



VACANCY

NORTHERN CORRIDOR TRANSIT AND TRANSPORT COORDINATION AUTHORITY

Monitoring and Evaluation Specialist for the Northern Corridor Transport Observatory Project

1. Background

Northern Corridor Transit and Transport Coordination Authority (NCTTCA) is working with partners in the Northern Corridor Member States in Kenya, Uganda, Burundi, Rwanda, South Sudan and DRC to reduce the cost of transportation and increase trade competitiveness.

Part of the mandate of the Northern Corridor Secretariat is to monitor the Corridor performance through proactive collection, processing and dissemination of transport data and reports in order to support the policy planning and operations of the Member States. It is in this perspective that the idea of establishing a Transport Observatory was conceived.

In order to measure the performance of the Corridor, Trade Mark East Africa (TMEA) In May 2011 signed a funding Agreement with NCTTCA for the development of a Transport Observatory project along the Northern Corridor. The Transport Observatory is a performance-monitoring tool for assessing the efficiency of the entire logistics chain of the Trade and Transport Corridor purposed to provide key reliable information to policy makers in the region and facilitate formulation of policies that lead to better transit and trade facilitation and cooperation between NCTTCA Member States.

The growth of the Observatory has seen the development of the Dashboard that features key indicators for the Mombasa Port Community Charter. The dashboard initiative is also being extended to other Northern Corridor Member States.

To accelerate the realization of the potential that the Northern Corridor holds and spur the region's economic growth, the indicators under the Northern Corridor Observatory have targets that MUST be achieved to create the requisite momentum.

Whereas TMEA is committed to continue supporting the NCTTCA, the Corridor Authority is keen to strengthen the capacity of the Institution to send out and disseminate all information and findings to all stakeholders of the Northern Corridor.

To achieve the goal of information dissemination, NCTTCA has developed a communications and advocacy strategy that aims to ensure that timely and accurate information is propagated and disseminated to the various stakeholders.

This strategy lays out the mechanism for information dissemination and also details various advocacy activities that NCTTCA will engage to realize this goal. To fully operationalize its communication and advocacy strategy, NCTTCA requires the services of a Monitoring & Evaluation (M/E) Specialist with Strong Communications background.

2. Objectives

NCTTCA with the support of TMEA seeks to recruit an M/E Consultant with strong Communication Skills. The objective of this position is to provide technical support on monitoring, reporting and evaluation, learning and communication of results to NCTTCA.

In addition, the incumbent is expected to work with the in-house M & E Expert to enhance knowledge transfer and skills development within NCTTCA to help sustain the M & E function specifically for the Northern Corridor Transport Observatory.

He/she will work with the NCTTCA communication expert to effectively:

- (i) Execute the communication and advocacy strategy of NCTO
- (ii) Develop and manage a public relations strategy for NCTO
- (iii) Organize and manage events under the auspices of NCTO
- (iv) Monitor and manage communications between NCTTCA and its stakeholders on Transport Observatory matters.

3. Recipient

The direct recipients of this consultancy are:

- Northern Corridor Transit and Transport Coordination Authority (NCTTCA)
- Trademark East Africa (TMEA)

The Consultant will be stationed and undertake this assignment at the NCTTCA Secretariat.

4. Scope or Deliverables

The Consultant will be tasked with responsibilities in the following key areas (other areas that may be deemed relevant for inclusion into this scope may be discussed between TMEA, NCTTCA and the Expert):

- a) Monitoring and Evaluation of the Transport Observatory Corridor performance monitoring initiatives and capacity building.
- b) In close liaison with other relevant experts at NCTTCA, the M&E expert will ensure that Key Performance Indicators identified in the Transport Observatory, the Mombasa Port Community Charter and trade facilitation initiatives along the Northern Corridor are monitored, reported against and evaluated accordingly.
- c) Support NCTTCA to design and develop a plan of implementation of M&E and capacity building work plan on how to deliver on the assignment.

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- d) Support NCTTCA in developing an M&E Plan for the Mombasa Port Community Charter Commitments and report on the impact of the commitments along the Corridor based on evaluation.
 - e) Design/develop and ensure implementation of the NCTTCA Transport Observatory Monitoring and Evaluation Training Programme.
 - f) Design and develop training and knowledge transfer capacity assessment tools to measure pre and post training/knowledge transfer capacity enhancement.
 - g) Develop and implement a comprehensive knowledge transfer plan detailing how M&E programme management knowledge and skills will be transferred to the Secretariat to ensure the Transport Observatory are sustainable.

The Consultant will specifically be tasked to:

Monitoring and Evaluation

- a) Support the collection, analysis, validation and quality assurance of periodic data that will be gathered to inform the indicators and used to measure success against the targets and benchmarks, Key Results Areas (KRAs), Key Performance Indicators (KPI), dashboard and Transport Observatory statistics and stakeholders service delivery targets.
- b) Extract the data from the Northern Corridor Transport Observatory reports, Port Community Reports, Impact assessments reports and time release reports as a basis for measuring the performance of the port by updating the Key Performance Indicators and Key Result Areas.
- c) Organize periodic meetings and peer review consultations with relevant institutional and staff to discuss and review achieved as well as planned results and update all stakeholders.
- d) Ensure that on a monthly and quarterly basis the monitoring plan is updated with actual performance, shared and discussed with NCTTCA and other stakeholders. The monitoring plan will form the basis for reporting.
- e) Where periodic surveys will be carried out (as per the monitoring plan), develop and discuss TORs and data collection work plan with all stakeholders; manage the data collection and analysis process.
- f) Ensure existing evidence to support achievement of all indicators is being filed and systematically in a central depository for reference during evaluation and annual reviews.

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- g) Update and analyse performance on Key Results Areas (KRAs), Key Performance Indicators (KPI), Northern Corridor Transport Observatory statistics, regulatory issues and individual relevant service delivery targets agreed with NCTTCA.
 - h) Update on private sector commitments and advocacy issues arising from the Observatory and Charter implementation.
 - i) Provide logistical and technical support as well as facilitate the annual review consultation meeting.

Execution of Communication and Advocacy Strategy

The implementation of the NCTO communication and advocacy strategy entails development of mechanism for executing the strategy within NCTTCA mandate and objectives. This will entail supporting the implementation of the strategy, the NCTO business development focusing on achievement of the following results:

- a) Implementation of the NCTO communication strategy; provide inputs, content development, coordination of production and dissemination of press releases, publications, articles and sharing of NCTO knowledge and success;
- b) Provision of inputs and information for improvement of NCTO communication strategy based on the NCTTCA corporate communications strategy;
- c) Support to increased awareness of NCTTCA mandate and goals through dissemination of information, organization of public events;
- d) Organize publicity, advocacy, knowledge-sharing events and promotional opportunities;
- e) Maintenance of information database and photo/video/electronic library;
- f) Research and retrieval of data from internal and external sources;
- g) Develop and implement strategies to increase and improve public/stakeholder outreach;

The consultant will also ensure facilitation of knowledge building and management focusing on achievement of the following results:

- a) Offer support to NCTO staff in identification, documenting and drafting of best practices and lessons learned.
- b) Organize internal and external networks of practice covering prominent experts in Government, Non-Government, think-tanks, private companies and international development organizations.
- c) Provide intellectual inputs in the subject area as well as the opportunities to develop broader public goods in relation to the Northern Corridor;

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- d) Coordinate with various stakeholders regarding updates and NCTO information.

5. Methodology

The consultant is expected to perform the duties outlined above as per the specific assignment. Working closely within the NCTTCA regional mandate to facilitate trade through transport and enhance the development of the Corridor into an Economic Corridor.

The Consultant will in his inception report, present an appropriate methodology in the technical proposal which may include the following:

- (i) Liaise and follow-up with all the stakeholders in ensuring timely delivery of information and providing technical assistance where necessary;
- (ii) Review literature, legal and regulatory framework, policies and relevant documents from the Northern Corridor Member States related to trade facilitation, including Transport Observatory reports, Northern Corridor Integration Projects Summit reports, impact assessment reports, time release study reports etc.
- (iii) For indicators requiring surveys to collect data, liaise with the NCTTCA Secretariat for data collection and surveys where necessary.

6. Key Deliverables

The principle outputs of the assignment will include the following:

- a) Inception report consisting of:
 - (i) Detailed implementation/work plan with budget for delivery on assignment for an initial period of one year.
 - (ii) Clear strategy on capacity building and knowledge transfer plans.
- b) A comprehensive and complete Monitoring and Evaluation Framework for the Transport Observatory Project.
- c) Quarterly, half year and annual progress reports based on the Transport Observatory indicators and Charter commitments;
- d) Monthly progress reports outlining key achievements in terms of M&E reporting on the Mombasa Port Charter and capacity building & knowledge transfer plans.

7. Reporting

The Monitoring and Evaluation expert for the Northern Corridor Transport Observatory will be reporting to the Director of Program, Transport Policy and Planning at the NCTTCA Secretariat. The consultant will also be expected to frequently update TMEA's Program Manager in charge of Corridor Performance on the progress of this assignment.

In TMEA, this assignment will be under the ICT for Trade and Transport Facilitation Directorate.

8. Timeframe

The assignment will be for an initial period of 12 months with a possibility of renewal. The contract period will be reviewed subject to availability of funds and on review of performance.

9. Qualifications

Required skills and experience

The Monitoring and Evaluation Specialist will be required to have the following qualifications:

- Minimum of a Bachelor's degree in Economics, Development, Social Sciences, M&E or other relevant degree;
- At least six years' experience in monitoring and evaluation, leading and managing similar assignments; M&E of trade/transport infrastructure programs or similar projects;
- At least 3 years' experience in capacity building of institutions in M&E and project management;
- At least 3 years of experience in developing, maintenance and implementation of communication strategy.
- Proven experience in developing institutional capacity and knowledge transfer (M&E, institutional capacity strengthening, reporting, communication, project management);
- Proven experience in development and implementation of complex monitoring and evaluation frameworks; report writing and dissemination;
- Knowledge and experience working in East Africa especially in similar port, infrastructure or transport logistics Maritime, Road, Railways programmes is desirable;
- Proven experience in data collection, data analysis, development of monitoring and evaluation frameworks, report writing and dissemination;
- Demonstrated knowledge and skills in developing and implementing M&E strategies and plans.
- Strong stakeholder management skills and ability to work flexibly with donors, partners, private sector entities;
- Demonstrated experience in meeting deadlines and working with in tight timeframes;
- Strong communication with written and spoken skills: Being strategic as well as able to communicate complex studies and findings in as simple way for non-technical people.
- Proficiency in online communications and management of interactive websites will be an added advantage
- Good analytical and inter-personal skills.
- Good report writing skills and an excellent command of English or French.
- Experience in undertaking surveys will be an added advantage

10. How to Apply

The applicant must submit his/her Curriculum Vitae, certified copies of Academic Certificates, testimonials and a Cover letter explaining why he/she is suitable for this position. Applicants are required to provide details of at least three referees, one of whom should be the most recent employer. Deadline for submission of the applications is 2nd October 2018, 05:00pm East African Standard Time.

Applications should be sent by email or hand delivered to:

The Executive Secretary
Northern Corridor Transit and Transport Coordination Authority
1196 Links Road, Nyali, P O Box 34068-80118
Mombasa, Kenya.
Email: ttca@ttcanc.org
Website: www.ttcanc.org
