

**SMALL BUSINESS BUREAU
MINISTRY OF TOURISM, INDUSTRY AND COMMERCE**

**TERMS OF REFERENCE – MONITORING AND EVALUATION
COORDINATOR**

1. BACKGROUND

In 2004, the Small Business Act was established to: (1) provide incentive regimes and support programmes for small businesses; (2) establish the Small Business Council (SBC); establish the Small Business Bureau (SBB); and (3) the Small Business Development Fund (SBDF).

1.2 The Small Business Council was established via Cabinet Decision in 2005 and consists of eleven (11) members from both the public and private sectors, appointed by His Excellency the President of the Cooperative Republic of Guyana.

1.3 The Small Business Act stipulates that the Minister shall establish the Small Business Development Fund, which will provide:

- a) Support and access to financing for small businesses.
- b) Non-financial services and assistance to help small businesses improve productivity and competitiveness.
- c) Institutional support for organizations representing, promoting, supporting and strengthening small businesses.
- d) Funding for the expenses of the Bureau.

1.4 The SBC and SBB operate under the umbrella of the Ministry of Tourism, Industry & Commerce (MINTIC)

1.5 The Small Business Bureau under the Ministry of Tourism, Industry & Commerce is the executing agency for all of the afore-mentioned.

2. OBJECTIVES

The overall objective of the Monitoring and Evaluation (M&E) Coordinator is to ensure accountability and efficiency of SBB's programmes and services, by establishing and supporting effective data collection, analysis and reporting processes. The Monitoring and Evaluation Coordinator will work closely with M & E Officer and management to develop and update monitoring and evaluation tools; measure impact, progress and achievement of SBB's programmes, services and projects; and prepare monthly, quarterly, annual and other reports as required.

3. RESPONSIBILITIES

The responsibilities of the Monitoring and Evaluation Coordinator will include but not be confined to the following:

- i. Work closely with M&E Officers and Management to develop, implement, and continuously improve data collection, analysis, and reporting systems.
- ii. Design and maintain monitoring and evaluation tools and databases to assess and report on the impact of SBB's business development programmes and initiatives.
- iii. Analyze monitoring and evaluation data to identify trends, challenges, opportunities, and areas for programme improvement, and provide recommendations to Management.
- iv. Develop and implement data quality assurance procedures to ensure the accuracy, reliability, and integrity of monitoring and evaluation data.
- v. Collect, collate, clean, validate, and manage data from site and monitoring and evaluation visits.
- vi. Prepare statistical analyses, performance reports, impact assessments, and management reports on programme outcomes and organizational performance.
- vii. Utilize data visualization and analytical tools to communicate programme performance and outcomes effectively.
- viii. Ensure efficient management, storage, security, and accessibility of SBB's monitoring and evaluation databases and information systems.
- ix. Develop plans for M&E Officers site and monitoring and evaluation visits with SBB clients assess progress towards achievement of expected business development goals.
- x. Conduct client site visits to validate compliance with SBB's business development requirements when necessary.
- xi. Prepare and submit to management statutory reports on monitoring and evaluation activities.
- xii. Support internal and external monitoring and evaluation activities of projects, as required.
- xiii. In collaboration with SBB stakeholders assist in conducting post implementation monitoring and evaluation, to assess economic impact of business development programmes.
- xiv. Actively participate in stakeholder and client training sessions to expand knowledge and capacity of SBB's monitoring and evaluation requirements.
- xv. Provide technical support to the management team, on evidenced-based monitoring and evaluation.
- xvi. Any other related duties assigned.

4. DELIVERABLES

The Monitoring and Evaluation Coordinator shall submit the following:

- i. Monthly and Quarterly Progress Reports of tasks undertaken, including number of site and monitoring and evaluations visits conducted, findings and recommendations, on the approved format.
- ii. Consolidated reports and or data for agreed periods, including quarterly, annually and as required.

5. WORKING CONDITIONS

- Professional office environment that is conducive to providing small business guidance and other client services.
- Occasional work outside the office with clients, programme and strategic partners, and stakeholders.
- Some evenings and weekends work may be required.
- Travel will be required.

6. REQUIRED EDUCATION AND EXPERIENCE

- Bachelor's degree in Economics, Statistics, Business Administration or related field.
- Three (3) years professional experience in monitoring and evaluation, business management or business administration.
- Proven experience working with monitoring and evaluation tools, software and database.
- Ability to design and implement comprehensive monitoring and evaluation tools.
- Excellent oral and written communication, interpersonal and problem -solving skills; strong analytical and organizational skills; computer proficient.

7. PREFERRED EDUCATION AND EXPERIENCE

- Master's Degree in Economics, Statistics, Business Administration or related field.
- Five (5) years professional experience at a senior level in designing and implementing monitoring and evaluation, business management or business administration.
- Exceptional knowledge of monitoring and evaluation concepts, best practices and tools.
- Proven proficiency in Microsoft Office applications, monitoring and evaluation software and database.

8. GENERAL SKILLS

- Good knowledge of monitoring and evaluation concepts, best practices and tools. Demonstrable critical thinking, planning, time management, attention to detail and decision-making skills.
- Strong report writing, statistical analysis and presentation skills.
- Working knowledge of the Microsoft Office Suite (specifically Word and Excel).
- Proven experience in conducting site and monitoring and evaluation visits.
- Ability to work independently, exercise initiative and innovation.
- Ability to be confidential and communicate with internal and external customers in a polite, respectful, objective and professional manner.

9. DURATION OF APPOINTMENT

The position of Monitoring and Evaluation Coordinator is required on a one (1) year contractual basis. Renewal of contract for additional period, thereafter, is subject to satisfactory completion of initial contract.

10. REPORTING OBLIGATION

The Monitoring and Evaluation Coordinator will report directly to the **Business Development Manager** of the Small Business Bureau or their designee.

11. REMUNERATION PACKAGE

- Salary Scale: G\$326,700 - G\$356,400
- Allowances: G\$31,000
- Gratuity: 22.5% of monthly salary payable every six (6) months
- Vacation Allowance: One (1) month's salary
- Health and Life Insurance: Assuria
- Qualification Allowance