Republic of Liberia

Ministry of Youth and Sports
Samuel Kanyon Doe Sports Complex
Paynesville, Liberia

VACANCY ANNOUNCEMENTS

Position: Sector Projects Coordinator

The Ministry of Youth & Sports (MYS) has established a Program Management Unit (PMU), that will dramatically reduce project fragmentation amongst programs, departments, and projects. The Ministry also oversees the management of Component two of the Youth, Employment, Skills project (YES). This component deals with Employment through Skills Training. The project finances formal and informal skills training programs with the purpose of improving youth employability, employment and supporting institutional development for TVET, especially for certification, policy development, M&E project management and impact assessment. As the focal person for the coordination and control of all projects and funded activities, the Sector Projector Coordinator will serve as direct link to MYS, World Bank and other donors; and will report directly to the Minister. He/she will be responsible for the development of project operating systems and fiduciary accountability and control.

Responsibilities
The Sector Projects Coordinator will generally provide all necessary management and technical support to the Ministry's program as may be required by the Ministry for all components of the PMU. More specifically the Sector Projects Coordinator will assist the Ministry in the implementation and monitoring of projects as stated below:

- Collaboration with relevant heads of line departments, participating institutions to enhance rational and timely implementation and coordination of project activities, and also in strengthening financial and procurement management structure of the project.
- Establish close work relationship among Ministry of Youth and Sports, TRANSTEC, and World Bank to facilitate resolution of challenges to project implementation and other operational issues.
- Handling planning, technical, and financial management, disbursement, and auditing issues arising from implementation of the various project activities.
- Ensuring that effective communication and consultations continue with all stakeholders.
- Monitoring and facilitating full compliance of all components with the implementation, legal, financial and technical requirements of all projects under the Ministry.
- Undertaking the monitoring and evaluation of performance indicators and outcomes against the targets, as agreed with MYS, the Bank and other donors.
- Examine carefully, donors and World Bank’s regulations as well as government of Liberia’s legislations on using funds, procurement of goods and consultant selection procedures.
- Coordinate with the Procurement Specialist and the Ministry in all procurement activities to ensure timely implementation of agreed implementation plan.
• Set up supervising and monitoring mechanism to facilitate the management of all projects and enhance the capacity of information controlling through frequently public communication, so that difficult problems will be realized timely.
• Train Ministry’s staffs in project management, financial management, the World Bank’s procedures and other related project’s activities.
• Prepare periodic reports for government and donors as required.
• Gather and record information about progress and result of all programs' components, then preparing detail report to compare actual result with plan, highlight difficult problems in implementing subprojects and suggest resolution.
• A key activity of the Sector Projector Coordinator will be the transfer of knowledge so as to leave the Program Unit of the Ministry of Youth and Sports with a cadre of trained staff, having the necessary experience, and appropriate skills, to enable them to be capable of managing the later stages of the subprojects and similar future projects. This transfer of knowledge and skills will be both through working closely with Program Unit staff as day to day tasks are carried out, formal training (e.g. small classes, workshops, etc.) and regularly reviews of duties of Program Unit staff and their implementation.

Reporting
The Sector Projects Coordinator, reporting directly to the Minister, will be responsible for the following:

Quarterly Management Reports summarizing, among other things:
• results accomplished during the prior period
• cumulative deviations to date from scheduled milestones
• proposed corrective measures (or revisions to the planned schedule), key responsible department or institution, and budgetary requirements
• other issues or potential problems the Coordinator foresees that could impact the project progress and/or effectiveness
• Quarterly Expenditure Reports summarizing expenditures made against the Designated Account of the project for period under review, and anticipated expenditure for the next quarter:

The Monthly Progress Reports shall provide at least the following information:
• Detailed description of the activities performed and results achieved by the Program Manager in the current reporting period (month for which the report was issued) as well as the resources used for performing these activities.
• A brief description and assessment of the current state of all projects under the Ministry.
• Issues encountered by the Sector Projects Coordinator in the implementation of projects.
• Brief description of activities to be performed by the Coordinator in the next reporting period as well as the resources estimated to be use for performing such activities.
• Expected results in the next reporting period.
• Assessment of the programs potential risks and recommendation for mitigating these risks.

The Monthly Progress Reports will be sent to the Minister no later than the 7th day of the next reporting period. (ex. if the report covers the period up to May 30th, 2012, the report must be delivered by latest 7th of June 2012).

Qualification
• Masters degree or its equivalent, with a major in relevant discipline (Public Administration, Management, etc.)
• At least 5 years of relevant professional experience in managing similar programs
• Must be computer literate
• Ability to write monthly, quarterly and annual reports and lead subordinate staff.
• Prior experience with youth programs and proficiency in English language is required.
• Ability to take initiative.
**Important:** Interested candidates should submit applications and CVs to the personnel Office, Ministry of Youth and Sports, SKD Complex, along with electronic copies of their documents or send same to halliebengu@yahoo.com by mid-night on January 28, 2013. Only applications accompanied by soft copies will be considered.

**POSITION:** **International M&E Specialist**

The Ministry of Youth and Sports is seeking a highly qualified person with considerable wealth of experience and expertise in **Monitoring**, **Evaluation** and **Research** who will assist the development of the Ministry’s M&E framework supported by an M&E guideline and strategy.

**Objectives of the Assignment**

The MYS looks forward to developing a system and capacity to monitor and undertake timely evaluation of the wide range of ongoing youth-oriented programs. A robust monitoring and evaluation (M&E) system will enable the ministry to create and use evidence based results to guide adjustments to current activities, to feed into the design of new programs, enhance coordination and to inform broader policy decisions as well as strategic planning within the ministry’s youth program sector. At present, no such system exists and all monitoring and evaluation activities are conducted at the individual project level. The objectives of the consultancy are, therefore, as follows:

- **Develop a synchronized M&E system:** The M&E system must allow the Ministry to collect, organize, and regularly update basic project data (beneficiary registries, location, benefit type and amount) from a number of key ongoing program interventions.
- **Develop and define performance indicators for all youth sector programs**
  The indicators should be designed to help assess the effectiveness and efficiency of ongoing programs and to inform decision making processes on how best to increase the impact of the overall youth sector programs.
- **Develop M&E guideline and strategy for the Ministry**
- **Support the capacity building of the Ministry Program Management:** Build the M&E unit capacity in monitoring, evaluation and research linking them with in-country research companions or consortiums.

**Scope of Work**

The consultant will focus on the four objectives outlined above and, in close consultation with the Ministry of Youth and Sports, be responsible for the following specific tasks:

- Undertake a situational assessment of the existing fragmented M&E systems of the various projects at the Ministry and formulate a work plan to achieve the four stated objectives above. This will include discussions with key ministries and development partners, their M&E systems and strategies.
- Recommend appropriate database software and develop a platform for the tracking of all M&E data as deemed necessary through the situational assessment, with particular focus on a beneficiary registry as a first step in developing the Ministry’s M&E system.
- Formulate key management, process, outcome and impact indicators to allow the ministry to map, in detail, the scope of ongoing projects (including beneficiary number and demographics, geographic coverage, type and size of benefits, etc). The indicators should also aim to assess the effectiveness and efficiency of ongoing projects.
- Develop data collection tools for use by the Ministry in creating a beneficiary registry and regularly updating of the indicators included in the M&E system.
- Assess the capacity of the trained individuals responsible for M&E and provide recommendations for further strengthening of capacity, including hiring of additional staff if applicable.
- Develop a training schedule and conduct a training of trainers (TOT) to train staff with M&E responsibilities in the Ministry involved in the implementation and maintenance of the M&E database and data collection tools.
- Compile a final report that includes the development of an M&E guideline and strategy and Research Operations and Procedural Manual that outlines clearly and in detail the systems developed under this consultancy.

1. **Deliverables**
The consultant will be responsible for the following deliverables.

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<th>Key Deliverables</th>
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<tr>
<td>(1) Situational assessment and work plan</td>
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<td>(2) Beneficiary registry and M&amp;E database, including indicators</td>
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<td>(3) Data collection tools</td>
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<td>(4) Develop training program and conduct TOT</td>
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<td>(5) Development of M&amp;E guideline and Strategy</td>
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<td>(6) Draft Report</td>
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<td>(7) Final Report</td>
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**Required Qualifications and Experience**
- Post-graduate degree in social sciences, development studies, economics, or relevant discipline, and formal training in monitoring and evaluation
- A minimum of ten years of experience in designing and managing monitoring and evaluation systems, including database development and analysis of both quantitative and qualitative data
- Fluency in English and familiarity with social research statistics software;
- Research and evaluation skills and knowledge in youth programming data base management would be an advantage
- Experience in Sub-Saharan Africa would also be an added advantage

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