



Forestry Development Authority (FDA)

Whein Town, Bernard Farm, Montserrado County Liberia

REQUEST FOR EXPRESSIONS OF INTEREST (CONSULTING SERVICES)

Republic of Liberia

Assignment Title: Individual Consultancy for the Position of Monitoring & Evaluation to design, establish and implement an efficient results-based monitoring & evaluation (M&E) system for the Scaling up of participation of direct beneficiaries (ie Carpenters and Furniture makers) and keep track of the indicators in the results measurement framework of Needs Assessment for Association members/beneficiaries.

Name of Project: Scaling up the participation of SMFEs in the Secondary Wood Processing Industry_
Phase II

Sector : Forestry

Project ID No :P-LR-AAD-002

Grant No : 5900155018403

Issue Date : August 1, 2025

End Date : August 15, 2025

BACKGROUND

The Government of Liberia through the Forestry Development Authority has received financing from the African Development Bank toward the cost of the “Scaling Up the Participation of SMFEs in the Secondary Wood Processing Industry Project in Liberia- Phase II, and intends to apply part of the agreed amount for this *grant* to payments under the contract for **Monitoring & Evaluation Consultant**.

The services of the M&E consultant relating to the required duties and responsibilities are:

1. The individual M&E consultant will be expected to design, establish and implement an efficient results-based monitoring & evaluation (M&E) system for the Scaling up of participation of direct beneficiaries (ie.Carpenters and Furniture makers)
2. Keep track of the indicators in the Results Measurement Framework (RMF) of Needs Assessment (NA) for the Eleven (11) Carpenters and Furniture Makers Association members/beneficiaries.

3. Coordinate and supervise project activities including keeping track of the indicators in the results measurement framework.
4. Monitor work of Data field collectors that conduct Needs Assessment & Data collection from field) on feedback from training from phase one (1) and current needs and prepare Periodic performance tracking progress report; Mid-term Report; Final Report for submission to the Project Coordinator (PC) and Project team.
5. Undertake the responsibility for working on field data collected, collating, analysis, and reporting.
6. He/she the selected M&E Consultant will work in close collaboration with the Project Implementing Unit (PIU) and will support the PIU to develop appropriate M&E processes, protocols and reporting mechanisms for the intermediate results that lead to the achievement in line with the Project Development Objectives (PDO) and outcomes, and as well as track project activities.
7. The consultant will consider how this system could be adapted/augmented with an overall efficient and effective results-based M&E system that would cater to the need of tracking all future AfDB projects.;
8. Develop Performance Indicators (PI), Key Performance Indicators (KPI) and measure project outcomes and outputs against data collected by Data Collectors in order to assess the impact of the project on the defined intended and desirable indicators in order to compare project performance against targets set in the Annual Work Plan (AWP) and Budget;
9. Design a Result Based Logical framework that will lead to evidence-based decision making and improve accountability within the project implementation period;
10. Prepare and develop M&E System Operational Manual that guides the day-to-day operations of the project implementation.
11. Build M&E capacity of direct project beneficiaries, project team and others.
12. Develop monthly dashboard to illustrate progress of the project, achievements and challenges.
13. Conduct data quarterly review meeting to understand the project achievement and challenges and/or do a stock taking of the project.

The Forestry Development Authority now invites eligible Individuals to express their interest in providing these services. Interested individuals must provide information indicating that they are qualified to perform the aforementioned assignment.

Applicants must have experience in Small Medium Forest Enterprises (SMFEs) in Secondary Wood Processing; should availability of appropriate knowledge skills of secondary wood processing is an advantage.

Qualification and Experience:

- i. At least a Bachelor's or Master's degree in Environmental Science is an added advantage, in development field, monitoring and evaluation in natural resource, social science, economics, Business Administration, Statistics or in relevant discipline.
- ii. Strong quantitative and qualitative skills data collection and analysis;

- iii. Minimum of four (4) years of progressively responsible professional experience in performance monitoring and/or evaluation role with an international development organization
 - iv. Demonstrate ability in data analysis, monitoring and evaluation of development activities.
 - v. Experience developing results frameworks, logical frameworks, M&E Plan
 - vi. proven experience in excellent research and data collection methodology skills, and 11 worked with AfDB project or other projects is an added advantage
 - vii. Excellent computer skills, including word processing, spreadsheet programs and data base management;
 - viii. Familiar with Statistical Packages and Social Sciences (SPSS), should have experience in using Microsoft office including MS Word, Excel, Power point.
 - ix. Experience working with mobile Android phone to collect quantitative data using KOBO collect soft word platform as well as excellent organizational and time-management skill.
 - x. Ability to read and interpret field data and specifications
1. Eligibility criteria, establishment of the short-list and the selection procedure shall be in accordance with the African Development Bank's "Procurement Policy Framework for Bank's Group Funded Operations" dated October 2015, which is available on the Bank's website at <http://www.afdb.org>.
 2. Interested consultants may obtain further information at the address below during office hours [9:00 AM – 4:00 PM Liberian Time], Mondays through Fridays (except public holidays): emmanuellew965@gmail.com with copy to: wynnbeyant12@gmail.com.
 3. Expressions of interest must be delivered to the address below by August 15, 2025 at 1:00 PM and mention "Monitoring & Evaluation Consultant"
 4. Duration Consultancy: Maximally 6 months, with possible extension

Attn: *Project Coordinator*
Project Implementation Unit
Forestry Development Authority
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0775-841-431/0886-570-320

Link for Clarification:

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