



MINISTRY OF AGRICULTURE, LIVESTOCK, FISHERIES AND
COOPERATIVES
STATE DEPARTMENT FOR FISHERIES, AQUACULTURE AND THE BLUE ECONOMY

**REQUEST FOR EXPRESSION OF INTEREST (INDIVIDUAL CONSULTING
SERVICES, MONITORING AND EVALUATION SPECIALIST)**

Credit No	6540-Ke
Project ID	P163980
Kenya Marine Fisheries and Socio Economic Development (KEMFSED) Project	
Assignment Title	Monitoring and Evaluation Specialist
Reference	MOALF&C/S DFA&BE/012/2020-2021

1. Background

The Government of Kenya has received credit from the World Bank for implementing the Kenya Marine Fisheries and Socio-economic Development Project (KEMFSED) which covers a period of 5 years. The development project's overall goal is to improve management of priority Fisheries and Mariculture and increase access to complementary livelihood activities in coastal communities. The implementing agencies will be the State Department for Fisheries Aquaculture and the Blue Economy (SDFA&BE) on behalf of the Government of Kenya. In addition, five (5) Counties along the Coast have been selected to be beneficiaries for the project namely Kwale, Mombasa, Kilifi, Tana River and Lamu.

2. Invitation to Individual Consultants

The State Department for Fisheries, Aquaculture and the Blue Economy now invites eligible individual consultant to indicate their interest in providing the monitoring and evaluation services to the Kenya Marine Fisheries and Socio Economic Development (KEMFSED) Project. Interested consultants must have the following;

- (i) Master's degree in development studies, planning, business administration, economics, rural development, or other field related to development and/or management from a recognized university;
- (ii) Specialized training in M&E is required;
- (iii) At least 10 (ten) years of experience in M&E methods and approaches (including quantitative, qualitative, and participatory); the logical framework approach; planning, design and implementation of M&E systems; information analysis and report writing;
- (iv) Demonstrated experience in designing and managing M&E/MIS systems with similar projects involving multiple partner institutions;
- (v) Experience in development of M&E/MIS systems for projects related to fisheries management, natural resources management, climate change related projects;
- (vi) Proved experience in training in M&E development and implementation; theories of change training and/or implementation in economic development field;
- (vii) At least 7 (seven) years of experience in evaluating livelihood projects/ programs, microbusiness and community development sector;
- (viii) Experience in IT monitoring and evaluation system, data processing (i.e. database management); (ix) Experience in Theories of Change, Capitalization and Strategic planning;
- (x) Excellent communication, presentation and reporting skills including leadership qualities, personnel and team management;
- (xi) Demonstrated problem-solving and analytical skills, and familiarity with and a supportive attitude towards processes of strengthening local organisations and building local capacities for self-management;
- (xii) Excellent verbal, written interpersonal and presentation skills in English and Swahili.

3. Competencies

- (i) Excellent leadership, technical competence and professional skills that are key to timely implementation, coordination and management of project activities;
- (ii) Ability to effectively coordinate activities involving multiple disciplines and organizational units;
- (iii) Ability to meet strict deadlines and maintain high standards of service delivery even under pressure; (iv) Have a certificate in computer application skills from a recognized institution.

4. Terms of Reference

The terms of reference for this consultancy can be downloaded from www.kilimo.go.ke (tenders section) and State Portal for tenders; www.tenders.go.ke

5. Submission of Expressions of Interest

Interested bidders are required to submit one (1) original detailed Curriculum Vitae and cover letter and (3) copies of expression of interest in English language in a sealed envelope, properly marked with the tender reference and description "Consultancy Services for Monitoring and Evaluation" addressed to the address given below and delivered at the tender box located at Maji House, 3rd Floor before 19th March 2021, 10.00 am or emailed to: kemfsed@kilimo.go.ke

The Expression of Interest will be opened immediately after the closing at 10.00 am in the presence of the bidders who choose to attend or their representatives at the Board room 6th floor Maji House.

The Principal Secretary
State Department for Fisheries Aquaculture and The Blue Economy
P O Box 58187 – 00200
NAIROBI



**MINISTRY OF AGRICULTURE LIVESTOCK FISHERIES AND
COOPERATIVES**
**STATE DEPARTMENT FOR FISHERIES AQUACULTURE AND
THE BLUE ECONOMY**

**TERMS OF REFERENCE FOR
MONITORING AND EVALUATION
SPECIALIST**

NAME	
Job Title: Monitoring and Evaluation Specialist	
Department: State Department for Fisheries Aquaculture and the Blue Economy (SDFA-BE)	
Project Name: Kenya Marine Fisheries and Socio-Economic Development Project (KEMFSED)	
Location: Nairobi	
Expected Start Date of Assignment: November 2020	Duration: 1 year renewable based on performance
Reports to: National Project Coordinator (NPC)	

Context

The GoK, through the State Department for Fisheries, Aquaculture, and Blue Economy (SDFA&BE) and with support from the World Bank, is implementing the Kenya Marine Fisheries and Socio-Economic Development (KEMFSED) project, which aims at supporting the country in its efforts to leverage emerging opportunities in the Blue Economy.

Kenya Marine Fisheries and Socio-Economic Development Project (KMFSEDP) is a project being funded jointly by the Government of Kenya and the World Bank and will run for five years (July, 2020 - June, 2025). The project's development goal is to enhance economic benefits and coastal livelihoods from marine fisheries and coastal aquaculture while safeguarding associated ecosystems' integrity. The project is comprised of the following three components:

- a) **Component 1: Governance and Management of Marine Fisheries** will focus on improving the management of marine fisheries in Kenyan waters. In furtherance of the same PDO, fisheries governance interventions will be promoted through

strengthened co- management of nearshore fisheries, and infrastructure development to support the management of fisheries at both the national and county levels.

- b) **Component 2: Coastal Community Empowerment and Livelihoods** will contribute to the PDO by strengthening livelihoods in coastal communities through a combination of technical and financial support for the implementation of livelihood, social welfare, and environmental subprojects; provision of scholarship grants and complementary capacity- building and mentoring of beneficiaries;
- c) **Component 3: Project Management** this Component will finance support for project management at both national and county levels to ensure coordinated and timely execution of project activities.

The KEMFSED project, will be implemented in Kenya's coastal counties namely Kwale, Mombasa, Kilifi, Tana River, and Lamu, will strengthen the management of fisheries that are priority to coastal livelihoods, thereby securing stocks at sustainable levels of harvesting. At the same time, the project will strengthen coastal households' access to complementary livelihood activities toward diversifying sources of household income to reduce dependence on capture fisheries. By better managing and conserving marine and inland water resources, reducing illegal fishing activity, and enhancing the value of the fish products in the value chains, the sector is expected to enhance its contribution to the overall economy.

Purpose and Scope of Assignment

The State Department for Fisheries Aquaculture and the Blue Economy is seeking a highly experienced, motivated and dynamic Monitoring & Evaluation Specialist to support and strengthen the KEMFSED Project Monitoring and Evaluation, managing the impact measurement of the KEMFSED Project in Kenya.

The purpose of Monitoring and Evaluation will support in identifying the most valuable and efficient use of project resources. He/she will provide the necessary data to guide strategic planning to implement the project, and to allocate, and re-allocate resources in optimal ways where needed. He/she will systematically track implementation and outputs, measuring the effectiveness of the project and in determining when, where and what potential changes may be needed.

The specialist is expected to set up a monitoring and evaluation framework for implementation of the project, which will be developed to serve as a "scorecard" for the KEMFSED Project implementation with clear milestones and targets for solid and visible actions.

Objectives

The M&E Specialist assignment aims to ensure that there is continuous intact monitoring follow-up, evaluation and capitalization conducted through the life of the project. This assignment includes extracting strengths and weaknesses of the used methodology, and providing recommendations and guidance for improving project monitoring and its impact follow-up, and ways of improvement. At the end of the project, the achieved impact, its disclosing and dissemination, will be analysed and deepening and continuation axes for achieved improvement proposed to ensure capitalization of experiences and sustainable strategic planning. In coordination with the National Project Coordinator (NPC) of the National Project Coordination Unit (NPCU), the specialist will liaise with the KEMFSEDs three Component Coordinators and establish an integrated project learning system. The system will link five functions: learning and adaptation for continuous improvement of performance; learning-oriented M&E; internal (NPCU and county project coordination unit/CPCU) and external

(stakeholders) communication; innovation and experimentation; and information management. He/she will provide feedback and advice to the NPC on the effectiveness of project implementation and steps needed to achieve anticipated project outputs and outcomes. He/she will be a member of the NPCU management team, supporting the NPC in overall management and coordination of the project. The M&E Specialist will also liaise, communicate and cooperate with the M&E specialist in the KEMFSED counties' CPIUs.

Detailed Description of Tasks

The M&E specialist is responsible for the following, under the overall guidance of the NPC:

- i. Guiding the overall M&E strategy and implementation of related activities within the project and via partners, plus providing timely and relevant information to project stakeholders. This entails close communication with all involved in M&E design and coordination: National Project Coordination Unit and County Project Coordination Unit staff; representatives from the steering committee or similar unit; representatives from primary stakeholder groups; external consultants and field staff when appropriate.
- ii. Tracking and updating M&E data as well as ensuring the data is of the best quality possible.

Summary of duties and responsibilities

The Monitoring and Evaluation (M&E) Officer will be responsible for the design, coordination and implementation of the monitoring and evaluation, research, and learning framework of the Project. He/she will develop a systematic monitoring framework to improve the qualitative and quantitative evidence gathered by the Project. He/she will also provide technical assistance to the NPCU, particularly in relation to monitoring, reporting and governance issues.

- i. Responsible for the development and implementation of the KEMFSED Project monitoring and evaluation methodology and system including learning framework of the Project
- ii. Develop an M&E Plan that builds upon the project results framework and details key M&E requirements for each indicator, which allows for tracking progress towards specific targets for better transparency and accountability within and outside the KEMFSED Project
- iii. Develop and implement processes and guidelines for systematic capture of knowledge, good practices and innovations, and the sharing and use of same to improve project implementation
- iv. In collaboration with the NPC, monitor the status and progress of project implementation at national and county level with regards to AWP and RF targets, and take a lead in the timely preparation of quarterly and annual progress reports, appropriately consolidated from individual reports prepared by participating counties and executing partner agencies
- v. Coordinate the development and implementation of capacity building programs for NPCU staff, the counties and implementing partners, including coaching and mentoring in areas of planning, monitoring and evaluation

Setting up the M&E methodology

- i. As needed, support the revision of the project results framework, specifically the areas of indicators, targets and their measurement
- ii. In coordination with the NPC, support the planning and preparation of the Annual Work Plans and Budgets (AWPB) for the project, ensuring bottom-up planning by participating communities, counties, and partner executing agencies before consolidation into an overall AWPB for the project
- iii. Coordinate inclusion of KEMFSED Project AWPB into SDFA&BE/ MoALFC annual budget at the national level and work with KEMFSED counties to ensure project activities are captured as relevant, in County Implementation Development Plans (CIDP)

- iv. Develop the overall framework, for project M&E, for example mid-term project review, impact assessment, final evaluation, develop project Performance Monitoring Plan with relevant data collection systems
- v. Review the quality of existing data in the project subject areas, the methods of collecting it, and the degree to which it will provide good baseline statistics for impact evaluation
- vi. Develop baseline data for each project component and for all project indicators
- vii. With collaborating partners, review their existing approaches and management information systems and agree on any required changes, support and resources
- viii. Develop a plan for project-related capacity-building on M&E and for any computer-based support that may be required
- ix. Organize and undertake training with collaborating partners on M&E as required

Implementation of M&E

- i. Based on the AWPB and in particular the project budgets, design the M&E framework for the physical and process monitoring of project activities
- ii. Prepare M&E reports for the entire project by coordinating with and obtaining input from the county M&E officers. Proactively submit M&E report to the NPC on a quarterly basis in a timely manner
- iii. This will include taking a lead in the preparation of the Project M&E Manual and subsequent training of NPCU and CPIU staff and other key stakeholders on its design and implementation
- iv. Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities
- v. In coordination with the NPC, identify the need and draft TORs for specific project studies
- vi. Ensure that at all times, project monitoring arrangements comply with the KEMFSED Grant Agreement and are fully observed in the design of the project M&E

Communication

- i. Prepare reports on M&E findings, working closely with financial and procurement specialists, technical staff and implementing agency
- ii. Undertake field visits as needed to support implementation of and compliance with the project M&E system
- iii. Work with NPC and periodically share findings of M&E by presenting to NPCU and CPIUs, and other stakeholders as necessary
- iv. In collaboration with the project accountant, provide NPC with management information as required in a timely manner
- v. Make regular reports to the NPSC, PTAC, NPC (and other mandatory GoK Committees), highlighting areas of concern and preparing the documentation for review at meetings.
- vi. Support the NPC in organizing World Bank implementation support missions and field visits including preparation of mission agenda
- vii. Prepare PowerPoint presentations as requested by the NPC with detailed information on KEMFSED performance in relation to compliance with M&E systems—technical, fiduciary as well as environmental and social safeguards

Qualifications and experience required

- i. Master's degree in development studies, planning, business administration, economics, rural development, or other field related to development and/or management from a recognized university
- ii. Specialized training in M&E is required
- iii. At least 10 (ten) years of experience in M&E methods and approaches (including quantitative, qualitative, and participatory); the logical framework approach; planning, design and implementation of M&E systems; information analysis and report writing
- iv. Demonstrated experience in designing and managing M&E/MIS systems with similar projects involving multiple partner institutions
- v. Experience in development of M&E/MIS systems for projects related to fisheries management, natural resources management, climate change related projects
- vi. Proved experience in training in M&E development and implementation; theories of change training and/or implementation in economic development field
- vii. At least 7 (seven) years of experience in evaluating livelihood projects/ programs, microbusiness and community development sector
- viii. Experience in IT monitoring and evaluation system, data processing (i.e. database management)
- ix. Experience in Theories of Change, Capitalization and Strategic planning
- x. Excellent communication, presentation and reporting skills including leadership qualities, personnel and team management
- xi. Demonstrated problem-solving and analytical skills, and familiarity with and a supportive attitude towards processes of strengthening local organisations and building local capacities for self-management
- xii. Excellent verbal, written interpersonal and presentation skills in English and Swahili