

# **LEBANON EMERGENCY CRISIS AND COVID-19 RESPONSE SOCIAL SAFETY NET PROJECT (ESSN)**

## **Terms of Reference for**

### **Focal Point/Monitoring and Evaluation Officer under the Ministry of Education and Higher Education (MEHE)**

#### **I- Background and Context**

The Government of Lebanon (GOL) has received financing from the International Bank for Reconstruction and Development (The “World Bank”) towards Lebanon Emergency Crisis and COVID-19-Response Social Safety Net Program (ESSN). The objective of the \$246 million project is to provide cash transfers and access to social services to extreme poor and vulnerable Lebanese populations affected by the economic and COVID-19 crises.

#### **II- RESPONSIBILITIES**

The Focal Point/Monitoring and Evaluation Officer under the Ministry of Education and Higher Education (MEHE) will ensure that the implementation and monitoring of Component 2 (Cash Transfer for Students-at-Risk) of the project at the Ministry of Education and Higher Education (MEHE) is in line with the requirements of the project.

The tasks will include:

- Acting as a liaison between Ministry of Education and Higher Education (MEHE) and other implementation stakeholders (Ministry of Social Affairs (MOSA), Presidency of the Council of Ministers (PCM) and World Food Programme (WFP));
- Responsible for facilitating the coordination and communication of all Component 2 (Cash Transfer for Students-at-Risk) activities between Directorate of General Education and the Directorate of Technical and Vocational Education.
- Responsible for reporting on monitoring of the school attendance and performance of beneficiaries supported under Component 2 (for both General Education and TVET);
- Maintaining up to date records of project beneficiaries and supplementing relevant information to other entities (Ministry of Social Affairs (MOSA), Central Management Unit (CMU), World Food Programme (WFP) whenever requested;
- Supporting the ESSN Project Director on all aspects related to the implementation of Component 2(Cash Transfer for Students-at-Risk);
- Monitoring the project Results Framework (RF) and ensuring data regarding project RF indicators are tracked, compiled, analyzed, and reported on time to the PMU;
- Assessing the general Monitoring & Evaluation requirements of the project related to

Component 2(Cash Transfer for Students-at-Risk) and identifying data collection and analysis methods, reporting, and use of information for management purposes in close coordination with Project Management Unit (Monitoring & Evaluation Officer and Statistician);

- Supporting the Project Management Unit (PMU) in the preparation and verification of payment lists for eligible households with children benefiting from Component 2 (Cash Transfer for Students-at-Risk);
- Working with IT team at the Ministry of Education and Higher Education (MEHE) and at the Project Management Unit (PMU) to improve a sustainable integrated computerized Monitoring & Evaluation system at the Ministry of Education and Higher Education (MEHE) to monitor project implementation progress;
- Supporting in the draw up of relevant Monitoring & Evaluation report forms to be completed on monthly, quarterly and/or semi-annual basis. Preparing quarterly, biannual and annual summary reports, analyzing trends, detecting, altering, and advising about adverse trends, and recommending actions to the General Project Director as requested / needed.

### **III- QUALIFICATIONS**

- Graduate degree in economics, education, sociology, or a closely related field;
- At least three years of previous experience in monitoring and evaluation of cash-based assistance; cash for education programs is a plus;
- Experience in working on World Bank projects is desirable;
- Experience in working with international organizations, NGOS, donors, or governmental agencies on Education related programs is required;
- English and Arabic proficiency;
- Demonstrate competence in the use of Microsoft Office and project planning software;
- Good knowledge of computer, operation and database skills;
- Ability to carry out assignments in accordance with instructions and guidelines;
- Ability to use analytical tools and qualitative and quantitative techniques is a plus;
- Strong interpersonal skills and pro-active approach to problem solving.

This position sits at the Ministry of Education and Higher Education (MEHE) and reports to MEHE General Education Director General & TVET Director General.

### **IV. DURATION OF THE ASSIGNMENT**

This is a full-time assignment, for a period of 12 months. The Contract will be signed on a yearly basis renewable annually, upon satisfactory performance of the Consultant.