

National Recovery Program Bureau

TERMS OF REFERENCE

MONITORING AND EVALUATION CONSULTANT

(12 months)

PART-TIME (Time-based)

INDIVIDUAL CONSULTANT

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 Consultant

The Monitoring & Evaluation (M&E) Consultant will work closely with the M&E Officer and NRPB project teams to ensure that the NRPB has a well-functioning M&E system and maintain reporting procedures and guidelines in compliance with World Bank systems.

The Consultant will have to primarily fill in the ambassador role, combined with the educator role to ensure that all M&E activities are carried out to inform or improve project interventions (formative evaluation). Moreover, other assignments may be required to carry out summative evaluations (inform of projects outcome and impact results), and development evaluation (inform innovative programs and initiatives that are still taking shape).

The Consultant will report to the Program Manager.

Key Duties and Responsibilities

Strategic Planning and M&E System Design

- Conceptualize and determine the appropriate M&E system for projects, the portfolio, or the organization.
- Liaise and act as an interface with key partners to design and plan with a participative approach.
- Drafts evaluation questions and criteria for project reviews and evaluations.
- Support the development and revisions of indicators, baselines and target for each project, and help develop M&E plans, risk matrix and projects' theories of change.
- Assist in the preparation, inception, implementation, reporting and follow-up of internal evaluations such as the Implementation Completion and Results reviews.

Data collection and management

- Works closely with NRPB's M&E Officer to support the development of data collection methods, tools, and procedures.
- Coordinates with the M&E Officer to ensure that data is collected in a timely manner, is valid and precise.
- Jointly develop with the M&E Officer a standard operating procedure for storing data in a safe and secure way.
- Carry out research assignments such as baseline and impact assessments, and other special surveys.

Critical reflection & Sense-making

- Assists periodic reviews and evaluations of progress with NRPB personnel and stakeholders.
- Works closely with NRPB's M&E Officer to consolidate and analyze all NRPB results into easily accessible findings for compilation of quarterly and annual reports.
- Support in the design, planning, execution of workshops, processes, process-reviews, or other learning engagements, including NRPB retreats.

Building Capacity and Supporting M&E conditions

- Provide advice to NRPB Management to improve the NRPB's strategic planning, monitoring and evaluation processes.
- Develop training packages and organize capacity building training for NRPB personnel and local stakeholders in M&E approaches, data collection & analysis and reporting processes.
- Carry out other relevant M&E activities as requested by the Program Manager.

Contractual Arrangements. Duration of the Assignment and Performance

The start date of the contract will be July 2025 or soon thereafter. The contract's duration will be 12 months. The successful candidate is expected to work for 4-6 days a month; The NRPB agrees to allow

for a remote base combined with regular missions to ensure proper coverage of the duties as required. There will be 2 missions to Sint Maarten required under the duration of the contract. There is no minimum number of guaranteed days of work.

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

Qualification requirements

Minimum Requirements

- Master's degree in a relevant field, such as public health (preferred) social sciences, economics, development studies, political sciences, international relations, or other relevant to the position.
- Minimum of 8 (eight) years' experience in designing and implementing M&E systems of large-scale development programs.
- Demonstrated knowledge of data collection methodologies and protocols.
- Demonstrated skills in developing and mentoring people.
- Demonstrated experience in capacity building.
- Must be diplomatic, an active listener and demonstrate strong facilitation skills.
- Must be fluent (writing and speaking) in English. Strong presentation skills.

Preferred Experience

- Experience leading and building the capacity of M&E teams to meet program needs.
- Understanding of social challenges faced by Global South countries.
- Experience in working with World Bank and/or other similar international organizations.
- Experience with database software, statistical software packages, qualitative data analysis software, or GIS software.

Strategic Competencies – brief description

NRPB as an organization is committed not only to WHAT we must achieve but also on 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 - *Advanced Level*

- Seeks support and buy-in for M&E methods and approaches
- Strong project management, time management and organizational skills with attention to detail.
- Evaluates, incorporates and communicates the latest developments in M&E area through NRPB guidelines and criteria
- Probes underlying issues to support the generation of multiple potential solutions
- Supports others in achieving M&E deliverables by efficiently allocating resources and providing trainings, systems, techniques, and disciplines.

Looking at the bigger picture – Strategic outlook – *Advanced Level*

- Employs systems thinking when considering strategic opportunities

- Promotes an organizational perspective
- Understands projects interdependencies and the need to integrate activities across projects/areas related to project planning, implementation and evaluation
- Thinks critically and systematically about external trends and what they could mean for the organization

Leading myself and the others – *Expert Level*

- Collaborates and supports the development of others.
- Calms self and others during stressful situations
- Acts as positive leadership role model, motivates, directs, and inspires others to succeed, utilizing appropriate leadership styles

Respect for diversity - *Intermediate level*

- Values and consider the perspectives and backgrounds of all parties

Successful Communication – *Advanced level*

- Debates opinions, tests understanding, and clarifies judgments
- Communicates effectively with others in a variety of settings, using clear and coherent styles
- Makes use of arguments to explain ideas and thoughts
- Explains complex issues clearly and succinctly
- Demonstrates an awareness and understanding of others' feelings, motivations, and perspectives.

Relationship Building. Consultation and Collaboration – *Intermediate level*

- Establishes and maintains relationships with and alliances
- Initiates collaboration across projects or in methods of operating
- Communicates expectations for teamwork and collaboration

Courage and Integrity – *Beginner level*

- Follows policies consistently
- Understands the concepts of confidentiality and sensitivity of certain documents/actions
- Maintains awareness of ethics laws, regulations, standards that may impact the organization

How to Apply?

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

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 pertaining to the minimum requirements. References may be asked for.
- Applicants may also be subject to satisfactory background checks.

Applicants should ensure that their CV is received by **Wednesday June 11th, 2025, at 23:00 AST**. Any CV coming in after this date and time may not be considered.

National Recovery Program Bureau

jobopportunity@nrpbsxm.org

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