



# **GOVERNMENT OF GRENADA MINISTRY OF FINANCE AND ENERGY**

## **BASIC NEEDS TRUST FUND NINTH CYCLE**

### **Monitoring and Evaluation Officer**

The Government of the Grenada (GOG) has received financing from the Caribbean Development Bank (CDB) towards the cost of financing the Basic Needs Trust Fund Ninth (BNTF 9) Project and intends to apply a portion of the proceeds of this financing to eligible payments under a contract for which this invitation is issued. Payments by CDB will be made only at the request of GOG and upon approval by CDB, and will be subject in all respects to the terms and conditions of the Financing Agreement. The Financing Agreement prohibits withdrawal from the financing account for the purpose of any payment to persons or entities, or for any import of goods, if such payment or import, to the knowledge of CDB, is prohibited by a decision of the United Nations Security Council taken under Chapter VII of the Charter of the United Nations. No party other than GOG shall derive any rights from the Financing Agreement or have any claim to the proceeds of the Financing.

The Basic Needs Trust Fund (BNTF) is a poverty reduction programme of the Caribbean Development Bank (CDB) with nine participating borrowing member countries, which includes Grenada. Its mission is “to be a community development programme that supports health, education, water & sanitation, community access & drainage, and economic activities; through skills training, organisational development, infrastructure, and services”.

The BNTF Programme seeks to provide resources to poor communities to improve access to basic infrastructure services, provide temporary employment, enhance economic activity through skills enhancement; and reduce beneficiaries’ economic and social vulnerability to risks that impact on income and well-being. Active engagement with the community is a priority for the Programme.

The BNTF Project in Grenada is executed by the Ministry of Finance and Energy through the BNTF Implementing Agency (IA).

The IA is responsible for the day to day operations of the project. As part of its overall management, an Oversight Entity (OE) has been established to provide guidance and direction. The BNTF Project now seeks to hire a Monitoring & Evaluation Officer (M&E) to complement the staff of the IA.

Applications are invited from suitably qualified persons to fill the position of **Monitoring and Evaluation (M&E) Officer** for the BNTF project.

## **1.0 JOB SUMMARY**

1.0 The Monitoring and Evaluation (M&E) Officer, IA will report to the Project Manager (PM) and is responsible for evaluating project performance and impact.

## **2.0 DUTIES**

The duties of the M&E Officer are:

- (a) Aligning the BNTF IA's work programme with the country's poverty reduction goals and applying the monitoring and evaluation sections of the Guidance Framework throughout all task and process, including liaising with the CDB through the PM;
- (b) Monitoring BNTF projects in the country to an agreed standard format capturing implementation and operation dimensions which are reported by the project sponsor using standard software at agreed time intervals.
- (c) Assisting the relevant government departments to monitor the post-implementation activities, in partnership with sponsoring agencies, and assist in the evaluation of social and economic impact of sub-projects on all members of the communities, using participatory approaches;
- (d) Conducting mid-term and completion evaluations of a sample of projects in the country-again to the standard methods and formats detailed in the Guidance Framework, focusing on outputs, outcomes and impacts;
- (e) Extracting lessons learnt from in-depth evaluations for applications in-country and communicating throughout the BNTF network; and
- (f) Contributing to the preparation of annual reports as requested.

## **3.0 QUALIFICATIONS**

The M&E Officer will hold formal qualifications Bachelor's Degree level with 5-7 years of experience required working in a donor agency or an international financial institution in monitoring and evaluation techniques using log-frames.

#### **4.0 PERFORMANCE INDICATORS**

Performance in the role will be measured against the following, and specific targets will be formulated on an annual basis:

- (a) The number of monitoring exercises completed during the year
- (b) The number of mid-term and final project evaluations completed during the year;
- (c) The remedial measures identified, recommended and applied during the year;
- (d) The funding partnerships formed (numbers, amount); and
- (e) The quality of Government, partner and beneficiary feedback.

#### **5.0 SALARY**

Salary commensurate with qualifications and experience

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Interested persons should forward application and resume **no later than August 25, 2017** to:

The Chairperson  
Oversight Entity, BNTF  
C/O Ministry of Finance and Energy  
The Carenage  
St. George's  
Grenada

Email: [alexander.ken1@gmail.com](mailto:alexander.ken1@gmail.com) and copied to [bntfgrenadapm@gmail.com](mailto:bntfgrenadapm@gmail.com)

**Applications received after August 25, 2017 will not be considered and unsuitable applications would not be acknowledged.**

**Please note that the Ministry of Finance reserves the right to terminate the recruitment process at any point prior to the award of a contract, without incurring any liability to any applicant.**