framework including disaggregation by gender.
	19. Propose and establish a protocol for filing and storing data and reports in hard copy and electronically.
	20. Draft a M&E formal protocol for the above process, for agreement by CERD's S2R2 Steering Committee and communication to all concerned parties. The protocol will: (i) assign responsibility for data collection and reporting; (ii) specify the methodology and timelines to be used; (iii) establish the right of the S2R2 M&E team and the IVA to access the primary data-when needed.
	21. Support CERD in making available all relevant documents for internal purposes as well as for the IVA, including but not limited to the final versions of the bi-annual reports
	22. Build the capacity of CERD's staff, namely the Quality Assurance Unit and support in institutionalizing the best practices in this Unit and in establishing the proper dashboards allowing the monitoring of progress and evaluation of performance, deliverables and impact.
	23. Ensure final reports are finalized and disseminated to the targeted entities – as coordinated with CERD's S2R2 steering committee.
	24. Any other task relevant to the position and approved by the CERD's S2R2 Steering Committee.
Reporting	All reports should be submitted to CERD's S2R2 Steering Committee as per time scheduled in the time frame and dates will be communicated based on the date of signature of the CERD contracts.
	CERD will provide templates for the required reports – to be submitted in Arabic or English – as needed.
	CERD owns property rights of all reports.
Educational Background, Experience and Required Skills	**Educational Background**
	• University Degree preferably in Business Administration, Economics, Finance or related field.
	Previous Experience
	1. At least 7 years of experience in the design and implementation of M&E in development projects implemented by national/international NGOs/UN bodies/ Government.
	2. Proven M&E experience with World Bank projects and procedures is a strong asset.
	3. Experience in designing tools and strategies for data collection, analysis and production of reports.
	4. Expertise in analyzing data using statistical software.
	5. Experience in Management Information Systems is a strong asset.

	6. Computer literacy is mandatory and knowledge in accounting and finance software is a strong asset. 7. Strong training & facilitation skills. **Languages** 1. Fluency in written and spoken Arabic and English. 2. French is a plus. **Behavioral Skills** 1. Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability 2. Demonstrates openness to change and ability to manage complexities 3. Responds positively to critical feedback and differing points of view 4. Considerable experience of collaborative work; positive attitude to working with non M&E specialists and appreciation of the contribution others can make. **Technical Background and Computer Skills** 1. Organizing and accurately completing multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships 2. Planning, coordinating and organizing workload while remaining aware of changing priorities and competing deadlines 3. Establishing, building and maintaining effective working relationships with staff and clients to facilitate the provision of support
Payment	Payment will be done monthly, upon the submission of a monthly timesheet and report showcasing the achieved tasks and deliverables.
Administrative Issues	The selected Monitoring and Evaluation expert shall not commence work until the required documents are provided to CERD and the relevant contract is duly signed by both parties. Presence at CERD is to be ensured on a full-time basis, during CERD's regular working hours: 7.30 am to 3.30 pm Monday to Friday. All remuneration must be within the contract agreement. The Monitoring and Evaluation expert is not entitled to overtime payment. CERD will provide an office space and IT facilities (internet, printers, etc.).
How to apply	1. Applicants are requested to send their detailed CV to s2r2@crdp.org 2. Applicants are requested to include the job reference in the subject of their email.