



Republic of Liberia

MINISTRY OF COMMERCE AND INDUSTRY
Ministerial Complex, Congo Town
Monrovia, Liberia

(CONSULTING SERVICES)

NAME OF PROJECT: Program for Advancing Youth Entrepreneurship and Investment (Sub-Project A: Liberian Youth Entrepreneurship and Investment Bank)

Assignment Title: **Individual Consultancy to provide services as Monitoring and Evaluation Specialist for the Project Implementation Unit**

Financing Agreement reference: **2100150043943**

Project ID No.: **P-LR-HB0-003**

Reference No. **LR-MOCI/PAYEI-M&E-002-ICS-INDV**

Issue Date: **May 27, 2025**

End Date: **June 10, 2025**

1. Background

The Government of Liberia through the Ministry of Commerce and Industry (MOCI) has received UA \$12 million from the African Development Bank (AfDB) for the Liberian Youth Entrepreneurship and Investment Bank (YEIB), and intends to apply part of the funds for the recruitment of a Monitoring and Evaluation Specialist for the Project Implementation Unit (PIU) to be established at MOCI. The overarching goal of the project is to strengthen financial and non-financial business service to young women and men entrepreneurs in ways that ensure inclusion, decrease vulnerabilities, and prepare for resilience and long-term sustainability of service provision. Specifically, the project intends to youth-dedicated institutions, modeled on the AfDB's Youth Entrepreneurship Investment Bank framework that will provide affordable development and financing solutions to Liberia's youth-led businesses; develops a Youth Entrepreneurship Investment Bank (YEIB), which is the soft infrastructure of the Program for Advancing Youth Entrepreneurship and Investment (PAYEI) ecosystem, delivering financial and business development services; and set up a Business Innovation and Development Center (BIDC) that is the hard infrastructure of the PAYEI ecosystem. The project has four components, with component 1 dealing with youth entrepreneurship oversight; component 2 focuses on establishing youth-dedicated institutions; component 3 deals with deploying YEIB services; and component 4 focuses on project management. The project intends to apply part of the proceeds of the funding for eligible payments under the contract to hire an individual consultant as Monitoring and Evaluation Specialist responsible to oversee development and implementation of

monitoring and evaluation system and process under the supervision of the Project Coordinator.

The services included under this project are addressed below:

2. Job Summary/Description

The Monitoring and Evaluation Specialist is responsible for designing and implementing the Monitoring and Evaluation activities of the PIU; assisting the PIU in preparing Quarterly, mid-year, and annual reports on progress and performance and will ensure robust tracking of project activities on a regular basis.

3. The Scope of the Services to be performed

The consultant shall perform the following services:

- Develop and implement a robust Monitoring, Evaluation and Learning System for YEIB Liberia, ensuring that it is institutionalized within the YEIB's intervention.
- Establish policy, procedure, theories of change and tools for data collection and use consistent with M&E resources, log frame to demonstrate results and impact
- Build PIU staff and partners' capacity to understand and use the M&E system
- Work with PIU staff and partners to collect activity-specific quantitative and qualitative data, maintain quality assurance of data collected, coordinate overall YEIB Liberia quantitative and qualitative data collection
- Lead the compilation, validation and analysis of data collected from Intervention and activities of PIU and partners and consolidate into reports and disseminate for knowledge management
- Ensure that all activities in the PIU are continually monitored and that lessons are documented and communicated to inform on-going implementation and future interventions
- Guide the PIU in designing and implementing activities that are outcome and impact-focused and enhance accountability to stakeholders
- Provide strategic support to the PIU for improved project management and implementation informed by Project Design documents, Annual work plan and M&E Result frameworks;
- Develop and update monitoring tools to track YEIB interventions and other activities, develop and update M&E Plan consistent with the annual M&E framework, Log frame,
- Lead the development and coordinate with PIU personnel in preparing indicator protocol sheets (indicator description/profile) of project indicators mentioned in project documents;

- Lead the development of comprehensive baseline statistics for key project variables, coordinate setting of target and collect periodic data and information against the baseline to assess and report on the overall progress of these variable
- Ensuring proper dissemination of information and knowledge management among relevant stakeholders
- Ensure learnings from reports, researches, studies, assessments, evaluations, program reviews are disseminated and incorporated in management, planning, decision and development of future interventions
- Maintain an up-to-date knowledge of both current, and newly emerging monitoring, evaluation and accountability methods
- Conceptualize and manage research/studies related to YEIB's interventions to support the development of strategic and innovative programs;
- Participate in meetings and provide regular updates on project progress
- Perform any other tasks that may be assigned to you

Minimum Qualification, Skills and Experience:

The ideal candidate should meet the following qualification and experience requirements:

- Hold a Master's degree or equivalent in Monitoring and Evaluation, Economics, Statistics, Banking/Finance, Sociology, or related fields
- At least 3–5 years of practical experience in monitoring and evaluation, preferably in donor-funded or development projects.
- Hands-on experience in designing and implementing M&E systems, with knowledge of modern tools and approaches.
- Familiarity with MSME and entrepreneurship development, including enterprise support, is desirable.
- Working knowledge of quantitative and qualitative research methods, reporting, data collection, analysis, and presentation.
- Understanding of Results-Based Management (RBM) and impact evaluation techniques is a plus.
- Ability to collaborate with diverse partners and manage competing priorities under tight deadlines.
- Proactive, results-oriented, and able to work independently as well as part of a team in multicultural settings.
- Familiarity with donor practices and development agency procedures is an advantage, but not a strict requirement.

Duty Station: Monrovia
Start Date: TBA
End Date: TBA
Duration of Assignment: 1 Year

The Ministry of Commerce and Industry (MOCI) now invites eligible individual consultants to indicate interest in providing these services by submitting their Curriculum Vitae (CV), demonstrating experience in performing similar assignments with references and showing responsiveness to the qualifications requirements outlined in this REOI. Eligibility criteria and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy Framework for Bank Group Funded Operations" October 2015 which is available on the Bank's website at <http://www.afdb.org>.

Further information can be obtained at the address below during office hours, i.e. from 0900 to 1700 hours (GMT) on working days.

Expressions of interest must be delivered in a written form to the address below by either hard copy and email by 10th June, 2025 @ 1700 hours (GMT) and mention "**Provision of Consultancy Services as Monitoring and Evaluation Specialist for the Program for Advancing Youth Entrepreneurship Investment (PAYEI)**".

Attn.

**Deputy Minister for Administration
Ministry of Commerce and Industry
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