

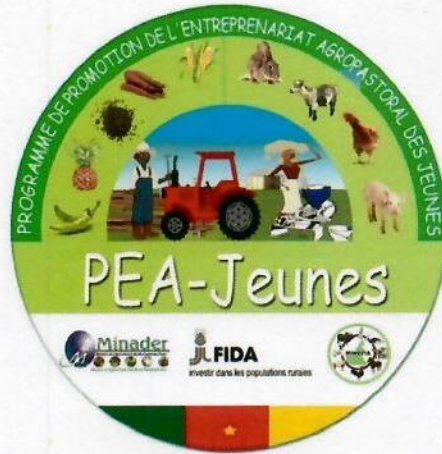
REPUBLIC OF CAMEROON  
Peace - Work - Fatherland

MINISTÈRE DE L'AGRICULTURE  
ET DU DÉVELOPPEMENT RURAL

MINISTRY OF AGRICULTURE  
AND RURAL DEVELOPMENT

Programme de Promotion de l'Entreprenariat  
Agropastoral des Jeunes (PEA-Jeunes)

E-mail: [contact@pea-jeunes.org](mailto:contact@pea-jeunes.org)



REPUBLIC OF CAMEROON  
Peace-Work-Fatherland

MINISTÈRE DE L'ÉLEVAGE, DES PÊCHES  
ET DES INDUSTRIES ANIMALES

MINISTRY OF LIVESTOCK, FISHERIES  
AND ANIMAL INDUSTRIES

Youth Agropastoral Entrepreneurship  
Program (AEP-Youth)

Telephone number: 222 20 90 90

## TERMS OF REFERENCE FOR THE RECRUITMENT OF MONITORING AND EVALUATION ASSISTANT EXPERTS

### A. CONTEXT

On 12 February 2015, the International Fund for Agricultural Development (IFAD) and the Republic of Cameroon signed financing agreement No. 2000000758 supplemented by amendment No. 2000001964 of 09/12/2019 under the Youth Agropastoral Entrepreneurship Programme (AEP-Youth). The total cost of the AEP-Youth Programme is 71.9 million USD, or approximately CFA 39.545 billion francs, comprising CFA 12.375 billion francs (31.29%) and CFA 15.4 billion francs (38.94) from IFAD 1 and IFAD 2 respectively; CFA 5.44 billion francs (13.77%) from the Government of Cameroon; CFA 5.17 billion francs (13.07%) from Rural Financing Institutions (RFI) and CFA 1.15 billion francs (2.92%) from the target beneficiaries.

The aim of the AEP-Youth Programme is to support the development of profitable businesses run by young men and women, integrated into the value chains of the promising agropastoral sub-sectors that generate viable employment opportunities in rural areas. Specifically, this entails: (i) Providing adequate financial and non-financial support for the creation and management of successful agropastoral enterprises by young people; (ii) Promoting the development of a policy, organizational and institutional framework that is conducive for the creation and development of agropastoral enterprises by young people.

The area of intervention of the programme covers sixteen (16) production basins in the Centre, Littoral, North-West and South regions. This programme is structured around three technical components: (A) development of viable agro-pastoral enterprises; (B) access to rural financial services and (C) improvement of the organizational, institutional and legislative framework.

From the operational standpoint, during its first 4 years of existence (2015 - 2019), the AEP-Youth Programme sensitised more than 22,000 young people, incubated more than 3,000 young people and settled more than 2,000 Promoters of Economic Initiatives (PEIs), that is, more than 1,500 on the direct grants of the programme and more than 900 on funding obtained from micro-finance institutions. The AEP-Youth Programme operates through regional units and uses the "enabling-others-to-do"

approach with the collaboration of strategic and operational partners. Above all, the programme is firmly anchored on all the 3,700 young people who constitute the main target thereof. This principle of implementation adopted by the Programme generates an enormous quantity of data to be collected, processed and interpreted at the level of each stakeholder mentioned above.

To achieve the effectiveness and traceability of its interventions at national and regional level as well as with its partners and main target, the Programme has set up a monitoring and evaluation system including a database and a monitoring and evaluation software. The mid-term review mission of the Programme conducted in December 2018 and the supervision mission of December 2019 successively recommended the need to increase the number of staff members assigned to the monitoring and evaluation activity by recruiting 05 assistant monitoring and evaluation experts, including 01 at the national coordination unit and 04 at the regional units of Bamenda, Douala, Ebolowa and Yaoundé. The additional personnel will support those in place to operationalise this system and to strengthen its monitoring and evaluation unit with a view to improving the quality and completeness of the data and guaranteeing the expected result of this important activity.

It is in keeping with these recommendations that this recruitment has been envisaged. These terms of reference have been developed for this purpose.

## **B. OBJECTIVE**

The main mandate is to put in place the monitoring and evaluation function at the regional or national level, ensure efficient management of the Project database, provide information for the database, document the information and provide accurate, reliable, complete and traceable data in real time, needed by the established M&E system.

## **C. MAIN ROLES**

### ***a) Assistant monitoring and evaluation expert at regional level***

#### **Assignment**

Under the authority of the Project Coordinator and the supervision of the head of URAC and the Monitoring and Evaluation Officer (RSE), the assistant monitoring and evaluation expert at regional level will be responsible for managing the computerised application of the monitoring and evaluation system, the database of beneficiaries and the project documents archiving system. He or she shall also be responsible for updating the market information system under the supervision of the Procurement Officer.

#### **Main responsibilities**

He or she shall be specifically responsible for:

- Developing, updating and monitoring the annual monitoring and evaluation plan of the project and the monitoring and evaluation procedures manual of the programme and producing monthly reports on their implementation;
- Collecting basic information corresponding to the indicators described in the logical framework of the Project to allow for the assessment of the effectiveness and efficiency of the activities carried out;
- Providing the information and documents needed to run the project at the regional level;
- Effectively maintaining and updating the monitoring and evaluation tools recommended by the project: database tools, M&E software, GIS and georeferencing tools, scoreboard, etc. ;
- Providing information to the monitoring and evaluation database and software, based on the data collected;
- Updating the digital archiving system for project documents and resources;
- Providing and updating the various scoreboards and other relevant information;
- Performing the first analysis of the data to ensure consistency and reliability;
- Performing data consolidation work;
- Proposing improvements on the data collection tools and methods;
- Designing tools for thematic surveys of beneficiaries;
- Ensuring regular and timely reporting of the situation of implementation of the project at regional level in view of consolidation at the national level;
- Drafting the reports or minutes of coordination meetings.
- Participating in regional planning, notably in the preparation of the regional Annual Budgeted Work Plan (ABWP) and the report of the implementation of the regional ABWP (activity reports), etc.
- Ensuring close communication with all partners involved in the M&E chain: project staff, regional supportive counselling service providers, local co-supervisory authority, target beneficiaries, etc. ;
- Supporting the unit heads in the technical and logistical preparation of workshops and seminars;
- Assisting and supporting Programme partners in developing a functional monitoring and evaluation system for activities;
- Facilitating the performance of monitoring and supervision missions at regional level by participating, among other things, in the preparation of the related ToRs;
- Performing any other assignments related to the function as requested by their hierarchy.
- Etc.

***Specific tasks***

Specifically, he will be responsible for developing, updating and archiving information while ensuring the quality and reliability of the data, updating the monitoring and evaluation procedures manual of the Programme, collecting data for the M&E application and the scoreboard at regional level, managing data on changes and other impacts, etc.

In this capacity, he shall be responsible for:

***Designing, monitoring and evaluation***

- Ensuring the implementation and operation of GIS at regional level (collection of georeferenced data and photographs of all beneficiaries of the Programme);
- He shall work in close collaboration with the CNCG to support URAC and the young agro-pastoral entrepreneurs in planning and monitoring the effective implementation of periodic activities and timetables in accordance with the approved AWPBs;
- Check the data collected and entered or processed by the regional partners and business coaches in the on-line or off-line database. As such, the Assistant M&E expert shall conduct field control visits that shall be materialised with mission reports. In particular, he shall compare the data obtained from the incubation process with reality (from facilitation to monitoring and mentoring);
- He shall work in collaboration with the regional operational partners to monitor and implement actions aimed at strengthening the networks of partners: training, support for the use of monitoring tools, support for planning and reporting, etc. ;
- Update and analyse the Access database on a monthly basis;
- Develop the different quarterly scoreboards;
- Facilitate quarterly monitoring and evaluation meetings with partners for the analysis of results;
- Support the holding of the sessions of the Regional Validation Committees (RVCs) and shall be responsible for transcribing the minutes of the session into the database.

**Reporting**

- Work with the business counsellors and partners to develop a functional system for the continuous documentation of activities.
- Support the business counsellors and partners in data collection and write monthly, quarterly, semi-annual and annual analytical reports highlighting details of the progress accomplished according to the indicators, the major challenges, suggestions for correcting deviations and documentation of success stories, which shall be forwarded to the Monitoring and evaluation Officer through the URAC;

***b) The Assistant monitoring and evaluation expert at the national coordination unit in charge of the database:***

In addition to the specific tasks above, the monitoring and evaluation assistant at national level shall be responsible for managing the database. In this capacity, he shall be responsible for:

- Developing, updating, consolidating and monitoring the annual monitoring and evaluation plan of the project and shall produce monthly reports on its implementation;
- Ensuring that the monitoring and evaluation procedures manual of the Programme is operational, and that the database management software and the monitoring and evaluation software at the National Coordination Unit are functional;
- Extracting useful information from the database described in the Monitoring and Evaluation procedures manual (scoreboards) or other data deemed useful by users;
- Participating actively in the co-construction and ongoing maintenance of the database software and the functionality test;
- Making use of the IT tools associated with the administration of the database;
- Monitoring regular forwarding of information by URACs in keeping with the defined tools or those to be designed;
- Verifying the data quality (accuracy, reliability, completeness and traceability) at the level of the URAC and CNGC level and carrying out data consolidation work;
- Training and supporting project teams in database management;
- Updating the digital archiving system for project documents and resources;
- Providing and updating the various scoreboards and other relevant information;
- Proposing improvements on the data collection tools and methods;
- Designing and testing the tools used for thematic surveys of beneficiaries.

*As the assistant monitoring and evaluation expert, he/she shall:*

- Assist the project team in running the system at all levels with the various actors involved (CNGC, URAC staff, implementing partners, etc.) by collaborating closely with the monitoring and evaluation assistants in each region;
- Participate in monitoring the implementation of activities and the recommendations of supervision missions;
- Participate in the drafting and finalisation of the various mandatory reports;
- Assist the Programme team in the management and updating of various websites and other communication softwares;
- Perform any other assignments related to the function as requested by their hierarchy.

#### **D. EXPECTED RESULTS**

The Assistant M&E expert shall

- meet various needs in their geographical area of competence such as providing relevant information in quantity, in quality and at the right time, necessary for the analysis and piloting of project operations in order to achieve management focused on results and impacts, and by involving the main stakeholders to improve the implementation of the project;

- forward regular reports on the progress made to the monitoring and evaluation officer in formats adapted to the information needs of the project;
- assist in managing activities at regional level by improving the strategy, approach and response to the expectations of beneficiaries, the effectiveness and efficiency of the project at regional level;
- organize critical reflections bringing together the stakeholders on the progress made and the problems encountered at regional level in order to draw lessons and suggestions that he shall forward to the monitoring and evaluation officer with a view to sharing the good practices and maximising the impact of the project;
- regularly provide information to enrich the management system of the database, the M&E application and the georeferencing GIS at regional level;
- update the monitoring and evaluation procedures manual of the Programme, the digital and physical archiving system for project documents and resources in his/her geographical area of competence.

#### **E. DELIVERABLES**

These shall be made available at regional level and consolidated at national level. These include:

- The annual monitoring - evaluation plan of the Programme shall be available and executed on time;
- The annual activity plans and budgets and reporting of expected results;
- Updated and operational monitoring and evaluation procedures manual of the Programme;
- Monthly progress report on the major achievements of the ABWP to feed the scoreboard at the national level;
- Database, M&E software, updated georeferencing and GIS that are consistent with the reality of each region and the project;
- Updated regional and national quarterly scoreboard, relating to the activity monitoring indicators;
- Quarterly and half-yearly reports and assessments of the implementation relating to the period alongside an analysis of the deviations;
- Reports of periodic meetings, missions, training sessions, come-togethers; etc.;
- Documentations of success stories and other capitalisation documents;
- Documents for the supervision missions are provided and are available on time for each region.
- Up-to-date physical and digital archiving of all produced documents.

#### **F. REQUIRED PROFILE**

**The Assistant M&E expert at regional level shall have the following qualifications:**

- Be a Cameroonian with a level of education of at least a GCE A/L (BACC) + 3 years of studies in economics / statistics / agro-economics / geography, development projects or studies, or any other certificate recognized as equivalent with additional training in a field related to the monitoring-evaluation or planning of projects. Justify a professional experience of at least five (05) years in planning, monitoring and evaluation of rural development programmes funded by donors: data collection, analysis, etc.
- Having an experience in the monitoring and evaluation system of IFAD-funded projects would be an additional advantage;
- Have proven experience of at least three (03) years in the management of databases and statistical analysis software, as well as office automation software (word processing, presentation, spreadsheets);
- Having a practical experience in using the rapid survey tools and/or the GIS would be an asset.

**Required skills**

- Be proactive, flexible, have a team spirit and be able to work independently;
- Have the capacity to work under pressure, to write clear and concise reports and complete tasks on time;
- Have the ability to establish good working relationships with the management staff and support staff of the programme as well as with service providers;
- Have interpersonal relations and communication skills, including being able to argue and convince people;
- Have a high sense of integrity, moral values, discretion, confidentiality and, in particular, a good knowledge of stakes of governance and the fight against corruption.

**The Assistant M&E expert at the national coordination unit responsible for managing the database must meet the following qualifications:**

- Be a Cameroonian and have a level of education of at least a GCE A/L + 3 years of training in economics /statistics/agro-economics /geography/ programming /computerised database management or any other equivalent discipline with additional training in related fields of computer science or in an area related to project monitoring-evaluation or planning
- Have an experience of at least five (05 ) years in the management of database and statistical analysis software including but not limited to the following: Microsoft SQL Server, Microsoft Access, SPSS as well as office automation software (word processing, presentations, spreadsheets) in development projects funded by donors;
- Have knowledge in the development of web applications;
- Have a sound knowledge of the server environment, the basic notions of common operating systems and networks,

- Be able to implement IT storage and security procedures;
- Have a proven Professional experience of at least three (03) years in the monitoring and evaluation of rural development projects funded by multilateral donors. Having an experience with IFAD would be an added advantage.

### Required skills

- Be proactive, flexible, have a team spirit and be able to work independently;
- Have the capacity to work under pressure, to write clear and concise reports and complete tasks on time;
- Have the ability to establish good working relationships with the management staff and support staff of the programme as well as with service providers;
- Have interpersonal relations and communication skills, including being able to argue and convince people;
- Have a high sense of integrity, moral values, discretion, confidentiality and, in particular, a good knowledge of the stakes of governance and the fight against corruption.

### G. DURATION

**The contract will be for a fixed term of one year renewable on the basis of a satisfactory annual performance evaluation.**

### H. LANGUAGES AND COMPUTER SKILLS

- Mastery of the French or English language (working language) with a good working knowledge of the other language and specifically the language of the duty station.

Sound knowledge and practical use of the Microsoft Office package.

Female candidates are encouraged.



*Bela Toma Alfred*  
 Ingénieur des Industries Animales  
 Coordonnateur National  
 PEA - Jeunes

*CF*