

# Vacancy Monitoring & Evaluation Expert for Baseline Study

<b>Proposed function</b>	M&E Expert for Baseline Study
<b>Aim of this assignment</b>	<p>VNG International is the International Cooperation Agency of the Association of Netherlands Municipalities. Founded in 1993, it is a dynamic organization annually managing around 60 projects and programs worldwide. VNG International are experts in strengthening democratic local government and implement projects in the field of public service delivery, public participation and local economic development.</p> <p>VNG International is working on St Maarten in the context of the recovery and reconstruction efforts after hurricane Irma in 2017. In that context, we are preparing a new project, “Fostering Resilient Crisis Management” supporting the government of St Maarten in crisis management and response. This project will have an implementation period of 18 months and will have the following objective: <i>To improve capacities of government entities in St Maarten in the fields of crisis management, information management and human resources and capacities in order to anticipate and adapt to crises, provide for a swift response in future calamities; and to work towards self-sufficiency in the field of crisis management training by setting up a knowledge center.</i></p> <p>This will be realised by achieving the following outputs:</p> <ul style="list-style-type: none"> <li>▪ A netcentric crisis information management system in use with new function profiles and a functional back office and information system;</li> <li>▪ A training and education strategy for staff in crisis management under implementation;</li> <li>▪ Standard operating procedures for various types of crises (scale, severity, type) are developed and trained;</li> <li>▪ A proposal for regional crisis coordination is completed.</li> </ul> <p>Work will be done together with the government of St Maarten, its disaster management section, the different ESF-groups and EOC and the National Disaster Coordination. In addition, coordination and alignment will be sought with the CDEMA-network, UNDP and other relevant project partners.</p> <p>Expertise will be provided by a team of international as well as local experts and consultants. To assess the lay of the land at the beginning of the project, an M&amp;E Expert will be necessary to carry out a baseline study. Therefore, VNG International is looking for an M&amp;E Expert starting January 2022.</p>
<b>Activities to be performed</b>	<p>The M&amp;E Expert will be responsible for carrying out a baseline study to assess the current crisis management capacities of the Government of Sint Maarten. The baseline study is meant to be the basis of further Monitoring &amp; Evaluation.</p> <p>The baseline study will cover the following elements:</p> <ul style="list-style-type: none"> <li>• Assessment of the capacities of the beneficiaries of the project;</li> <li>• Baseline data on the indicators within the logical framework of the project;</li> <li>• Review of the intervention logic and logical framework, including recommendations for improvement;</li> <li>• Recommendations for the activity plan of the project;</li> </ul> <p>The baseline study will be carried out by the following activities:</p> <ul style="list-style-type: none"> <li>• Desk study on qualitative and quantitative data about the output and outcome indicators;</li> </ul>

	<ul style="list-style-type: none"> <li>• Interviews (online or in the field if COVID measures allow) with the main stakeholders;</li> <li>• Aggregation of collected data and development of a baseline report, which will be included in the project's Inception Report;</li> <li>• Development of a Monitoring &amp; Evaluation instrument for the project on the basis of the specified (and possibly to be updated) outputs, outcomes and impact.</li> </ul> <p>Baseline information will be gathered on the main project topics, in accordance with the indicators as part of the project's logical framework:</p> <ul style="list-style-type: none"> <li>• Crisis information management</li> <li>• Crisis knowledge management and sharing within Government</li> <li>• Crisis operations and procedures</li> <li>• Regional coordination in crisis management</li> </ul> <p>Therefore, interviews and data gathering will need to take place with primarily the Government of Sint Maarten and the Dutch Representation in Philipsburg:</p> <ul style="list-style-type: none"> <li>• Relevant departments and officials of the Government of Sint Maarten (BAK, Fire Department, ESF Groups, ESF Coordinators/EOC members)</li> <li>• The Dutch Representation in Philipsburg (VNP) (specifically the Disaster Focal Point)</li> </ul>
<b>Verifiable deliverables</b>	<p>The M&amp;E Expert has direct responsibility for the timely delivery to VNG International of the:</p> <ul style="list-style-type: none"> <li>• Baseline report, including baseline data and findings on the indicators as part of the logical framework of the project;</li> <li>• Recommendations on the indicators used, activity plan and overall project methodology;</li> <li>• An M&amp;E instrument that can be used during the project.</li> </ul>
<b>Written reporting requirements</b>	<ul style="list-style-type: none"> <li>• Baseline report</li> <li>• M&amp;E instrument</li> <li>• Sources used to complete the baseline survey and fill it with data</li> </ul>
<b>Reporting Lines</b>	<ul style="list-style-type: none"> <li>• The M&amp;E Expert will report to the Project Director at the VNG International home office.</li> </ul>
<b>Minimum qualifications</b>	<ul style="list-style-type: none"> <li>• A minimum of 8 years of relevant working experience in crisis management and response;</li> <li>• Proven experience in Monitoring &amp; Evaluation;</li> <li>• Proven experience in building up government capacities and knowledge in the field of crisis management;</li> <li>• An understanding of the current crisis management structure within government of St Maarten;</li> <li>• Experience in setting up and implementing monitoring and evaluation systems;</li> <li>• Excellent English writing skills;</li> <li>• An understanding of inter-governmental relations in the field of disaster and crisis management within the Kingdom of the Netherlands is a plus.</li> </ul>
<b>Approximate number of working days</b>	<p>10 working days:</p> <ul style="list-style-type: none"> <li>- 3 days of preparation</li> <li>- 5 days mission (online or field if the COVID situation allows)</li> <li>- 2 reporting days</li> </ul>
<b>Period of the assignment</b>	<p>1 January 2022 – 1 March 2022</p>

<b>Place of the assignment</b>	Homebased / Sint Maarten
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