

**FEDERAL REPUBLIC OF NIGERIA**  
**NIGERIA DIGITAL IDENTIFICATION FOR DEVELOPMENT PROJECT**  
**TERMS OF REFERENCE**  
**MONITORING AND EVALUATION SPECIALIST**

**1. BACKGROUND**

Of the 187 million living in Africa’s most populous country, only about 30% have had their births registered - this figure drops to 19% in rural areas and to 7% within the poorest quintile of the population. Less than 50% of residents have any form of ID card, whilst only 9% of individuals have a national ID number (NIN).

Nigeria hosts a fragmented ID landscape which incurs significant costs on the Federal Government (FGN). Over 13 government agencies (National Identity Management Commission, National Population Commission, Central Bank of Nigeria, Independent National Electoral Commission, Nigerian Communications Commission and others) and at least 3 state agencies offer ID services in Nigeria. Many of these agencies, capture biometrics and issue ID cards independently without data links with other systems, resulting in duplication and sub-optimal utilization of scarce resources.

The FGN has indicated a strong desire to harmonize the existing identification ecosystem towards developing a foundational identification platform which can be leveraged to improve service delivery. A Strategic Roadmap for Developing Digital Identification in Nigeria was prepared with the support of the World Bank Group, and highlighted the need for a minimalist, foundational, and eco-system-based approach to identification in the country. The Roadmap was endorsed by the Harmonization Committee on January 31, 2018, and by the Federal Executive Council (FEC) in September 2019.

Consequently, the FGN applied for a credit from the World Bank to increase the number of persons in Nigeria who have government-recognized proof of unique identity that enables them to access services. The Project will be implemented by a Project Implementation Unit (PIU) in the National Identity Management Commission (NIMC) and an Ecosystem Coordination Strategic Unit (ECSU) in the Office of the Secretary to the Government of the Federation (OSGF) under the oversight of a Project Ecosystem Steering Committee (PESC).

**2. OBJECTIVES OF THE ASSIGNMENT**

The objective of the assignment is for an individual to be hired as the Monitoring and Evaluation (M&E) Specialist of the Project Implementation Unit (PIU) housed within NIMC, to manage the development and implementation of the project M&E system (including impact evaluation) of the ID4D Project in accordance with the regulations of the FGN and WB policies and guidelines. The appointment of the specialist will assist the smooth start-up and increase the speed of the project implementation. The M&E specialist will oversee development and implementation of the project M&E plan, including supervising and coordinating the work of ecosystem partners as it relates to M&E.

The M&E Specialist will be accountable to and report to the PIU Project Coordinator and cooperate with other PIU team members, implementing agencies and relevant stakeholders.

### **3. SCOPE OF SERVICES**

The main scope of work for the M&E Specialist shall be manage the design and implementation of the project M&E plan, including impact evaluation aspects.

Specifically:

#### **Initial and continuous development of the project M&E plan:**

1. Periodically review the M&E framework and write reports or briefings to propose revisions to ensure coherence and consistency with the Nigeria ID4D project development objectives and implementation methods as they evolve;
2. Oversee technical innovations in project M&E tools, (software and hardware), including proposal, obtaining clearance, and managing procurement;
3. Design process and outcome evaluations that include key questions, data collection, data quality assurance, data analysis and reporting plans;
4. Take the role of the primary business owner with responsibility for data entry and maintenance of the project M&E frameworks;

#### **Capacity building for and coordination of M&E activities of ecosystem partners:**

1. Identify needs to involvement of ecosystem partners to enable the realization of the M&E plan and develop, in collaboration with relevant Communications colleagues, systems to ensure that partners are aware of their role in the M&E system and are able to execute their responsibilities;
2. Convene partners and stakeholders' meetings and facilitate development of individual M&E plans, ensuring that capacity is in place at the enrolment partner level to contribute adequately to the project M&E plan;
3. Develop new or revise existing M&E tools to guide partners and enrolment agents in measuring and evaluating enrolment activities to inform primary ecosystem partners and scale up;
4. Facilitate the rollout of ecosystem performance measurement efforts to ensure quality assurance and systematic documentation measurement, and reporting of results across ID4D Ecosystem;
5. Provide field-based technical assistance to Ecosystem partners, enrolment agents and stakeholders, as requested.
6. Work with M&E staff of ecosystem and enrolment partners to adaptively manage activities and ensure identification of implementation challenges, capacity-building needs, and other emerging risks and issues.
7. Advise and provide technical support to each partner's M&E activities;
8. Provide technical assistance to partners and other stakeholders in design of qualitative methodologies and tools to measure and evaluate enrolment progress and outcomes, as required;

## **Monitoring and reporting:**

1. Manage the ongoing data collection and entry to the project's M&E framework
  - Assure that reports on all official project indicators as defined in the Project Appraisal Document (PAD) are prepared regularly and available as needed (e.g. ahead of World Bank supervision missions);
  - Assure that reports on all additional indicators specified in the M&E system are available to decision makers in time to inform key implementation decisions;
  - Manage real-time result reporting, prepare standardised reports and presentations;
  - Contribute M&E-related and results content to the preparation of interim and annual reports and other project reporting documents and ensure the timely submission of all reports as specified by team lead/PIU coordinator.
  - Coordinate data reviews, audits, and annual reporting processes.
2. Collaborate with the procurement specialist of the PIU to prepare and conduct procurement of various M&E contracts, act as business lead for M&E contracts and supervise the performance and deliverables of any M&E consultants or vendors hired under the project;
3. Establish and maintain a real-time reporting mechanism to share results with Ecosystem partners and other stakeholders;
4. Support the work of and coordinate activities with other NIMC and PIU business units as needed, including:
  - Contribute to development of technical documents as requested
  - Work with Communications Manager to incorporate knowledge management and learning strategies into enrolment activities to establish knowledge sharing and learning around results
  - Assist Communications Manager to develop knowledge management and M&E platforms at the project implementation/management level, establishing enrolment knowledge community and facilitating exchange around dissemination.
  - Undertake any other relevant duties that may be assigned by project coordinator.
5. Perform regular monitoring of the progress of partners and enrolment agents in achieving project goals and PDOs, and recommend to PIU team lead adaptive management efforts to ensure continuous project quality;

## **Process evaluation:**

1. Implement periodic process and outcome evaluations that include key questions, data collection, data quality assurance, data analysis and reporting plans, as specified in the M&E system;
2. In collaboration with business units responsible for licensing and certification of enrolment partners, evaluate performance of partners and maintain a dashboard on partner performance that is accessible to decision makers;
3. Design and implement assessment of promising partners and enrolment agents to inform the potential for scale-up and replication;

### **Impact evaluation:**

1. Coordinate the implementation of the Impact Evaluation of the project;
2. Coordinating the definition and design of the baseline, mid-term and end-of-project impact evaluation surveys together with partners and stakeholders;
3. Support the Impact Evaluation data collection and coordinate across various exercises being carried out in the project (qualitative and process-monitoring surveys, geo-spatial tracking, etc.);
4. Working with the procurement specialist, develop TORs for Impact Evaluation vendors or consultants and supervising their performance and deliverables; acting as the business lead for the Impact Evaluation work;
5. Feeding impact evaluation survey results into the M&E framework and using the results of the M&E framework to inform Impact Evaluation surveys, support the dissemination of the IE findings to the key stakeholders through reports, dashboards, etc.

#### **4. REPORTING, LOCATION AND TIME SCHEDULES**

The M&E Specialist will report to the ID4D Project Coordinator in NIMC Headquarters Abuja and will be based in Abuja

The commencement of the services shall come into force and effect on the date (the “Effective Date”) of the Client’s notice instructing the M&E Specialist to begin carrying out the services.

#### **5. QUALIFICATION OF THE SPECIALIST**

The M&E Specialist shall have the following minimum educational qualifications and experience:

- a) Master’s degree in Social Sciences or related field (Monitoring and Evaluation, Measurement and Evaluation, Statistics, Economics, Public Policy, Finance etc);
- b) At least 7 years of professional experience in Monitoring and Evaluation;
- c) At least 5 years of experience in working for any international donor-funded program;
- d) Experience in development and implementation of Monitoring and Evaluation systems for projects financed by international development partners;
- e) Demonstrated theoretical and practical knowledge of M&E and Impact Evaluation methods;
- f) Demonstrated experience in designing and managing M&E/MIS systems with similar projects involving multiple partner institutions;
- g) Demonstrated experience in training or building capacity of implementing institutions;
- h) Strong inter-personal skills, in particular, demonstrated team leadership qualities and excellent oral communication skills;
- i) Excellent presentation and report-writing skills;

- j) Prior data collection skills and strong communication skills with data stakeholders and counterparts
- k) Demonstrated expertise with digital tools for the collection, management, and analysis data;
- l) Demonstrated expertise in qualitative and quantitative research methodologies, including inferential statistics;
- m) Fluency in written and spoken English.
- n) Experience in the management and implementation of rigorous impact evaluations using experimental and quasi-experimental methodologies will be considered an advantage.

**6. ESTIMATED EFFORT LEVEL AND DURATION OF THE ASSIGNMENT**

The duration of the assignment is initially for 12 months but will renewed subsequently on an annual basis subject to satisfactory performance. The contract type is Time Based.