Contractor Opening No.: ITC/CIC/147/2023

The International Trade Centre is looking for a:

**Monitoring and Evaluation Expert**

<table>
<thead>
<tr>
<th>Division/Section:</th>
<th>Division of Sustainable and Inclusive Trade, Green and Inclusive Value Chains Section (DSIT/GIVC)</th>
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<tr>
<td>Type of assignment:</td>
<td>National Consultant</td>
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<td>Type of contract:</td>
<td>Delivery contract</td>
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<td>Duty Station:</td>
<td>Home-Based (Eswatini)</td>
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<td>Duration of assignment:</td>
<td>1 September 2023 – 31 August 2024, 12 months, with possibility of extension</td>
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<td>Application period:</td>
<td>03.08.2023 – 17.08.2023</td>
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**Terms of Reference**

**BACKGROUND**

The International Trade Centre (ITC) is a joint agency of the United Nations and the World Trade Organization for trade-related technical cooperation in developing countries.

The Eswatini Government identifies agriculture as one of the main drivers of growth and jobs as stipulated in the Eswatini National Development Strategy and Vision 2022 and developed the Economic Recovery Plan 2020 which identifies the private sector as an engine for economic growth. In collaboration with the Eswatini Government and through funding from the European Union, ITC is supporting the Eswatini Government to achieve its development objectives through the implementation of a Programme comprised of three interconnected programmes, namely: “Support for Job creation and the investment climate (JC & IC); Support to the implementation of the EU-SADC agreement (EPA) and the Livestock programme”.

**OBJECTIVE**

The programme aims to unlock the key constraints to competitiveness in Eswatini by improving the policy and regulatory framework for private sector development and through the development of selected value chains; and supports the enablement of a public-private platform for improving the country’s national competitiveness.

With a major focus on the development of agriculture and agri-business value chains and crafts, the Eswatini programme is designed to achieve two key outcomes: (1) adopting and implementing business-friendly, inclusive, and responsible national policies and legal frameworks, and (2) strengthening productive, processing, promoting, and marketing capabilities of and for targeted value chains.

The specific objectives for JC & IC programme are:

- Specific Objective 1 (SO1): Competitiveness’ of the value chain actors assessed, and capacity of support ecosystem analysed.
- Specific Objective 2 (SO2): Public Private Alliances convened in selected value chains resulting in improved jobs and growth.
Specific Objective 3 (SO3): Capacities of business support institutions and associations enhanced with improved and more inclusive delivery of support services to MSMEs.

Specific Objective 4 (SO4): MSMEs, SEs and Producers’ association investment strategies developed.

The specific objectives of EPA programme are:

- Specific Objective 1 (SO1): Strengthen public-private dialogue on ease of doing business and MSME competitiveness.
- Specific Objective 2 (SO2): Increase value addition, productivity, and competitiveness through responsible producer-buyer alliances.
- Specific Objective 3 (SO3): Enhance the capacity of trade and investment promotion bodies and/or MSMEs and private sector associations to take advantage of opportunities offered by the SADC-EU EPA

The specific objectives of the Livestock programme are:

- Specific Objective 1 (SO1): Improved smallholder livestock productivity, with a more inclusive and sustainable management of assets at community/household level
- Specific Objective 2 (SO2): Inclusive, efficient, and transparent VC actors’ alliances strengthened in the livestock value chain.
- Specific Objective 3 (SO3): MSMEs/Social Enterprises’ competitiveness and value addition capabilities strengthened in a more sustainable and inclusive manner.

The Programme is overseen by the ITC Division of Sustainable and Inclusive Trade (DSIT) which leads ITC’s work about sustainable and inclusive value chains. The Green & Inclusive Value Chains section (GIVC) within DSIT is responsible for sector-wide transformation and improving market linkages and private sector competitiveness linked to responsible production and consumption, climate resilience, food security, sustainable standards, and market systems. The section utilizes the Alliances for Action (A4A) methodologies to implement the programme in Eswatini. The A4A is a participatory partnership model that engages smallholder farmers and MSMEs to manage risk and facilitate networks that provide the required technical expertise and capacity building. It aims to increase the competitiveness of value chain actors while ensuring compliance with environmental, economic, and social requirements through mapping of the key environmental, economic and social risks affecting value chain operations in Eswatini.

The direct beneficiaries will be:

- Target value chain operators to be defined and identified during the programme's inception phase:
  i. MSMEs
  ii. Social enterprises (SEs)
  iii. Producer Associations including cooperatives, farmers’ organisations and farmers/artisans groups
  iv. Smallholder farmers
  v. Arts and crafts producers

- Support institutions to be defined during the programme's inception phase:
  i. Trade and Investment Support Institutions (TISI)
  ii. Business support and training institutions (BSOs)
  iii. Professional associations
iv. Farmers support institutions

v. Financial institutions

**DESCRIPTION OF DUTIES/RESPONSIBILITIES**

A dynamic and fit-for-purpose Monitoring & Evaluation (M&E) framework is to be implemented that is properly integrated with the ITC’s programme indicators and corporate indicators to report on the deliverables and their impact on both the direct and indirect beneficiaries.

The Monitoring and Evaluation (M&E) Officer will work under the direct supervision and will be accountable to the Eswatini Programme Manager and Head Inclusive Agribusiness (DSIT/GIVC) and in coordination with of the Programme Operations Manager.

The M&E officer will undertake the following duties:

- **Lead in the development, implementation, and evaluation of the programme M&E framework.** Develop a robust tracking and reporting system for direct and indirect beneficiaries as per the M&E framework.
- **Lead the collection, analysis, validation, and clearance of M&E data as per programme reporting timeline (Monthly, Quarterly and Annually) and as and when it may be required.**
- **Analyze programme implementation progress against programme indicators and ITC’s corporate indicators (as per the articulated Log frame), by compiling and reviewing relevant documents and reports; identifying gaps and issues to be addressed; proposes corrective actions.**
- **Prepare means of verification (MoVs) for reported results in consultation with programme team members and stakeholders; submit final reports and MoVs to ITC as per reporting timelines.**
- **Work closely with relevant stakeholders and track activities; follow-up actions concerning results that contribute to the M&E framework for direct and indirect beneficiaries.**
- **Provide technical support to programme staff on implementing the M&E framework aligned to the programme deliverables and reporting and deliverables and ITC’s corporate indicators.**
- **Provide data input on results achieved for the programme’s annual reports, Programme Steering Committee Meetings, EU reporting etc.**
- **Design data collection tools and undertake results monitoring survey initiatives; review; analyze and interprets responses, identify problems/issues, and propose remedial and corrective actions with supporting conclusions.**
- **Prepare various written outputs, including draft background papers, analyses, sections of reports and studies, inputs to publications, and related. Conduct training workshops, seminars, etc.; makes presentations on assigned topics/activities.**
- **Provide substantive support to consultative and other meetings, workshops, information sessions and conferences, etc., including proposing agenda topics, identifying participants, maintaining registers and databases, preparation of documents and presentations, etc.**
- **Participate in or lead field missions, including provision of guidance to external consultants, government officials and other parties and drafting mission summaries, as it pertains to M&E activities.**
- **Perform programme assignments, in collaboration with the beneficiary/client, by planning and facilitating workshops, through other interactive sessions and assisting in developing the action plan the client will use to monitor and evaluate implementation progress.**
- **Performs other duties as required.**
The Consultant is obliged to provide full access to ITC external and internal auditors to documents and information. In addition, the contractor shall comply with any audit undertaken in line with the financial regulations and rules of the United Nations.

Copyright Clause: The Consultant has to ensure that s/he has obtained the necessary permissions with regard to intellectual property rights required to perform his/her services under this consultancy contract and for the subsequent dissemination by ITC in any form. Documentary proof is to be submitted to ITC. Should any license fee be due for the use of copyrighted materials of third parties, the Consultant shall request prior written permission from ITC. S/he has further to ensure to obtain accreditation to event(s), if required.

EXPECTED OUTPUTS AND TIMELINES

- Maintain an effective M&E system by 31.08.2024
  Maintain an effective M&E system suitable for the identification, collection and processing of data and information relevant to the programme.

- Capacity Building by 30.11.2023
  a) Build the capacity of the programme team to understand, interpret and utilize relevant programme data and capture results for reporting purposes.
  b) Develop the capacities of the programme team on M&E concepts, tools and systems that integrate ITC’s corporate indicators and cover both the direct and indirect beneficiaries of the programme.

- Quality Assurance by 31.10.2023
  Conduct quality assurance of data and information collected and verify and validate results from multiple sources to ensure that any reporting withstands external scrutiny by designated third parties.

- Reporting (timely on monthly basis)
  a) Submit progress reports on programme implementation and results (monthly, quarterly, half-yearly and annually).
  b) Ensure timely submission of evaluation reports in line with programme activities and budget.
  c) Prepare timely, pertinent and comprehensive programme output and outcomes reports.

- Programme Steering Committee and Annual Report by 31.08.2024
  Provide relevant data and content on key results as inputs, outputs, and outcomes for reporting purposes.

- Support to the programme team (continuously throughout the contract duration)
  Support the National Coordinator and coordinating team, advisors and consultants in ensuring the timely submission of progress reports and the successful completion of programme activities.

TRAVEL: No travel
**REQUIREMENTS**

**EDUCATION:**

Advanced university degree (Master's degree or equivalent) in business administration, management, economics, information management, statistics, sustainable development, social sciences, or a related field. A first-level university degree in business administration, management, economics, information management, statistics, sustainable development, social sciences or a related field may be accepted with an additional two years of relevant professional work experience over and above the minimum work experience required.

**REQUIRED EXPERIENCE:**

A minimum of five years of relevant experience in programme or programme management, administration or related area is required. Experience in monitoring and evaluation of programmes or programme activities is essential.

**ADDITIONAL EXPERIENCE:**

Experience working in value chains in the field of agriculture, trade and industry will be an asset. Experience of working with international/donor organizations or in national development agencies is desirable. Management of database/s and proficiency in Excel are desirable.

**SKILLS:**

Design, implementation and execution of an M&E framework are required. Programme coordination skills are desirable. Knowledge of value chain, private and public sector development dynamics is desirable.

**LANGUAGE:**

Advanced knowledge of English and local language is required.

*ITC champions workforce diversity, inclusion, gender equality and gender parity and considers all qualified persons - of all genders - equally, including those with disabilities, without discrimination or prejudice of any kind.*