



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

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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 through an Implementing Agency (IA), which is the BNTF Office. The IA is responsible for the day to day operations of the project. However, 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 and Evaluation (M&E) Officer 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, BNTF 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

Interested persons should forward application and resume **no later than August 18, 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 and copied to bntfgrenadapm@gmail.com

Applications received after August 18, 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.