



## TERMS OF REFERENCE

### Short-term Monitoring and Evaluation Assistant

#### 1. BACKGROUND INFORMATION

##### 1.2. Contracting Authority

Caribbean Export Development Agency (Caribbean Export/ the Agency)

##### 1.3. Relevant Background

The Caribbean Export Development Agency (Caribbean Export) is the only regional trade and investment promotion agency within the African, Caribbean and Pacific (ACP) States, and was established in 1996 by an Inter-Governmental Agreement among the Forum of the Caribbean Group (CARIFORUM) of ACP States. Headquartered in Barbados, with a Sub Regional Office in the Dominican Republic, Caribbean Export serves 15 CARIFORUM countries, namely: Antigua and Barbuda, The Bahamas, Barbados, Belize, Dominica, Dominican Republic, Haiti, Grenada, Guyana, Jamaica, St. Kitts and Nevis, Saint Lucia, St. Vincent and the Grenadines, Suriname, and Trinidad and Tobago.

The Agency's vision is to be internationally recognised as the leading driver for Caribbean private sector development, with a mission to enhance the competitiveness and value of Caribbean brands, through the delivery of transformative and targeted interventions in export development and investment promotion.

Caribbean Export carries out numerous programme-based activities designed to enhance the competitiveness of regional small and medium-sized enterprises (SMEs); promotes trade and

development among the CARIFORUM; promotes stronger trade and investment relations among CARIFORUM and the French Caribbean Outermost Regions (FCORs) and the European Union (EU) Overseas Countries and Territories (OCTs) in the Caribbean; as well as promotes stronger trade and investment cooperation between the Caribbean Community (CARICOM) and the Dominican Republic.

Monitoring and evaluation (M&E) are core functions of Caribbean Export Development Agency's (Caribbean Export). Caribbean Export is seeking to bring on board a short-term Monitoring and Evaluation Assistant to provide support to the Advisor-Monitoring and Evaluation (Advisor-M&E). This person will assist the Advisor-M&E, mainly with collating information for reporting purposes; coding and analyzing data; drafting and disseminating questionnaires; and writing briefs/reports on the interventions outlined in the Agency's *2020 Work Programme*, for the period April to December 2020. The Assistant may also be given additional duties, as necessary, during the assignment period.

#### **1.4. Related programmes and other donor activities:**

None

## **2. OBJECTIVE, PURPOSE AND EXPECTED RESULTS**

### **2.2 Objectives**

- To provide relevant technical support to the Advisor-M&E from April to December 2020.

### **2.3. Purpose of the Assignment and Expected Results**

The purpose of this assignment is to support the Agency's M&E operations.

The expected result from this assignment should be increased overall support to the Advisor-M&E, for the duration of the assignment.

### **3. ASSUMPTIONS, RISKS AND MITIGATION**

#### **3.1. Assumptions**

- The Assistant would be capable of completing tasks assigned during the duration of the assignment.

#### **3.2. Risks**

- Delays in completing tasks, within the allotted time-period, can affect the submission of reports/briefs and other outputs to donors and relevant stakeholders.

#### **3.3. Mitigation**

- Candidates will be vetted thoroughly, to ensure the best match for the assignment. The selected candidate will be briefed on the nature of the assignment and the specific timelines that must be followed.

### **4. SCOPE OF WORK**

#### **4.1. Specific Activities to include, but not limited to:**

The Assistant is expected to complete the following activities:

- Participate in an inception meeting with Caribbean Export (the Advisor- M&E);
- Assist in collating, coding and analyzing data/information from registration forms, evaluations and surveys;
- Assist the Advisor-M&E in drafting reports and briefs and other publications;
- Develop graphs, tables and other visual tools;

- Assist in updating various M&E spreadsheets;
- Assist in developing evaluation instruments including surveys;
- Complete any other related task/s assigned; and
- Participate in M&E missions, as required, to provide support to the Advisor-M&E.

## **5. PROJECT MANAGMENT**

### **5.1. Responsible body**

The Caribbean Export Development Agency

### **5.2. Management Structure**

The Officer-in-Charge will be responsible for the overall management of the assignment. Day-to-day supervision of the assignment will be the responsibility of the Advisor-M&E.

## **6. LOGISTICS AND TIMING**

### **6.1. Location**

The Assistant will be required to complete all assignments at the Caribbean Export's head office, which is based in Warrens, Barbados.

Working hours are Monday – Friday, 8:30 am to 4:30pm.

### **6.2. Office accommodation**

Office accommodations at Caribbean Export's office will be provided to the Assistant, during his/her assignment period(s).

### **6.3. Commencement date and period of implementation of tasks**

The duration of this term of service shall be from **April 1 to December 18 2020 ( inclusive)**. Extensions may be agreed upon by both parties, if applicable.

## **7. REQUIREMENTS**

### **7.1. Personnel**

#### **Qualifications and Experience Required**

- A university degree in project management, economics, business management or any other related field;
- Previous M&E experience is highly desirable;
- Demonstratable experience in data collation, entry and analysis;
- Excellent analytical skills;
- Solid knowledge and application of Excel;
- Experience in developing surveys and knowledge of data analysis tools (survey monkey etc.);
- Excellent presentation and communication (oral and written) skills; and
- Knowledge of writing reports for donor projects would be an asset.

### **7.3. Required documentation**

Interested persons must submit the following documents to Ms. Kareitha Gill, Advisor-Monitoring and Evaluation at [kgill@carib-export.com](mailto:kgill@carib-export.com), with a copy to Ms. Wendy Graham at [wgraham@carib-export.com](mailto:wgraham@carib-export.com).

- **Curriculum vitae**

- **Letter of interest**

To be considered for this assignment, applicants must respond by 20<sup>th</sup> March 2020, no later than 4:30 p.m. Barbados Time. No late submissions will be accepted.

## **8. REPORTS**

### **8.1. Reporting requirements:**

- **A monthly progress report** on information collated, data entries, reports and analysis and any other tasks assigned, which have been completed for the reporting period at the end of the month; and
- **Final report** of results obtained, through data collection for the period of the assignment. The report should include all the necessary graphs, tables, and any other information tools that were used to collate and analyze the data. The report should also discuss all work completed and outline any challenges encountered and how they were addressed, during period of the assignment. The final report should be submitted in the final month (December 2020) of the assignment period.

## **9. SUBMISSION & APPROVAL OF REPORTS**

The reports and deliverables as referred to above must be submitted to the Officer-in-Charge or Executive Director and copied to the Advisor-M&E. All reports must be submitted in English in electronic *Word* format and as a hardcopy. The Officer in Charge is responsible for approving the reports.

## **10. PAYMENT TERMS**

All services must be completed to the satisfaction of the Agency and payments will be contingent on submission and approval of the agreed deliverables and submission of the appropriate invoices. Payments will be made in accordance with the terms and conditions outlined in the contract between the contracting authority and contractor.

#### **11. MONITORING AND EVALUATION**

The Assistant will be monitored and evaluated by Caribbean Export over the duration of the project. Performance on the assignment will be measured by satisfactory completion and timely submission of the deliverables outlined in Section 4.1 (Scope of Work) and 8.1 (Reports), and as outlined within the work plan (if necessary). Feedback, other than acceptance, on each submitted deliverable is not a requirement for the continuation of the assignment. The Contracting Authority will provide feedback to the Assistant within five (5) working days of receipt of the final report.

#### **12. SPECIAL REQUIREMENTS**

None.