



ECOWAS COMMISSION
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**TERMS OF REFERENCE FOR RECRUITING A MONITORING & EVALUATION
OFFICER TO SUPPORT THE IMPLEMENTATION OF THE HUMAN CAPITAL
DEVELOPMENT STRATEGY UNDER THE OFFICE OF THE VICE-PRESIDENT
OF THE ECOWAS COMMISSION**

FUNDING: BILL AND MELINDA GATE FOUNDATION (BMGF)

April 2025

TERMS OF REFERENCE

Consultancy Title	Monitoring & Evaluation Officer to support ECOWAS HCD Office
Institution	ECOWAS Commission
Department	Office of The Vice President
Project	ECOWAS Human Capital Development Strategy

BACKGROUND

The Economic Community of West African States (ECOWAS) is a regional Economic Community comprising of 15 Member States. One of ECOWAS' objectives is to enhance regional cooperation among member states and to raise the standard of living of the population, through the provision of quality education, quality health services and employment opportunities, financial inclusion and open access to bank accounts.

In line with this, ECOWAS has adopted an Integrated Regional Human Capital Strategy which aims at making the ECOWAS region the best Regional Economic Community in Human Capital Development (HCD) by 2030. The Strategy focuses on improving performance in the following three thematic areas: (i) Health and Nutrition, (ii) Education, Skills, and Labour participation, and (iii) Entrepreneurship, Financial Inclusion, and Digital Economy.

As per the HCD 2024 Workplan and Budget, The Economic Community of West African States (ECOWAS) intends to recruit a Monitoring & Evaluation Officer to support the implementation of ECOWAS Human Capital Strategy and to perform the functions below for a maximum period of one (1) year renewable.

ROLE OVERVIEW

The HCD Monitoring & Evaluation Officer will provide day-to-day guidance and technical support to the ECOWAS HCD secretariat to strengthen program quality. He/she will reinforce the HCD secretariat staff and Member States focal points' capacity in utilizing project M&E tools. In addition, He/she will assist in developing and managing a management information system that facilitates accurate analysis of program performance and impact such as the ECOWAS HCD Digital Dashboard that houses the HCD Index and tracks the HCD outputs of Member States. He/she will also assist in regular M&E reporting to donors and stakeholders.

Role and Responsibilities

- Coordinate the development of the framework, systems, and tools for monitoring, data analysis, reporting, and evaluation of progress and the performance of the program at the regional level;
- Develop and update a Monitoring & Evaluation template for the tracking and analysis of the progress made in achieving activities implemented under the HCD program;
- Participate in the monitoring of the HCD program's activities through field visits, reviewing of reports, and ensuring data quality and integrity of all data generated during implementation;

- Design a detailed evidence-based M&E plan in support of project design and tracking accomplishment towards set outputs.
- Develop comprehensive M&E tools to populate indicators and monitor outcomes and results, activity reporting, and periodic program evaluation. Coordinate the realization of biennial performance evaluations and/or annual activity reporting, and draft the terms of references for the final evaluation.
- Collaborate with the technical staff of the program (component/activity managers) to gather information and data for the preparation of the annual and quarterly work plans and program reports;
- Collaborate with the ECOWAS Strategic Planning, Monitoring, and Evaluation directorate to ensure linkages with the HCD program's data and activities set objectives of the ECOWAS Commission;
- Contributes to the development of other information management products, like data collection templates, maps, dashboards, project briefs, infographics, survey reports, and other monitoring reports, etc. as relevant.
- Ensure the constant technical functionality and the continuous updating of the information contained in the HCD Digital Dashboard and other knowledge sharing platforms that emerge as the program evolves.
- Collaborate with the HCD Program Officer in the drafting of quarterly reports on the status/implementation of the ECOWAS HCD Program;
- Undertake any other activity assigned by superiors in the HCD program as well as the Office of the Vice President.

ACADEMIC QUALIFICATIONS AND EXPERIENCE

- Master's degree from an accredited academic institution, preferably in statistics or social sciences, with specialization in development assistance programme development, management, monitoring, and evaluation.
- Minimum of 5 years relevant and demonstrated experience and/or expertise in data management and in designing robust national and international monitoring and evaluation systems and tools, results frameworks, including tracking outcomes and outputs with relevant indicators using qualitative, quantitative, and participatory methods as well as applying appropriate performance frameworks and timely evaluation strategies.
- Experience working on an international development project with international organizations and development donors such as the World Bank, AfDB, USAID, DFID, etc.
- Strong computer literacy with a full knowledge of Microsoft Office applications (Microsoft Word, Excel, and PowerPoint);
- Experience with the use of statistical packages such as SPSS and software such as tableau and Power BI is desirable.
- Demonstrated ability in translating strategy and vision into operational objectives.
- Strong interpersonal and relationship-building skills.

OTHER COMPETENCIES

Technical leadership

- Ability to resolve challenges with minimal direction and/or to recommend and explain solutions.
- Ability to build strong working relationships and improve performance.
- Ability to contribute to the maintenance of the organizational unit's performance goals and standards.

Communication

- Ability to make sound use of computer tools, graphics and tables to effectively present numerical data to write semi-complex technical reports/proposals and edit/check templates, letters, etc.
- Ability to convey information clearly, in a succinct and organized manner both orally and in writing.

Language

- Fluency in oral and written expressions in one (1) of the ECOWAS official languages (English, French, and Portuguese). Additional knowledge of another official language will be an added advantage.

EVALUATION CRITERIA

TECHNICAL EVALUATION DETAILS		
	Master's degree from an accredited academic institution preferably in statistics, social sciences; with specialization in development and/or management research.	10 Points
	Minimum of 5 years relevant and demonstrated experience in expertise and experience in designing robust national and international monitoring, reporting and results frameworks	30 Points
	Experience working on an international development project with international organizations and development donors, (World Bank, AfDB, USAID, DFID etc.)	40 Points
	Strong computer literacy with a full knowledge of Microsoft office applications (Microsoft Word, Excel and PowerPoint).	5 Points
	Experience with the use of statistical packages such as SPSS and software such as tableau and Power BI	5 Points
	Fluent (reading, writing, speaking) in one of the ECOWAS Official Languages (English, French or Portuguese) Practical knowledge (reading, writing, speaking) of any other of the ECOWAS Official language (English, Portuguese or French) would be an advantage.	10 Points
TOTAL		100 Points