

REPUBLIC OF GHANA

**MINISTRY OF GENDER, CHILDREN AND SOCIAL PROTECTION
GHANA PRODUCTIVE SAFETY NET PROJECT (GPSNP)**

**TERMS OF REFERENCE FOR THE POSITION OF MONITORING AND
EVALUATION (M & E) OFFICER, GNHR**

PP REF. No. GH-MOGCSP-183331-CS-INDV

Project ID: P164603

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I. BACKGROUND

Ghana has experienced rapid economic growth over the past several years resulting in substantial progress in reducing income poverty. Gross domestic product (GDP) growth rose from 8.0 percent in 2010 to close to 14.5 percent in 2011, making Ghana's economy one of the fastest growing on the continent. By 2012, gross national income (GNI) per capita reached US\$1,940, reflecting Ghana's middle-income status. Poverty has been declining steadily, as reflected in the number of people classified as poor, which dropped from slightly over 50 percent of the population (about 8.0 million) in 1992 to less than 30 percent in 2006 (6.3 million).

However, recent macroeconomic instability is putting at risk the gains in poverty reduction. The fiscal deficit reached 12 percent of GDP in 2012 and 10.9 percent in 2013, and the current account deficit reached 13 percent of GDP in both years. The government tackled the fiscal imbalances by removing fuel subsidies and raising electricity and water tariffs, by around 60 percent in late 2013. The inflationary impact of the adjustment was exacerbated by a depreciation of the Ghana cedi (GHC). The higher prices implied a lower income in real terms, which imparted the risk of pushing many near-poor families into poverty. In fact, macroeconomic challenges disproportionately affect the poor members of the society. Thus, social protection initiatives are likely to mitigate the impact of the adverse effects on the poor.

Several social protection-related studies, undertaken in Ghana, have indicated that most social protection interventions are poorly coordinated and fragmented. For example, several social protection programs in Ghana have no systematic, computerized registry of beneficiaries, which means that no government agency has access to comprehensive data on the actual coverage of social interventions and very few programs have a computerized registry of beneficiaries. While the existing registries contain basic demographic information concerning personal identity, age, and sex, they have no socioeconomic data on their beneficiaries; this makes the process of monitoring and identifying potential beneficiaries difficult. Furthermore, most targeting mechanisms are not clearly defined, and beneficiary registries are not integrated, which limits centralized monitoring and strategic planning of social programs.

The Ministry of Gender, Children and Social Protection (MoGCSP) as the institution responsible for coordinating the implementation of the country's social protection system has established the Ghana National Household Registry (GNHR), as a tool to assist social protection programs to identify, prioritize, and select households living in vulnerable conditions to ensure that different social programs effectively reach their target populations across programs. More recently, the Government has introduced reforms and innovations to strengthen the transparency and objectivity of social protection delivery. Central to these reforms has been the launch of the Ghana National Household Registry (GNHR), which collects data on households to enable their selection into a range of targeted programs through an objective and transparent process

II: OBJECTIVES OF GHANA NATIONAL HOUSEHOLD REGISTRY (GNHR)

The GNHR will have the following specific objectives:

- Identify the poor and vulnerable and make it possible for programs to identify their target population quickly;
- Increase transparency and accountability;
- Reduce the duplication in coverage of various SP Programs: Allowing feedback between programmes;
- Enable centralized oversight of policy and budget planning through effective management and allocation of resources;
- Allow easier transition of beneficiaries between SP schemes;
- Increase the efficiency of the operational processes of the SP Programs by the reduction of redundancies and duplication in operational activities such as targeting and case management;
- Increase the knowledge on issues around poverty and vulnerability.
- Contribute to institutional strengthening of the MoGCSP, through the implementation of a reliable and modern database of vulnerable groups.

III. OBJECTIVE OF THE ASSIGNMENT

The objective of the assignment is to ensure that that the project objectives and timelines are on schedule. The Monitoring and Evaluation officer will also lead the analysis of data collected under the monitoring framework for assessment of progress and areas for improvement, and also the implementation of summative evaluations. He/she shall work in collaboration with the M&E specialist at SPD and report through him to the National Coordinator, GNHR.

IV. SCOPE OF THE ASSIGNMENT

In the discharge of his/her duties, the Monitoring and Evaluation Officer, GNHR will perform the following duties:

- Lead the development of a comprehensive Monitoring and Evaluation Plan and System for the GNHR
- Advise and support the GNHR Coordinator and entire GNHR team on Impact Evaluation Strategies and other evaluations/studies.
- Perform major data analysis on Targeting performance: both Intermediate outcomes, and long-term impacts of the NTS.
- Lead the preparation of Terms of Reference for Surveys and Studies by consultants.
- Prepare relevant technical briefing papers, and status updates for GNHR Shareholders.
- Prepare Quarterly and Annual M&E reports for submission to the M&E Officer
- Contribute to the management of the Unit through timely processing and dissemination of M&E findings and best practices to facilitate evidence-based planning, learning and unit decision-making.
- Undertake periodic review of the implementation and operation of the monitoring and reporting mechanism; including the preparation of best practices and lessons learned.
- Undertake any other related assignment from the National Coordinator, GNHR

IV. EXPECTED OUTPUTS (DELIVERABLES)

- Inception report.
- Monthly Reports
- Quarterly Reports
- Final Report

V. REQUIRED QUALIFICATIONS AND EXPERIENCE

- At least a Master's Degree in Public policy, Social Policy, Applied Statistics, Economics or other related fields is required.
- A professional certificate in Monitoring and Evaluation
- At least five (5) years professional experience in Monitoring and Evaluation in an International, NGO, Public or For-Profit organization.
- At least five (5) years of proven managerial and implementation experience in a large Social Protection programme. International experience in Social Protection and Targeting is an advantage.
- Excellent writing and communication skills are essential.
- A strong background in statistical analysis and use of statistical Software is a major advantage
- Proficiency in word processing and spreadsheets computer programmes are necessary
- Proficiency in word processing and spreadsheet management (Microsoft office suite) is necessary.
- Excellent managerial, interpersonal, communication and problem-solving skills.
- Demonstrated ability to build, manage and work in a team.
- Any Other Duties that may be assigned from time to time

VI. REPORTING ARRANGEMENTS

The M & E Officer, GNHR will work hand in hand with the Statistical Officer/Data Analyst, GNHR. S/he will however report directly to the M& E Specialist, SP, but may be require to provide regular updates to the National Coordinator, GNHR.

VII. DURATION OF THE ASSIGNMENT

The duration of the contract for this position is initially for one year and the contract period can be extended subject to satisfactory performance and available budget. The assignment is expected to commence in November 2020.

VIII. FACILITIES TO BE PROVIDED BY CLIENT

The Client Employer) shall provide the following facilities to the Consultant. These include:

1. Office space;
2. Office logistics

IX. PLACE OF WORK

The place of work is at the Ministry of Gender, Children and Social Protection, Ghana National Household Registry, Accra Ghana