

## PRODUCTIVE SAFETY NET PROGRAM PHASE FOUR

TERMS OF REFERENCE for TECHNICAL SUPPORT SPECIALIST (TSS)

### M&E, HOUSEHOLD REGISTRY, NON-IT ASPECTS OF MIS TSS

#### 1. Background on PSNP and TASC

**Productive Safety Net Program Phase Four (PSNP4) and the Rural Productive Safety Net Program (RPSNP):** The PSNP4 and the RPSNP are integral components of the rural development policy of the government of Ethiopia, to support Ethiopia's chronically and transitory food insecure rural households. The program is implemented in the eight regions of Afar, Amhara, Dire Dawa, Harari, Oromia, SNNPR, Somali, and Tigray. The program provides cash and/or food transfers to the chronically and transitory food insecure households.

The PSNP4 aims to ensure the development of an efficient and effective system for delivering elements of social protection and disaster risk management. In so doing it also aims to make contributions to the Growth and Transformation Plan (GTP) and to the achievement of the four key government policies, strategies and programs, namely the Social Protection Policy; the National Policy and Strategy on Disaster Risk Management (NPSDRM); the National Nutrition Programme (NNP), and the Climate Resilient Green Economy (CRGE). The RPSNP aims to support the government in improving the effectiveness and scalability of its rural safety net system.

The goal of the PSNP is to enhance resilience to shocks and livelihoods, and improve food security and nutrition for rural households vulnerable to food insecurity. The PSNP4 follows a system-based approach and builds on a number of important lessons learned towards building sustainable social protection and disaster risk management systems in the country. The PSNP4 is a program of the Government of Ethiopia (GoE); additional funding for program implementation and management is provided by Development Partners, which is coordinated through the World Bank (WB) and the Donor Coordination Team (DCT).

**Technical Assistance to Strengthen Capacity Development for PSNP4 (TASC):** TASC is a consultancy funded by the Development Partners to support the implementation of PSNP4 for chronically food insecure people in Ethiopia. The purpose of TASC is to strengthen institutional systems, processes, coordination mechanisms, human resources and organizational capacity of federal, regional, zonal and woreda institutions to deliver PSNP4. TASC provides the management oversight and payroll functions for the identified federal level Technical Support Specialists.

#### 2. Description of Assignment

- a. *Global Objective:* Technical Support Specialists provide specialized expertise to the Government of Ethiopia and to the Directorate to which they are assigned. Their role is to perform PSNP4-related services, which government-funded staff are currently not in a position to perform, and to provide guidance to government staff as they learn new skills related to implementation of PSNP functions.
- b. *Directorate of Assignment:* **The M&E, HOUSEHOLD REGISTRY, NON-IT ASPECTS OF MIS TSS** will be assigned to the Ministry of Agriculture (MoA); in support of the Food Security Coordination Directorate (FSCD), located in Addis Ababa.

- c. *Specific objectives:* The role of the **M&E, HOUSEHOLD REGISTRY, NON-IT ASPECTS OF MIS TSS** will be to coordinate across each of the different component teams within the PSNP to ensure that accurate and timely data is being generated and reported on a regular basis. S/he will be responsible for improving the quality of the quarterly reports to ensure that they reflect PSNP-4/RPSNP's results framework indicators and log-frame, in addition to developing analytical performance evaluation tools which can be used to help guide PSNP's program implementation. The M&E TSS will also lead in providing technical inputs to the Management Information System (MIS) module development with support of the various component teams. S/he will oversee the management and implementation of the PSNP Household Registry, as well as ensure its upkeep once the database is established, working with senior management and development partners to plan for future updates. The M&E TSS will be responsible for ensuring that the PSNP Household Registry is integrated into the MIS. S/he will be responsible for ensuring that recommended actions from recent assessments and spot-checks are followed up and implemented by management. S/he will also be responsible for the oversight of evaluations on behalf of the Food Security Coordination Directorate (FSCD) as well as advocating findings from evaluations to senior management within FSCD, National Disaster Risk Management Commission (NDRMC) and Ministry of Labor and Social Affairs (MoLSA) and development partners. The Consultant will carry out the following specific tasks:

#### **Improving quality, frequency and accuracy of quarterly reporting**

- Work closely with federal, regional and woreda information centers (FIC, RIC and WICs) to improve quality and accuracy of reporting, to ensure that data collected reflects key performance indicators (specifically tracking timeliness of payments from woreda to client level);
- Work closely with the Livelihoods Coordination Units (LICU) and Public Works (PW) teams to ensure that data generated from regions is accurate and verified using actual source documentation;
- Review the existing data collection tools at woreda level based on the findings from the Woreda Monitoring and Reporting assessment, and consolidate/remove or revise tools to ensure that essential data is collected based on PSNP4/RPSNP results framework and PSNP4 revised log-frame, on a regular basis and is manageable by woreda level staff;
- Review the overall quality of data provided by the regions and the quality of the quarterly reports and provide feedback and follow-up on progress of actions taken;
- Support the PSNP M&E Focal person in preparing the PSNP4/RPSNP Results Framework Report on a semi-annual basis.

#### **PSNP Household Beneficiary Registry**

- Work closely with the PSNP Director and development partners in the procurement and contracting of the firm selected to carry out the primary data collection of PSNP beneficiary households;
- Act as focal point on the ground to ensure that necessary information and data from regions/woredas/kebeles is available for the firm to carry out the exercise;
- Work closely with the MIS firm to ensure that once the database is established that it can be easily integrated into the MIS system;
- Liaise with development partners and FSCD management to develop a strategy/ plan and timeline for updating the PSNP household beneficiary registry on a regular basis.

#### **Support the development of the MIS**

- Work closely with the firm contracted to develop the MIS to ensure that all modules reflect the necessary fields based on inputs from each of the technical component teams;
- Support in the design and testing of modules;
- Support training regions/woredas on data collection and reporting mechanisms<sup>1</sup>;
- Support in organizing data entry trainings;
- Act as a Focal Point for the government on the MIS development.

#### Follow up on Spot Check Findings

- Follow up with PSNP management on the key issues flagged in the Afar and Somali Spot Check reports/National Spot Checks and provide timelines against which progress can be measured.

#### Technical inputs and oversight of evaluations

- Oversee the contracting for data collection for the PSNP end-line 2020 between FSCD and the Central Statistics Agency (CSA);
- Provide technical inputs on the design of instruments;
- Participate in training enumerators, testing of data collection instruments and providing data quality checks;
- Support in the communication and distribution of findings;
- Lead/coordinate the METT meetings including organizing meetings, raising issues to the team, coordinating participants to provide inputs to various discussions and forums;
- Participate in JRIS and RRM platforms and participate in the technical team discussions at the regional and federal JRIS Misions
- Draft and review the Scope of Work (SoW) for evaluations, providing technical support and guidance to the procurement team in soliciting and procuring evaluation firms, third party monitoring firms, etc.

#### Other

- Ensure that the TSS's functions are successfully transferred to the government staff by the end of FY 2019/2020.

#### d. Required outputs / deliverables:

Activity	Deliverable	Deadline
<b>Preparation of progress and results reports</b>	Revised data collection instruments that can report on the PSNP/RPSNP results framework and log-frame key performance indicators	<i>June 2019</i>
	<i>3 x quarterly reports that reflect results reporting based on the PSNP/RPSNP log-frame and results framework, per year</i>	<i>Within 45 days of the end of the quarter: April 15<sup>th</sup> 2019 October 15<sup>th</sup> 2019 January 15<sup>th</sup> 2020</i>

<sup>1</sup> Assuming that woredas/regions are connected to the central MIS system

Activity	Deliverable	Deadline
	<i>1 annual report that reflects results reporting based on the PSNP/RPSNP log-frame and results framework, per year</i>	Within 60 days of the end of the year: <i>End-August 2019</i>
	<i>2 x PSNP/RPSNP Results Framework Reports validated and submitted to the World Bank</i>	<i>Two weeks prior to each JRIS mission per year: May 2019 (tentative) October 2019 (tentative)</i>
<b><i>Provide guidance on follow up actions from Afar and Somali Spot Checks</i></b>	<i>Action plan outlining progress/steps taken to address findings from Afar and Somali Spot Checks Round 1 &amp; Round 2 Reports</i>	January 31st 2019
<b><i>Monitor progress toward achievement of stated PSNP results and objectives</i></b>	<i>Time series mapping of PSNP's performance based on the log-frame/results framework indicators which includes a score card highlighting varying levels of performance</i>	Semi-annual basis; June 2019; December 2019
<b><i>Support the development of the PSNP safety net management information systems (MIS)</i></b>	<i>A fully established PSNP household registry database that is integrated into the PSNP safety net MIS</i>	September 2019
<b><i>Support the sustainable establishment of a PSNP HH Beneficiary Registry</i></b>	<i>Strategy and timeline to update information within PSNP household registry</i>	December 2020

- e. *Accountability measures:* Performance reviews, based on the Description of the Assignment, will be conducted on a quarterly basis by representatives from the GoE, the WB/DCT and TASC.

### 3. Expert's Profile

- a. *Full time:* maximum: 260 paid days per year as an employee of the TASC consultancy.
- b. *Minimum number of years: relevant or equivalent experience required:* Eight (8) years.

- c. *Required level of education:* Master's degree in economics, management or other relevant fields.
- d. *Specific skills required:* Demonstrated experience and competence in:
  - i. Data collection and analysis
  - ii. Clear and concise report writing
  - iii. Stakeholder management
  - iv. Capacity development including coaching and mentoring.
- e. *Language skills and proficiency:* Fluency in spoken and written English and Amharic is required.

#### 4. Location and Duration

- a. *Start date and expected duration of assignment:* The **M&E, HOUSEHOLD REGISTRY, NON-IT ASPECTS OF MIS TSS** assignment will begin on January 1, 2019 approximately; and will continue for two years. The initial assignment will be for one year, renewable upon satisfactory performance and ongoing need.
- b. *Probation period:* 60 working days, followed by first performance review conducted by WB/DCT, GoE and TASC.
- c. *Location of assignment:* The Technical Support Specialist will be based in the Ministry of Agriculture in Addis Ababa.
- d. *Expectation of travel beyond primary location of assignment:* Travel to the regions, zones and woredas that are implementing PSNP4 may be required, as assigned by the Directorate or TASC. Approved travel expenses will be reimbursed by TASC.

#### 5. Reporting Responsibilities

- a. *Type(s) of reports required:* Provide quarterly reports of progress against the items mentioned in the Terms of Reference for the position. The TSS will contribute to the TASC semi-annual progress reports, including and assessment of lessons learned and best practices.
- b. *Purpose of the reports:* To keep the GoE and Development Partners apprised of progress toward the achievement of PSNP objectives.
- c. *To whom are reports submitted:* Reports are to be prepared with the assistance and oversight of TASC, and are to be submitted to the Director of PSNP/FSCD.

#### 6. Management Oversight

- a. The **M&E, HOUSEHOLD REGISTRY, NON-IT ASPECTS OF MIS TSS** will act as a counterpart to the PSNP Senior M&E Expert and will report directly to the Director of PSNP/FSCD
- b. Joint management oversight will be provided by the WB/DCT, GoE and TASC. TSS performance will be evaluated on a quarterly basis, at which time performance against the TSS's work plan and deliverables will be assessed.
- c. TASC will provide operational oversight and assistance in the preparation of plans and reports, and in the implementation of the individual work plan.
- d. Payroll services and administrative oversight is provided by the TASC consultancy.