

| Terms of Reference for Monitoring and Evaluation Specialist | |
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| Project Name | Improving Essential Healthcare Services in Somaliland (“Damal Caafimaad”) Project |
| Job Title: | Monitoring and Evaluation Specialist |
| Duty Station: | Somaliland, Hargeisa |
| Individual/Firm: | Individual |
| Reporting to: | Senior Project Coordinator |
| Deadline: | |
| Ref No.: | SO-MOHD-367731-CS-INDV |

The Ministry of Health development (MoHD) of the Republic of Somaliland invites suitably qualified individuals to apply for the position of **PIU Monitoring & Evaluation Specialist** (PIU-M&E Specialist) with the Improving Essential Healthcare Services in Somaliland (“Damal Caafimaad”) Project, funded by the World Bank and the Government of Somaliland.

1. BACKGROUND

The MoHD is implementing Damal Caafimaad Project with financing from the International Development Association (IDA) of the World Bank Group. The 18 months-year project will contribute to the expansion of the Essential Package of Health Services (EPHS 2023) and its delivery. The project’s implementation aims to improve the coverage of essential health and nutrition services in project areas, and strengthening the stewardship of the MoHD of Somaliland at regional and national levels. The Damal Caafimaad Project, funded by the World Bank, has three key components:

- (a) Expanding the coverage of a prioritized EPHS in selected geographic areas.
- (b) Strengthening the Government’s stewardship to enhance service delivery.
- (c) Project Management, M&E, Knowledge Management, and Learning.

The Project will focus on expanding the EPHS in order to deliver high-impact health and nutrition services to the population across the selected project target regions, funding the enhancement the available resources and service delivery capacity to optimize EPHS. Also, the project aims to develop the capacity of the district, regional and National offices of the MoHD to act as stewards of the health sector.

Component 1. will finance the delivery of a subset of essential health and nutrition interventions outlined in the EPHS, focusing on communicable diseases, maternal and child health, non-communicable diseases, and other primary healthcare services to address the leading causes of morbidity, mortality and disability in Somaliland.

Component 2 will support the development of the government's stewardship capacities at the district, regional and national levels of the MoHD in areas such as health management, information systems, data usage, public financial management, contract management, health financing, private sector development and regulatory reforms, and organizational development.

Component3 will support day-to-day project management, including coordination, administration, management, procurement, M&E, and communication including information dissemination on project activities at the district, regional and national levels.

-In addition, a zero-cost component known as a Contingency Emergency Component (CERC) will provide immediate surge funding in a public health emergency, such as a disease outbreak, is included if the need to reallocate funds arises. This component will only be triggered in the case of a public health emergency and when certain actions, as agreed by the Government and World Bank.

2. SCOPE OF WORK AND RESPONSIBILITIES

The PIU-M&E Specialist position will be a full-time contracted staff position assigned to the project through the Contract Management Unit housed in the Project Coordination and Implementation Unit (PIU) of Somaliland's Ministry of Health development. The PIU-M&E Specialist will be responsible for monitoring project progress; the status of active contracts, including identifying the indicators on which the contractor will be assessed, and applying these to the development of a results framework to monitor the work of contracted entities. The PIU-M&E Specialist will collaborate with the Program Manager to monitor the work and performance of the implementation of activities by the project contractors on the field.

The PIU-M&E Specialist is expected to perform the following tasks:

- Develop and implement the Monitoring & Evaluation Framework for the programme based on the results framework of the Project Appraisal Document (PAD)
- Prepare two Performance Monitoring Plans (PMP) for project and NGO contract performance and results, respectively, including routine service delivery data reporting, baseline and end-line assessments, and all monitoring for process and outcome evaluations.
- Populating the indicator tracking tool on behalf of MOH during the designated reporting periods for timely submission.
- Lead the preparation of all programme performance progress reports to the PIU and the World Bank, including providing written documentation on M&E activities and indicators results for quarterly progress and annual reports, as scheduled.
- Liaise in coordination with MoHD HMIS and M&E sections on project M&E activities data flow and reporting.
- Maintain constant communication with implementing partners and other relevant stakeholders regarding progress reports and provide feedback on strategies to strengthen their monitoring and result-reporting system.
- Coordinate and lead all M&E activities within the PIU, as well as providing expert recommendations to guide decision making for any initiatives necessary to course correct when issues in the M&E systems are involved, to ensure the project achieves its objectives and targets.

- Monitor programme interventions, document results and provide feedback to stakeholders to guide decision-making
- Ensure programme indicators and targets are in line with national priorities and milestones
- Facilitate review of project performance: Develop monthly analysis of project data, share data in project steering committee meetings, support identification of areas of improvement, and track progress.
- Support the implementing partners or contracted service providers to improve and guarantee the quality of data gathering and of reported data through data verification procedures, including routine data quality audits.
- Cultivate strategic M&E relationships and alliances with other World Bank projects and represent M&E activities in public and professional circles through meetings, conferences, and presentations.
- Promote and support the dissemination of project information among the project team, and work with procurement and financial management specialists to prepare and track the progress of programme activities.
- Coordinate all M&E capacity-building activities with project staff and counterparts at district, regional and national levels.
- Any other related duty as assigned.

In undertaking the assignment, PIU-M&E Specialist will work within the PIU and collaborate closely with the Technical Team of the World Bank, relevant line Ministries and Agencies, and the Ministry of health development.

3. DURATION OF ASSIGNMENT

The **PIU-ME** will be engaged full-time and is expected to commence the assignment on for 12 months, with a 6 months probation period. The contract is renewable annually, subject to satisfactory performance. The contract is renewable annually, subject to satisfactory performance evaluation.

Engagement can cover two years, subject to an annual performance review with an intermediate performance evaluation in the first six months of services rendered. These Terms of Reference and a detailed work plan with agreed targets will be used to evaluate performance.

The recruitment of the M&E Specialist should follow the Somaliland Government and the World Bank's procurement guidelines, ensuring transparency.

4. REPORTING

The M&E Specialist will report to the Senior Health Project Coordinator at the PIU of the Ministry of Health development and be expected to work closely with the relevant teams at the district and regional level in the execution of duties.

5. QUALIFICATIONS

The M&E Specialist will possess the following qualifications:

- Minimum of Bachelor degree in public health, epidemiology, demography, statistics, Biostatistics or other relevant fields. A master's degree is preferred.

- Minimum 6 years of work experience monitoring and evaluating complex, multi-year international health sector development programs in developing countries.
- Demonstrated strong management, coordination, teamwork, and planning skills.
- Firm command of the M&E issues with respect to improvements in quality health services and support programs.
- Proven experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans.
- Familiarity with health management information systems, and M&E systems.
- Provide technical capacity to regional/district teams in data analysis, interpretation and report writing
- Experience in designing, implementing, and operating programme M&E systems from project initiation to closeout stages.
- Expert in advanced data analysis skills and familiar with DHIS2 platform for data visualization, analysis and setting up tailor-made programme specific dashboards.
- Strong technical skills, including the ability to process and analyse data using one or more statistical software packages, including at least one of the following: SPSS, Epi-Info, STATA, and MS Access.
- Demonstrated ability to generate data visualisations.
- Experience facilitating performance reviews based on data, data use, and data sharing.
- Excellent diplomacy skills and a proven ability to establish and maintain interpersonal and professional relationships.
- Demonstrated outstanding leadership, strategic thinking, organisational, team-building, and representational skills.
- Expertise in research to practice—identifying and adapting best practices to specific project contexts.
- Knowledge and experience of ICT-based Office applications and tools (word processing, spreadsheets and data processing, PowerPoint).
- Excellent written and oral communication of English and Somali.

6. COMPETENCIES

- **Leading and innovating:** Apply critical thinking to current approaches, identify areas for improvement and try new solutions that deliver results. Inspires and influences others to drive innovation.
- **Drive for results:** Assumes personal responsibility and responsibility to meet deadlines and achieve agreed results and has the personal organisation to do so. Defines challenging goals and continually seeks improvement. Acts as a trusted strategic consultant, partnering with employees to deliver results. Understands the most pressing challenges of stakeholders and contributes to solutions.
- **Collaboration within and between teams:** Contributes productively to work and team performance. Keeps others informed to ensure integration and significant results. Exhibits

a sense of reciprocity and respect and resolves conflicts productively. Seeks and listens to other people's opinions to inform their decisions and share information openly.

- **Creates, applies, and shares knowledge:** Contributes to an environment where knowledge is created, applied and shared transparently. Contributes to the unit's body of knowledge, applying lessons learned and experience. Actively invests in self-knowledge and seeks feedback. Builds personal and professional networks inside and outside the work group.
- **Discernment and analytical decision-making:** Searches and analyses facts, data and lessons learned to support sound and logical decisions about the work of one's own and others. Shows initiative when necessary and makes timely decisions.

7. WORK LOCATION

The M&E Specialists will be based in the Project Coordination and Implementation Unit (PIU) to be established within the national Ministry of Health development office, with site visits to health facilities to support project understanding and implementation on an as-needed basis. The duty station is the Ministry of Health development in Hargeisa, Republic of Somaliland.

8. TERMS AND CONDITIONS

1. The Ministry of Health development of the Government of Somaliland shall make and provide the following to the M&E Specialist:
 - Relevant documents, data, statistics and information required for the execution of the project
 - When necessary, assign counterparts to assist the M&E Specialist in executing assigned duties
 - Office space and equipment for carrying out the assignment.
 - The M&E Specialist shall not accept any courtesies/invitations offered from any parties other than the direction of the Ministry of health development Somaliland.
2. Documents or data provided by Somaliland's Ministry of health development for this project shall be considered confidential and should not be disclosed to any party.
3. The M&E Specialist should not have any potential conflicts of interest, will undertake the assignment with the highest professional standards, and exercise confidentiality in the discharge of the assignment.

To ensure impartiality, the PIU-M&E Specialist must not in any way be affiliated with business entities that are currently providing or are seeking to provide goods and services to the Project.