



**MINISTRY OF EDUCATION  
STATE DEPARTMENT OF BASIC EDUCATION  
THE KENYA SECONDARY EDUCATION QUALITY IMPROVEMENT PROJECT**

**TERMS OF REFERENCE FOR THE RECRUITMENT OF A MONITORING AND  
EVALUATION SPECIALIST**

**CONTRACT NO: MOE/SEQIP/IC/08/2017-2018**

**PROCUREMENT METHOD: INDIVIDUAL CONSULTANT**

**1.0 Background**

The Ministry of Education is implementing a Secondary Education Quality Improvement Project (SEQIP) to enhance completion of a full cycle of basic education and increase transition from primary to secondary education especially for children living in underprivileged areas in the country. The project will run for six years beginning 27<sup>th</sup> September 2017 during which period it is expected to extend specific interventions to the beneficiaries. The project targets 7,852 public primary schools and 2,147 public secondary schools in the targeted 110 sub-counties drawn from 30 counties.

The targeted schools, sub counties and counties have been identified to have economic and educational challenges which if not addressed may continue to alienate the children from these areas. The project will benefit 600,000 pupils in upper primary (grades 7 and 8) and 600,000 students in Forms 1-4 of secondary schools in the targeted Sub-counties. The Project is implemented in four components: (1) Improving quality of teaching in targeted areas; (2) Improving Retention in Upper Primary School and Transition to Secondary School in targeted areas (3) System Reform Support (4) Project Management, Coordination, and Monitoring and Evaluation.

**2.0 Objectives of the Assignment**

The Ministry is seeking the services of a Monitoring and Evaluation Specialist to support the project in its Management, Coordination, and Monitoring and Evaluation component. If successful, the specialist will be stationed at the Ministry's Headquarters with occasional travels to the project implementation sites as provided in the Project Appraisal Document.

### 3.0 Duties and responsibilities

Under guidance of the Project Management Unit (PMU) and the project implementation teams, the M&E Specialist is expected to:

- (a) Spearhead the development of a project monitoring plan and simplified tools in accordance with the project's results framework
- (b) Interpret the project's results framework, including the disbursement linked indicators and results (DLIs/DLRs) tables; identify all relevant data to be collected under the project and provide a schedule detailing when, how and by whom the identified data is to be collected and analysed;
- (c) Coordinate project implementation teams at the National and County levels; Teachers Service Commission (TSC); Kenya National Examination Council(KNEC); and at the Kenya Institute of Curriculum Development (KICD) in collecting timely project data as per the results framework;
- (d) Support the processing of data collected by project implementation teams and provide quality assurance to the processed data;
- (e) Support the drafting of quarterly project technical reports based on - consolidation of the processed data and timely flag out any indicators target that may be delayed;
- (f) Based on routine monitoring findings, provide feedback to project implementation teams on the progress of each project activity as per the results framework indicators;
- (g) Plan for, and support project capacity building activities in the domain of monitoring and evaluation;
- (h) Support the project implementation team in designing and implementing project evaluations where specified in the Project Appraisal Document;
- (i) Support the project implementation team in designing and disseminating M&E and research study reports;
- (j) Support the project implementation team to develop quarterly, bi-annual and annual progress reports as per the requirements of the project's results framework;
- (k) Develop and share field visit reports with relevant project implementation team members;
- (l) Support the project implementation team in reviewing the project's annual work plans and budgets during project progress reviews;
- (m) Support the project implementation team in improving learning and sharing of their experiences in project implementation activities;
- (n) Ensure that the Project's webpage on the MoE website is up to date;
- (o) Support the project implementation team in preparation of required documents for the Project Steering Committee meetings (PSC), and the implementation support mission;
- (p) Operationalise the projects dashboard installed in the Principal Secretary's office and ensure the dashboard is up to date on key SEQIP milestones;

- (q) Coordinate with the independent verifier on verification of results achieved. This will include preparing evidence based on data from different agencies documenting achievement of DLIs before forwarding to the World Bank and the independent verification agency;
- (r) Support the project implementation team in any other M&E related activity that may be assigned by the project coordinator from time to time.

#### **4.0 Duration of the Assignment**

The specialist will be recruited for an initial period of one year. The contract of the specialist may be renewed subject to satisfactory delivery of responsibilities during the first contract year.

#### **5.0 Qualifications of the Consultant**

- (a) Masters' degree in any Social or Natural Science discipline (Project Management; Statistics/ Social Statistics/ Mathematics; Monitoring and Evaluation etc.);
- (b) Demonstrable knowledge and comprehension of project monitoring and evaluation;
- (c) Minimum 5 years' experience in monitoring and evaluation 2 of which should be with an international organisation;
- (d) Previous experience in design and implementation of sample based research studies and demonstrable analytical skills;
- (e) Experience of report writing with good command of written English
- (f) Excellent computer knowledge with command on MS Excel and any Statistical Analysis Software (Knowledge of quantitative and qualitative analysis software desired)
- (g) Should be open to travelling to far flung areas of the country for official M&E assignment.

#### **6.0 Application Procedure**

To be considered for the position, potential candidates should hold a Kenyan citizenship or demonstrate eligibility for a long term work permit in Kenya; and have proof of tax compliance under the laws of Kenya.

Interested and qualified candidates should submit their application to the Ministry attaching their Curriculum Vitae and statement of interest. The applications should be accompanied by a proposed daily rate for the services. The applications should be delivered to:

**State Department of Education,  
Ministry of Education,  
Jogoo House 'B'- Harambee Avenue  
P.O. Box 30040-00100, Nairobi, Kenya.  
Tel: (0)20 318581 Ext.30413**

On or before 12<sup>th</sup> June, 2018 at 11.00 a.m.