

Terms of Reference

Monitoring, Evaluation and Learning Coordinator BRILHO Energy Africa Mozambique

1- Background

SNV is a not-for-profit international development organisation with long-term, local presence in over 30 of the poorest countries in Asia, Africa and Latin America. Our team of advisors works with local partners to equip communities and businesses with the tools, knowledge and connections they need to increase their incomes and gain access to basic services. SNV works across three sectors: Agriculture, Energy and Water, Sanitation and Hygiene. Several international donors fund our programmes. SNV has a +100 million euro annual turnover and is aiming for further growth.

SNV is implementing the BRILHO Energy Programme in **Mozambique**, funded by FCDO and Sida, with a strong emphasis on catalysing private sector investment, demand creation, research and knowledge sharing and creating an enabling environment for Off-grid renewables. Monitoring, evaluation and learning is an essential cross-cutting topic that supports the efficient planning, monitoring and operation of the programme.

Overview of the position

You will be responsible for the design and setting up of the monitoring and evaluation mechanisms in order to track progress of each Market Development Fund investment, and all other programme activities related to demand activation, research and dissemination, policy reform and institutional strengthening. This position reports to the Team Leader of the programme. The following are the specific assigned responsibilities.

Key Responsibilities

- To maintain, update and manage the gender sensitive MEL (Monitoring, evaluation and learning) framework (including logframe, theory of change, results chain), systems and tools (SmartME/Odyssey/PowerBI/LogAlto) for BRILHO and for each individual MDF supported business initiative;
- To develop a yearly MEL workplan;
- To manage and implement the performance-based monitoring and evaluation system to ensure that the BRILHO targets are met;
- To ensure timely preparation and compilation of internal and external progress reports (monthly, quarterly and annually) and plans;
- To ensure that the preparation and implementation of the annual reviews and final evaluation are conducted;
- To recruit, train and manage the independent verification agents for RBF and MEL team;
- To ensure that the MEL databases are updated routinely and systematically;
- To identify and document achievements and accomplishments of BRILHO indicators against set performance targets;
- To participate in the preparation and implementation of special studies (e.g. Additionality, Value for Money, etc.). This may include: Protocol development, drafting collection tools and conducting analyses and drafting reports;
- To undertake frequent monitoring and technical support visits to field activities to assess progress against approved MEL Plan;

- To lead the knowledge management/learning activities by preparing and disseminating data, lessons learnt good practices and statistical, qualitative, and anecdotal evidence provided by team members/stakeholders;
- Any other duties that may be assigned by the Team Leader.

2- Qualifications

The position of a Monitoring, Evaluation and Learning Coordinator in Off-grid Energy typically requires a combination of education, experience, and specific skills related to market development, energy, and often a focus on off-grid or renewable energy solutions. Interested candidates must hold the following minimum qualifications:

1. Educational Background

- **Bachelor's or master's Degree:** A degree in fields such as Business Administration, Economics, Marketing, Engineering, Energy Studies, or related disciplines is often required.
- **Specialization:** The candidate must have a specialization in energy management, renewable energy, or sustainability.

2. Professional Experience

- **Relevant Work Experience:** 5-10 years of experience in monitoring and evaluation (M&E), project management, or a related field.
- Experience with program or project cycle management (design, implementation, monitoring, and evaluation).
- Proven experience in developing M&E frameworks, tools, and systems for data collection, analysis, and reporting
- Experience in data management, analysis, and the use of statistical software (e.g., SPSS, STATA, or Excel)

3. Skills and Competencies

- Strong knowledge of monitoring and evaluation methodologies, such as results-based management (RBM), logical framework analysis (LFA), impact evaluations, and performance monitoring.
- Skills in designing and implementing learning frameworks that integrate lessons learned into program design and execution.
- Analytical and research skills to assess and interpret quantitative and qualitative data.
- Communication skills for reporting and presenting evaluation results and lessons learned to various stakeholders.
- Ability to train and build capacity of staff and partners in M&E and learning processes.
- Experience with data visualization tools or methods to effectively communicate findings.
- **Financial Acumen:** Knowledge of financial modelling, investment analysis, and cost-benefit analysis, particularly in energy projects.
- **Communication Skills:** Strong communication and presentation skills to convey technical and market information to diverse audiences.
- **Language Skills:** Fluency in English and Portuguese is often required, and knowledge of other languages (especially in regions where the role is focused) will be an asset.

4. Other Requirement

- Familiarity with donor reporting requirements (e.g., USAID, FCDO, Sida etc.).
- Knowledge of digital data collection tools (e.g., KoboToolbox, CommCare, SurveyMonkey).
- Willingness to travel for field monitoring visits, sometimes in remote areas.

5. Personal Attributes

- **Adaptability:** Ability to work in challenging environments and adapt to rapidly changing market conditions.
- **Innovation:** Creative problem-solving skills to develop innovative solutions in off-grid energy markets.
- **Leadership:** Strong leadership skills to guide teams and projects towards successful outcomes

3- Proposals submission

Experts expressing their interest to apply and having minimum qualifications as per the Terms of Reference herein are invited to submit their proposals by no later than **30th September 2024, 11h59pm (GMT+2) in Portuguese or English language**. The address to submit the applications: mozbid@snv.org ; with the subject line: "**Consultoria-Monitoring, Evaluation and Learning Coordinator**".

Proposals must include, at minimum, the following:

1. **Resume/Curriculum Vitae (CV)**
 - A detailed CV outlining the candidate's education, professional experience, skills, and relevant accomplishments. (maximum 5 pages)
 - The CV should highlight experience in the area of interest, and any work related to Monitoring, Evaluation and Learning (MEL).
2. **Cover Letter and references**
 - A cover letter that explains the candidate's interest in the position and how their qualifications align with the job requirements. (maximum 3 pages)
 - The cover letter should also address the candidate's understanding of the position and their motivation for applying.
Submit a minimum of three reference contact details that can provide detailed insights
3. **Educational and professional certificates**
 - Copies of degrees or diplomas related to the candidate's educational background (Bachelor's, Master's, etc.)
 - Documentation of any relevant certifications (e.g., Project Management Professional (PMP), Results-Based Management (RBM) Training, etc) that support the candidate's qualifications for the role.
4. **Financial proposal**
 - Budget detailing the relevant costs for delivery of the assignment.
 - The daily fee must include all relevant costs and related expenses considering the duty station of the position including all other costs and relevant taxes such as IVA, withholding taxes as applicable. No additional fee or costs will be paid to the consultant.
 - Payment to the consultant will be made on a monthly basis, following the submission and approval of the corresponding deliverables, including invoices where applicable. Therefore, the proposed total budget should account for 215 days.
 - The budget could be presented in one of the following currency (MZN, USD, EUR or GBP)

Illustrative budget indication

Daily net fee	Other relevant associated costs*	Total daily fee	Total number of days for the assignment	Total gross fee
a)	b)	c)	d)215	=c*d

*Taxes and other associated costs. (to be detailed)

Other relevant information

This is a full-time position based at the designated duty location, and the consultant must remain available throughout the duration of the assignment

4- Evaluation criteria and respective weights

All responsiveness and completeness proposals will be evaluated through the following criteria. Only candidates who successfully pass each stage of the evaluation will be contacted.

Proposal	Criteria	Weight
Technical evaluation	Academic background	25
	Professional experience	25
	Motivation	20

Financial evaluation	Proposed Price/Cost vs budget availability. Value for money	30
Total		100