

## National Recovery Program Bureau

### TERMS OF REFERENCE

## MONITORING AND EVALUATION (M&E) OFFICER STAFF

### Background

Following the devastation caused by hurricanes Irma and Maria in September 2017, the Government of Sint Maarten embarked on a large-scale recovery and reconstruction program, based on the principle of building back better.

Since January 2018, the World Bank is assisting the Government of Sint Maarten. A significant part of Sint Maarten's ongoing recovery and reconstruction program is financed through a Trust Fund financed by the Netherlands, managed by the World Bank, and implemented by Sint Maarten.

To support the implementation of the Trust Fund, the Government of Sint Maarten established the National Recovery Program Bureau (NRPB), which serves as the Project Implementation Unit (PIU) for the Government of Sint Maarten.

### Role of the M&E Officer

The M&E Officer will work collaboratively with all NRPB project teams to help with M&E frameworks and systems, data collection and analysis, communication, and reporting of results, contributing to NRPB's evidence base and supporting project compliance. The M&E Officer will be involved in all project cycles, from identification, preparation, appraisal, approval, implementation, and completion. Therefore, the main purpose of the role is to inform the Trust Fund program whether projects attained their planned results.

The M&E Officer will require solid technical proficiency, communication skills, and data analysis. The officer is a professional who is looking to advance their career in monitoring and evaluation for development projects.

The M&E Officer will report to the Program Manager.

## Key Duties and Responsibilities

### Provide support to NRPB's M&E frameworks & systems.

- Work with the project teams to develop and implement M&E planning activities, including the development and revision of indicators, theories of change, and feedback mechanisms.
- Maintain an updated rolling plan of M&E activities and inform teams of deliverables and deadlines across all projects and NRPB initiatives.
- Assist project teams in ad-hoc data or information requests (support in formulating research questions, data review, data analysis, development of Terms of References, and studies).
- Support the development of data collection methodologies and tools for baselines, surveys, assessments, and evaluations, using simple and clear approaches.

### Data collection, processing, and analysis

- Assist in the management of project data through NRPB databases.
- Develop simple templates and forms used to record information.
- Support the collection of data to track project indicators & baselines and provide M&E technical field assistance and mentorship to enumerators.
- Compile, clean, and analyze project data, providing support and regular feedback on data verification, data entry, and data quality.
- Support development and implementation of learning mechanisms, designed to generate and/or share lessons.

### Communication & Reporting

- Describe and present a clear picture of achievements every quarter to internal and external audiences through effective visualizations, M&E reports, dashboards, and presentations.
- Suggest strategies to project teams for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing mitigating plans.
- Support Senior Program Managers and Project Managers with the preparation of progress reports on all relevant project activities.
- Coordinate with communications staff on public presentation of project and program results, using simple and clear language.

### Supporting M&E conditions

- Lead in the development of databases, registries, and knowledge management systems.
- Identify, assess, document, and communicate M&E issues.
- Stay abreast of trends in the field and model a practice of continuous improvement.
- Organize and conduct training on M&E activities and data management.
- Carry out other relevant M&E activities needed for the proper and timely management of other NRPB priority initiatives, as requested by the Program Manager.

## Contractual Arrangements.

### Duration of the Assignment and Performance

The start date of the contract will be January 2024 or soon thereafter. The contract's duration will be 36 months (about 3 years), with a probation period of 2 months, renewable on an annual basis until the closing date of the project (i.e., 2028). The Officer is expected to work full time – 8 hours/day within Philipsburg, Sint Maarten unless work is required for travel abroad.

The performance of the Officer will be appraised by the Program Manager based on the timely implementation and execution of tasks described under the key responsibilities for the role.

Remuneration for this function is per the remuneration policy for civil servants on Sint Maarten and falls in scale 13 (ranging from, 4.480 –6.180 USD gross per month). Scaling is done according to education and relevant experience.

### Qualification requirements

#### Minimum Requirements

- Master's degree in a relevant field, such as economics (preferred), social sciences, public health, or other relevant to the position.
- Minimum of 3 (three) years of experience in an analytical (research) role and/or in a project monitoring and evaluative role.

#### Or

- Bachelor's degree in a relevant field, such as economics (preferred), social sciences, public health, or other relevant to the position.
- Minimum of 5 (five) years of experience in an analytical (research) role and/or in a project monitoring and evaluative role.
- Excellent written and verbal communication skills (in English).
- Proven skills in data collection, data analysis, and data interpretation.
- Demonstrated digital skills and use of data software programs.
- Strong attention to detail, self-motivated with excellent organization and planning skills.

#### Preferred Experience

- Understanding of social challenges faced by Caribbean, Latin America (Small Island/ Developing States SIDS) contexts.
- Experience in humanitarian development projects.
- Experience with facilitation of group dynamics, with the ability to present complex data and concepts clearly and concisely.
- Experience with the design of a feasible research/evaluation plan.
- Experience in working with the World Bank and/or other similar international organizations.
- Experience with database software, statistical software packages, qualitative data analysis software, or GIS software.
- Experience in resettlement activities.

## Strategic Competencies – brief description

NRPB as an organization is committed not only to what we must achieve but also to how we are going to reach our objectives. Therefore, for this position, we are looking for a profile that displays the following competencies:

### Professional Acumen - *Intermediate Level*

- Applies problem-solving methodologies and tools to diagnose and solve operational and interpersonal problems related to M&E activities.
- Analyses multiple alternatives, risks, and benefits for a range of potential solutions to M&E challenges.
- Demonstrates operational agility by adapting to changes in M&E plans, priorities, and deliverables.
- Renegotiates priorities as necessary based on the evolving M&E needs.

### Looking at the bigger picture – Strategic outlook – *Intermediate Level*

- Considers whether project outputs contribute towards project outcomes.
- Manages process improvement initiatives for M&E systems and tools.
- Analyzes M&E data to make recommendations and support evidence-based decision-making.
- Applies M&E principles into day-to-day activities.

### Leading myself and the others – *Beginner Level*

- Actively listens to identify potential challenges or solutions.
- Acknowledge the need for and seek out the appropriate training and/or coaching.
- Volunteers to undertake tasks that can push their abilities.

### Respect for diversity - *Beginner level*

- Aware of and understand cultural differences.
- Displays a non-judgmental attitude when working with diverse stakeholders.

### Successful Communication – *Intermediate level*

- Explains M&E issues clearly and succinctly.
- Develop a logical structure and present M&E ideas in a logical sequence.
- Communicates with impact and empathy.

### Relationship Building. Consultation and Collaboration – *Beginner level*

- Establishes and maintains relationships with peers and key stakeholders.
- Treats team members with respect and contributes to a positive, cooperative atmosphere.
- Honors and values diverse perspectives through engagement.
- Demonstrates a positive attitude.

### Courage and Integrity – *Beginner level*

- Follows policies consistently.
- Documents and escalates reports of unethical behavior to the management.
- Identifies potential conflicts of interest.
- Understand the concepts of confidentiality and sensitivity of certain documents/actions.
- Maintains awareness of ethics laws, regulations, and standards that may impact the organization.

### How to Apply?

Interested consultants can send their CVs by email ONLY to the email address stated below. In the subject line, clearly state the position in the title of this Terms of Reference.

Before you proceed to apply, please consider the following requirements:

- Upon selection for an interview, applicants will be requested to produce evidence of the educational and professional qualifications reflecting the minimum requirements. References may be requested later.
- Applicants may also be subject to satisfactory background checks.

Applicants should ensure that their CV is received by Friday, February 2, 2024, 17:00 AST. Any CV coming in after this date and time may not be considered.

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[jobopportunity@nrpbsxm.org](mailto:jobopportunity@nrpbsxm.org)

The CV should clearly show the relevant experience and competencies outlined in the terms of reference above.