

TERMS OF REFERENCE

TASK FORCE – COUNTERPART TEAMS (PUBLIC AND PRIVATE SECTOR) TO SUPPORT PROJECT IMPLEMENTATION AND EVALUATION

Each government agency and private sector organization will appoint a Task Force to support project implementation and evaluation.

The members of the Task Force (TF), ideally two per organization, will serve as the main point of contact and will be responsible for providing the necessary support to successfully implement and evaluate the project.

The main responsibilities of the TF are the following:

1. **Serve as the go-to person** for any project activity related to their government agency.
2. **Support overall project implementation** throughout the life of the project.
3. **Gain a strong understanding** of all relevant project activities. Become fully familiar with the scope, activities, stakeholders and objective of the project.
4. **Provide access to data, regulations, acts, reports,...** related to the project (problem identification, baseline data).
5. **Fill out questionnaires**, answer any questions about how the organization works (processes, legislation, human resources,...), and **help circulate questionnaires** with relevant stakeholders.
6. **Arrange office space** for consultants and GATF personnel during project implementation as in-kind contribution to the project.
7. **Validate and review Terms of Reference** related to the implementation of the project activities, and provide feedback, suggestions and recommendations.
8. **Disseminate procurement opportunities and notices** throughout the organization's network and social media platforms.
9. **Evaluate technical and/or financial proposals** as requested by the CIPE/GATF team to hire consultants, consulting firms or purchase equipment (laptops, tablets,...).
10. **Review and validate any deliverables** produced by consulting firms or individual consultants.
11. **Facilitate and organize in-field visits** and meetings with other departments within the organization, or any other government agency.

12. **Attend relevant meetings and workshops** as needed (CIPE/GATF will fund any travel related expenses).
13. **Help obtain buy-in from key government officials** to implement recommendations within the scope of the project.
14. **Provide overall feedback and suggestions** to improve project implementation.
15. **Promote the use of any new service, system, process, or document** developed within the context of the project.
16. **Identify events, workshops and high-level meetings** where the project should be featured and make efforts to incorporate it in the agenda.
17. **Promote project related events**, workshops and provide logistical support when needed (conference rooms for events, registry of participants,...).
18. **Write press releases, social media posts and produce short videos** to promote project milestones and achievements.
19. **Identify risks that** might affect project implementation such as:
 - a. low stakeholder engagement,
 - b. new processes or legislation that may have a negative impact on the project,
 - c. deployment of redundant systems,
 - d. duplication of work with other donors,
 - e. opposition to the project from special groups,
20. **Lead the engagement with newly appointed officials** (ministers, director generals, permanent secretaries,...) to present and re-introduce the project.

Estimated level of effort:

- 2-3 hours per week per person.

Required profile:

- Analysts, auditors, IT specialists or inspectors with strong understanding of the processes and systems involved in the project.
- Forward looking mentality.
- Desire to modernize government institutions and contribute to the development of their countries.

Any questions/suggestions about this document, please contact aureliog@cipe.org

