



**OFFICE OF THE SENIOR MINISTER, OFFICE OF THE PRESIDENT**

**PUBLIC SECTOR REFORM FOR RESULTS PROJECT (PSRRP)**

**IDA Credit 63230-GH**

**TERMS OF REFERENCE**

**MINISTRY OF MONITORING AND EVALUATION (MoME)**

**RECRUITMENT OF MONITORING AND EVALUATION SPECIALIST  
(1)**

**REFERENCE NO. GH-OSM-179007-CS-INDV**

**COMPONENT 3**

**JUNE, 2020**

## **Introduction**

1. The Government of Ghana launched the National Public Sector Reform Strategy (NPSRS) 2018-2023 in August 2018. The goal of the NPSRS (2018-2023) is to enhance public service delivery to the citizenry and the private sector. It seeks, among other things, to reverse the decline in institutional quality and management effectiveness of Ghana's public sector.

2. The PSRRP is an initiative of the Government of Ghana that partially supports the implementation of the NPSRS (2018-2023). The project aims to help sixteen (16) selected Ministries, Departments, and Agencies (MDAs) improve efficiency and accountability in the delivery of key public services to citizens and firms<sup>1</sup>. This will be achieved by strengthening the service culture among the employees of these entities and reforming the current structures, systems, processes and internal management functions of the entities to provide more accessible, modernized and timely services.

3. The project has four (4) components: strengthening organizational performance; improving efficiency, accountability and citizen engagement in the delivery of selected services; improving monitoring and evaluation across MDAs and MMDAs and Project management, coordination and public reporting. The Ministry of Monitoring and Evaluation (MoME) is one of the implementing entities of the PSRRP with the responsibility for component three (3), namely: Improving Monitoring and Evaluation across MDAs and MMDAs. A summary project description is in the **Annex 1** – further details are in the Project Appraisal Document (PAD) and in the Project Operational Manual (POM).

4. MoME intends to apply a portion of this financing to secure the service of an individual consultant.

## **Mandate and Functions of the Ministry**

5. The Ministry of Monitoring and Evaluation was established by Executive Instrument 28 (E.I. 28, 2017). This is in line with Sections 11 & 13 of the Civil Service Act, 1993 (PNDC 327). The Ministry is mandated to initiate strategies/policies, coordinate, facilitate, monitor and evaluate the effective and efficient delivery of government policies, programmes and projects, aimed at responding to and addressing development challenges of the country. This is intended to be achieved through the deployment of skilled human resources and modern technology to enhance data gathering and management, information dissemination and feedback on government programmes and projects for national development. The Ministry is also required to create opportunities for inclusive engagement on the performance and impact of government interventions as well as establish feedback mechanisms for securing and incorporating stakeholder perspectives and needs into the national development process.

---

<sup>1</sup> These are five agencies (Driver and Vehicle Licensing Authority, Passport Office, Ghana Immigration Service, Environmental Protection Agency, and Births and Deaths Registry); their five respective parent ministries (Transport, Foreign Affairs and Regional Integration, Interior; Environment, Science and Technology and Innovation; and Local Government and Rural Development); the Ministry of Monitoring and Evaluation; Office of the Head of Civil Service; Public Services Commission; the Commission on Human Rights and Administrative Justice; the National Information Technology Agency; and the Office of the Senior Minister under the Office of the President.

6. Specifically, the MoME exists to perform the following functions:
  - Facilitate the formulation of policies and strategies for the improvement of M&E functions in Ministries, Department and Agencies (MDAs) and Metropolitan, Municipal and District Assemblies (MMDAs)
  - Strengthen the alignment between plans, policies, programmes and the budget for effective, efficient and timely utilisation of resources for development results by MDAs and MMDAs
  - Align priority policies, programmes and resource allocation with key deliverables/targets of the government.
  - Support MDAs and MMDAs to effectively implement government policies and programmes.
  - Lead and coordinate inter-sectorial target setting, real-time monitoring and reporting and periodic evaluations and performance reviews.
  - The Ministry is also expected to ensure continuous engagement and consensus-building between sector ministries, departments and development partners and make them responsive to the needs and aspirations of the public.
  - Hold learning and knowledge management workshops to ensure M&E data are used to improve the implementation of programmes and for problem-solving.

### **Objective and Scope of the Assignment**

7. The Ministry of Monitoring and Evaluation seeks to secure the services of Junior M&E Consultant (1), to support the implementation of MoME's workplan and other statutory activities. The consultants will be required to play a lead role in the monitoring and reporting on the progress of implementation and results of Government Flagship Programmes and delivery of MoME's component under the Public Sector for Results Project.

### **Roles and Responsibilities of the Consultant**

8. The Consultant among others will be required to play a lead role in the monitoring and reporting of the performance and results of Government Flagship and the conduct and dissemination of evaluations and rapid reviews of selected interventions. He/she is also expected to support the drafting and dissemination of relevant reports and other M&E knowledge products as well as support the design and training of MoME staff and relevant actors.

9. Specifically, the Consultant is expected to:
  - Play a lead role in the monitoring and reporting on the performance of MoME's annual workplan;
  - Support the design and conduct of evaluation and rapid review of Government Flagship Programmes and other strategic interventions;
  - Provide hands-on technical support and guidance to the Policy Planning Monitoring and Evaluation Directorate of the Ministry;
  - Participate in field assessments data collection for rapid reviews and annual performance review of Government Flagship Programs; and

- Support the development of key M&E documents such as Results Stories, Terms of Reference, Cabinet Memoranda and other Technical documents.

### **Deliverables**

10. The main deliverables of the consultant will be submission of monthly report detailing key activities implemented as against what was agreed with the Senior M&E Technical Advisor of MoME.

### **Supervision and Management of the Consultant**

11. The Consultant will work under the supervision of the Senior M&E Technical Advisor of the Ministry of Monitoring and Evaluation or his representative. The Ministry will be responsible for providing all relevant documents and information to the Consultant as well as provide workstation and logistics to facilitate the effective delivery of the assignment.

12. The Consultant will be responsible for ensuring that all deliverables meet the expected quality and standards of the MoME and are produced on time.

### **Relevant Skills and Competencies**

13. The assignment will be conducted by an Individual Consultant with extensive knowledge and work experience in M&E and research. The Consultant is also expected to have in-depth knowledge and experience in leading the conduct of complex and large-scale national-level surveys.

14. The main qualifications of the Consultant(s) are as follows:

- At least Master's Degree in Social Sciences, Statistics, Public Administration, Economics, Development Studies, Public Policy or related field;
- A minimum of 3 years' experience in conducting monitoring evaluation, assessment of economic analysis and research.
- Acquainted with the vision of the M&E Ministry and familiar with the Government Flagship Programmes;
- Specific experience in conducting annual performance reviews of public sector policies and programs;
- Strong presentation and written communication skills with an ability to respond to comments and questions in a timely manner.
- Knowledgeable and hands-on experience in the use of relevant statistical software
- Fluent in English and at least one local language.

### **Timeline for Implementation**

15. The contract is for a period of twelve (12) months from July 2020 to June 2021. The Contract may be renewed upon satisfactory performance based on agree workplan.

## Annex 1. Summary of PSRRP

### Project Development Objective (PDO)

The objective of the project is to improve efficiency and accountability in the delivery of selected services by Selected Entities.

### PDO Level Indicators

Progress towards the PDO of the project will be measured by the following indicators:

*i. To improve the efficiency of Selected Entities in delivery of selected services:*

PDO Indicator 1: Service users provided selected services within the prescribed time limits published in Client Service Charters (CSC)/Client Service Standards (CSS) updated under Public Sector Reform for Results Project (PSRRP).

PDO Indicator 2: Time to deliver selected services by Selected Entities, illustrated by, for example, time taken to register a vehicle.

*ii. To improve the accountability of Selected Entities in delivery of selected services*

PDO Indicator 3: Annual conduct of Citizen Assessment Survey (Listen to Ghana) and publication of results.

PDO Indicator 4: Selected Entities that publish data semi-annually on number of complaints received, resolved and pending.

The project has four components whose activities enable achievement of the PDO.

### Component 1 - Strengthening Organizational Performance

This component supports the OHCS and PSC to strengthen their capacity and organizational management and those of Selected Entities and other institutions under their oversight. It also strengthens the capacity of CHRAJ's grievance redress and complaints handling of fairness in the delivery of administrative services.

### Component 2 – Improving Efficiency, Accountability and Citizen Engagement in the Delivery of Selected Services

This component assists the SEs to improve their efficiency and accountability in the delivery of Selected Services: DVLA, MoT, BDR, MLGRD, EPA, MESTI, PO, MFARI, GIS, MoI. It also supports NITA to provide ICT core services, other relevant ICT service and related technical support and training to the SEs, and to implement Service Level Agreements (SLAs) with each SE to provide the specified services according to mutually agreed standards. This component also supports implementation of Government's NPSRS (2018-2023) relating to improving efficiency, accountability and citizen engagement in the delivery of services by SEs except for OHCS, PSC and CHRAJ.

### **Component 3 – Monitoring and Evaluation**

This component supports:

1. Strengthening the capacity of the Ministry of Monitoring and Evaluation (MoME), MDAs and MMDAs through inter alia:
  - a) Preparing and implementing M&E policy and performance measurement; and monitoring implementation of the GRF for priority programs;
  - b) Developing and monitoring real-time performance for MDAs and MMDAs; and
  - c) Strengthening M&E capacity.
2. Carrying out activities for enabling stakeholders to interact with citizens and civil society, conducting annual citizen assessment surveys and publishing the results.

### **Component 4 – Project Management, Coordination and Public Reporting**

This component finances activities to strengthen Government capacity for project management and coordination, including monitoring and evaluation, fiduciary aspects, recruitment of the Independent Verification Agent (IVA) to verify the attainment of the Disbursement Linked Indicators (DLIs), carrying out public outreach on the Project and the NPSRS, generating feedback from citizens and firms on the Selected Services, and instituting a Project-level grievance redress and complaints handling mechanism.