



**World Cocoa Foundation: ACI II M&E
Consultant**
www.worldcocoafoundation.org

General Description:

The vision of the [World Cocoa Foundation](http://www.worldcocoafoundation.org) (WCF) is a sustainable and thriving cocoa sector -- where cocoa farmers prosper, cocoa-growing communities are empowered, human rights are respected, and the environment is conserved. Our mission is to catalyze public-private action to accelerate cocoa sustainability. WCF champions multi-stakeholder partnerships, aligned public and private investment, policy dialogue, and joint learning and knowledge sharing to achieve transformative change in the cocoa supply chain.

African Cocoa Initiative Phase II (ACI II) is a five-year USAID funded Global Development Alliance (GDA) Program implemented by the World Cocoa Foundation (WCF) with [CocoaAction](http://www.cocoaaction.org) chocolate companies to sustainably increase cocoa productivity among smallholder cocoa farmers in West Africa. ACI II is a public-private partnership that responds to the need for enhanced capacity in the cocoa sector among national institutions and address specific gaps in cocoa productivity improvements, including the provision of better planting materials, and credit to cocoa farmers.

WCF seeks an experienced and talented M&E Specialist for 68 work days to be completed over a five-month period (June-October) and completing the following:

- 1. Develop new ACI Performance Management Plan (PMP)** The successful candidate will work with the WCF M&E Team and ACI II team members to complete a PMP that links to the project Theory of Change and Results Framework, focuses on the three objectives and interventions under implementation, and aligns with the workplan of the program. The PMP will cover all the three ACI objectives showing specific indicators that are used to measure desired results, their definition, units, source of data, frequency of data collection, analysis plan, responsibilities etc. The PMP should align with the existing ACI II Performance Management and Data Plan approved by USAID and the latest version of the FTF indicator handbook.
- 2. Review FTFMS handbook and revised USAID indicators** and make sure ACI II interventions are aligned with agreed upon and required indicators and it is possible to track results and report on them.
- 3. Review, adapt and use the Indicator Performance Tracking Table (IPTT)** shared by USAID Bureau for Food Security (BFS) to enter data and track the achievements towards reaching the objectives of ACI II. The template will track data from FY 2017 to FY 2021.
- 4. Revise existing and develop additional data capture forms:** The person is expected to develop for review additional data collection templates and instruments as appropriate based on the indicators. All the data elements should be captured in the templates and must be useful for partners to use.
- 5. Training of Implementing Partners in M&E and ACI II data requirements:** The M&E Specialist will prepare a training presentation and lead in the training of all implementing partners including Government agencies, research institutions, companies

and other partners in the ToC, RF, KPIs, performance monitoring, reporting requirements and data needs of ACI II and USAID.

6. **Conduct Data Quality Assessments (DQA).** Per the Automated Directive System, internally, ACI II will have to undertake a DQA to document the basis for collated data for each indicator. The M&E Specialist will lead this effort using the USAID template with guidance from the WCF CLP Senior Manager Edwin Afari. The person will work with Mike Matarasso, WCF M&E Director, on assessing the quality of relevant CocoaAction data used for ACI II reporting.
7. **Collect Data from ACI Implementing Partners:** Using the data capture forms and templates the M&E Specialist will be responsible for collecting data from all relevant partners quarterly and ensure that all data is of high quality.
8. **Input Data into the FTFMS:** Once all data is collected from partners the M&E Specialist will be responsible for filling and submitting all data annually into the FTF digital platform.

Place of Work and Qualifications:

Candidates must be authorized to work in Ghana and will report to the Monitoring and Evaluation Director in Washington D.C. and work closely with the ACI II Chief and Deputy Chief of Party and technical team. The compensation for this role will be commensurate with experience.

- Advanced degree in a relevant discipline, including International Development, Statistics, Economics, Social Sciences, or Business Management.
- Minimum 5 years relevant M&E experience, including designing and implementing M&E strategies and systems, results-based management, and delivering training on evaluation methods and results. Some experience with Geographic Information Systems and mapping is a plus.
- Demonstrated expertise in survey development and rigorous quantitative and qualitative data collection methods.
- Expertise in results measurement and data collection methodologies applied to private sector interventions, including familiarity with designing results frameworks and evaluating development results.
- Excellent oral and written communication skills, with the proven ability to produce well-crafted reports and clearly present complex information to various audiences;
- Demonstrated ability to work effectively as a member of a fast-moving team, willingness to contribute at different levels required to achieve success, self-motivated and ability to work independently.
- Fluency in English, required. French language ability preferred.

Anticipated Level of Effort

Activity	Period	LOE (Days)
1 Develop new ACI Performance Management Plan (PMP)	June	5
2. Review FTFMS handbook and revised USAID indicators	June	3
3. Review, adapt and use the Indicator Performance Tracking Table (IPTT)	June	5
4. Develop additional data capture forms	July	10
5. Training Implementing Partners in M&E and ACI II data requirements	July	5
6. Conduct Data Quality Assessments (DQA)	August	10
7. Collect Data from ACI Implementing Partners	July - September	20
8. Input Data into the FTFMS	October	10
Total LOE		68

How to Apply:

Interested and eligible consultants are requested to upload their proposal describing their interest in this engagement, their interest in WCF, and their qualifications to:

<https://worldcocoa.egnyte.com/ul/73jr2UJn07>

Please address the letter to “Engagement Title” and name your files using the following convention: ‘J.Doe Proposal and ‘J.Doe Qualifications’

Proposals will be reviewed on a rolling basis until position is filled. No phone calls please. Only shortlisted consultant candidates will be contacted.