



CONSULTANCY ADVERTISEMENT

MONITORING EXPERT - AFGHANISTAN RECONSTRUCTION TRUST FUND (ARTF) THIRD-PARTY MONITORING

Full-time consultancy position for 6 months, based in the US with international travel.

May 2021



HRO-277

Introducing Integrity

Integrity is an ethical consultancy and service provider working in challenging and complex environments around the globe.

We help our clients succeed in fragile and challenging environments while building trust and understanding as the basis for transformative change. We work across all phases of the programme and project cycle, delivering eleven complementary services: monitoring, evaluation and learning / data and knowledge management / research, evidence and analysis / advisory / project management / communications / risk management / technical assistance / capability and capacity development / stakeholder engagement / grant and fund management. Our services are underpinned by the principles on which we were founded, a commitment to providing reliable information and evidence, and expert and high-quality delivery.

Headquartered in London and Washington DC, Integrity also has offices in Jordan, Kenya, and Pakistan. Our multi-national team of over 60 deliver multi-year projects, programmes and consulting assignments to a wide range of government clients, international organisations, foundations and private sector clients.

Vision: Integrity sets the international standard for ethically delivered, expert services in complex and challenging contexts. Our work helps create stability, accountability and prosperity.

Mission: Based on evidence and learning, we help clients and communities to build trust and understanding as the basis for transformative change. We do not advocate: we listen, comprehend and recommend.

Commitment: Integrity upholds the highest ethical standards in our service delivery, our employment of staff and our interaction with people. Through adherence to our core values, we ensure not only that our clients receive the best possible service but that we benefit the individuals and communities amongst whom we work.

Further information about Integrity can be found at www.integrityglobal.com.

Project Background

Since 2002, the Afghanistan Reconstruction Trust Fund (ARTF), a multi-donor trust fund administered by the World Bank, has supported immediate stabilization and reconstruction needs in Afghanistan. It helps to fill the large financing gap in both the operating and development budgets of the Government of the Islamic Republic of Afghanistan. The Fund also provides a platform for pooled on-budget financing and coordinated implementation support to the government. As of February 2019, 34 donors have contributed a cumulative \$11.4 billion through the ARTF to fund Afghanistan's development priorities through policy-based budget support and investment projects that aim to reduce poverty, service delivery, citizens' engagement and social inclusion, as well as support of governance and state effectiveness.

As part of the Fund's administration, the World Bank contracted an independent Monitoring Agent to provide monitoring, financial management, and accountability support for disbursements. The Monitoring Agent is responsible for reviewing disbursements, payments, accounting, and reporting for

the activities to be financed by the ARTF. In 2011, the WB expanded the third-party monitoring of ARTF-financed initiatives and contracted an independent Supervisory Agent (SA) to support the Bank's task teams in monitoring implementation of investment initiatives in widely dispersed locations around the country. The Supervisory Agent helps the teams develop monitoring protocols specific to individual projects and applicable environmental and social safeguards considerations. It deploys monitoring teams that use mobile technology and software to compile and share detailed monitoring data with Afghan government implementing agencies and the Bank task teams. The Supervisory Agent also engages in follow-up on reported deficiencies to track and verify remediation the agencies and Bank task teams. Both the Monitoring and Supervisory Agents report monthly, quarterly, and annually on their findings and periodically provide briefings to ARTF stakeholders, at the request of the WB.

The World Bank is currently in the process of procuring the next phase of the Monitoring and Supervisory Agents, combining the roles under one contract. The overall goal is to maximize value for money of ARTF-financed programs and provide fiduciary assurance on the Afghan government's use of grant proceeds and their likely development impact to the ARTF partners, the WB management, the Government, and the public. The specific objectives of the assignment are to:

- Verify the eligibility of recurrent expenditures for financing based on agreed sample-based reviews of relevant financial records.
- Assist in minimizing weaknesses in payroll management including possible inaccuracies in the government payroll records, such as “ghost” employees, through physical verifications of government employees based on agreed sampling procedures.
- Assure value for money of ARTF investment projects through integrated oversight of project implementation performance and compliance with fiduciary standards and requirements, and with the environmental and social safeguard policies and/ or framework as applicable; including the establishment and implementation of monitoring protocols for measuring implementation progress through site visits, validation of project MIS data, and assessments of physical progress, construction quality, deviations and usage of infrastructure.
- Provide additional assurances through ad hoc “special” assignments on deeper reviews of project performance and fiduciary and/or safeguards compliance, as requested by the WB.
- Contribute to improvements in project-level performance monitoring, fiduciary oversight (control, reporting, etc.), environmental and social safeguards, and data management by project implementing agencies through knowledge sharing, as requested.

Scope of Work

We are seeking a Monitoring Expert - International to support the ARTF TPMA through work with the Analysis and Reporting Team.

You will play a major role in the delivery of the Analysis and Reporting Team, working with Physical and Financial Monitoring Teams and Digital Platform Unit to produce a variety of monitoring and ad hoc reports. This will require experience in project management, technical expertise and confidence in managing remote teams and working effectively with clients and consortium members.

Monitoring Expert - International will work with the M&E Lead and the M&E Team in Kabul and D.C. to manage the analysis and reporting process for the project performance monitoring aspects. Working closely with the D.C.-based M&E Manager, you will be responsible for the quality assurance and analysis of third-party monitoring data, drafting and finalisation of monitoring reports.

This position may require travel to Kabul, Afghanistan or Dubai, UAE for client meetings or workshops. This position is full-time from June-December 2021 with the possibility of extension.

Terms of Reference

A. Design and Planning

The Monitoring Expert – International plays a key role in designing analysis and reporting approaches, assuring the quality of ARTF TPMA monitoring proposals and representing the Analysis and Reporting Team externally.

- Contribute to the identification, capture, articulation and review of new client and project monitoring requirements.
- Contribute to the technical design, development, roll-out and quality assurance of new monitoring approaches and methodologies, as proposed in monitoring proposals for new projects and ad hoc deliverables.
- Develop and set up data analysis processes with the M&E Lead and M&E Senior Manager – Kabul, engaging representatives from the Physical and Financial Monitoring Teams and the Digital Platform Unit.
- Support the growth and/or improvement of the Analysis and Reporting offering, under the leadership of M&E Lead.
- Contribute to internal and external communications of Integrity's ARTF – TPMA delivery.
- Develop and sustain strong working relationships with key client and consortium stakeholders in the design and planning phase.

B. Technical Delivery

The Monitoring Expert - International will play a key role in delivering the Analysis and Reporting Team's project deliverables. This includes leadership and advisory roles, working in collaboration with Analysis and Reporting Team in Kabul, DC, and short-term experts.

- Work with ARTF Third-Party Monitoring team members to transfer raw monitoring data onto analysis system for cleaning and quality assurance checks.
- Lead the review and quality assurance of monitoring data.
- Contribute to the quantitative data analysis in PowerBI.
- Lead the qualitative data coding and analysis in NVIVO.
- Plan, prepare and manage internal and external data analysis workshops.
- Lead the drafting and finalization of assigned monitoring reports and other deliverables.
- Participate in the presentation of findings to stakeholders, as needed.

- Build and maintain constructive working relationships with key stakeholders at the relevant government entities and World Bank Task Teams.

C. Personnel and Team Management

- Functionally manage select junior Analysis and Reporting Team members in the completion of assigned deliverables.
- Liaise regularly with other members of the Analysis and Reporting Team, both in calls and in writing, providing regular activities updates to the M&E Lead and coordinating on addressing problems with delivery in a timely and solution-oriented manner.
- Regular coordination with ARTF Third-Party Monitoring team members in Kabul through attendance and participation in team meetings, team training, and stakeholder meetings.

Your Experience and Expertise

The Monitoring Expert - International will have:

- 5 years+ experience working on monitoring, evaluation and learning within international development and/or the consultancy sector.
- Master's degree in a relevant subject such as economics, political economy, international development or a related subject.
- Good understanding of monitoring and evaluation framework design, instrument design, contextual analysis, Theory of Change design, data collection supervision, and analysis plan development
- Experience designing and delivering monitoring and evaluation projects, using qualitative and quantitative data collection methodologies including direct observation, survey forms, call centre data collection, key informant interviews, focus group discussions and MIS review.
- Demonstrated experience of quality control, quality assurance, and analysis of M&E data; leading the writing of monitoring and learning reports in a variety of different reporting formats.
- Strong proficiency with Word, Excel, and PowerPoint.
- Excellent ability to communicate, work in a team, and collaborate with individuals with diverse technical backgrounds and with external stakeholders including government entities and international agencies.
- Written and oral fluency in English, with the ability to write clear and compelling narratives.

It is highly desirable that the Monitoring Expert - International will also have:

- Software expertise: PowerBI, Nvivo, STATA, and ArcGIS.
- Experience in Value for Money (VfM) analysis.
- Experience working with the World Bank, DFID, FCO and/ or USAID.
- Sectoral experience monitoring emergency humanitarian interventions, infrastructure development, economic growth and financial inclusion, environmental and social safeguarding.

- Experience supporting the pursuit of new business, including competitive bidding.

Required Competencies

Competency	Definition
User-focused	<p>To be able to ensure that stakeholders gain from the relationship so they can be sufficiently motivated to engage and cooperate.</p> <ul style="list-style-type: none"> • Talks to stakeholders to understand issues, what they want and how satisfied they are with our support and/or products. • Lets stakeholders know they are working to meet their needs. • Finds ways to measure and track stakeholder satisfaction. • Anticipates, meets and exceeds the needs and expectations of stakeholders (internally and externally). • Works together to build long-term relationships and focuses efforts on delivering increased value.
Adaptable and flexible	<p>The ability to adjust or change to best meet the needs of the situation or environment.</p> <ul style="list-style-type: none"> • Engages in continuous learning, adjusting the application of knowledge, skills and abilities while addressing new challenges.
Collaborative	<p>The ability to work co-operatively with a range of stakeholders, to be part of a team, to work together as opposed to working separately or competitively.</p> <ul style="list-style-type: none"> • Acts to promote a friendly climate, good morale and co-operation. • Works to address and resolve conflicts within the team. • Creates and supports opportunities for cross functional team working.
Organised	<p>The ability to plan and monitor one's own work and the work of others to ensure achievement of desired results.</p> <ul style="list-style-type: none"> • Coordinates ideas and resources to achieve goals. • Identifies the sequence of tasks and the resources needed to achieve a goal and prioritises key action steps. Anticipates the impacts and risks of decisions and actions. • Creates realistic schedules and follows them. Evaluates progress against schedule and goal. Evaluates proposed actions and timelines against the project's theory of change.

How to Apply

If you are interested in applying for this position, please complete the application form at www.integrityglobal.com/apply and attach a CV and Cover Letter at the bottom of your application.

The closing date for applications is **31 May 2021**. However, we will review candidates on a rolling basis and the vacancy may be filled before this deadline. **We encourage early applications.** Please be advised that only shortlisted applicants will be contacted.

Candidates must have the right to work in the UK/US.

Integrity is an equal opportunities employer. And positively encourages applications from suitably qualified and eligible candidates regardless of sex, race, disability, age, sexual orientation, gender reassignment, religion or belief, marital status, or pregnancy and maternity. We will respect your confidentiality and abide by UK data protection laws.



**LISTEN
COMPREHEND
RECOMMEND**