

## **TERMS OF REFERENCE (TORS)**

The Regional Monitoring and Evaluation Officer will be part of the M&E team managed by Manager (M&E) at headquarter. The Regional M&E Officer will provide technical and operational support to districts under the jurisdiction of the regional office. This officer will act as an arm of the Manager (M&E), ensuring compliance with the direction of the project management and providing information and data on project activities on prescribed format for decision making.

### **1. Scope of Work:**

The responsibilities of the Regional Monitoring and Evaluation Officer include but are not limited to the following:

- i. Assist in the development and roll-out of an online database that will collect information about project activities and beneficiaries. The officer will ensure that donor's Core Outcome Indicators measurement guidelines (COI) are strictly followed at project baseline, midterm, and completion stages;
- ii. Conduct unannounced spot-checks and guide Implementing partners in districts on a regular basis. This will focus on activity verification and progress tracking using IT tools as appropriate to explore whether the activity actually took place, whether benefits were received, and an assessment of quality (where possible);
- iii. Support in Regional Office in data management relating to implementation of different output activities in the assigned districts using the COI methodology;
- iv. Collect beneficiary feedback following a pre-defined questionnaire and propose remedies where required in coordination with the Regional Coordinator or project management as appropriate;
- v. Provide logistical support to assessments, research and evaluations, in particular the independent evaluation teams as and when required;
- vi. Provide necessary guidance and support to external monitoring agencies for valid and reliable data collection from programme participants pertaining to impact evaluation, research and other third-party monitoring etc. in the assigned districts;
- vii. Documentation of project progress and results through case studies and other key methods as developed and rolled out by PMU. Facilitate Manager (M&E) in developing and diffusing knowledge products based on field experience/successful stories to max project visibility and impact;

- viii. Undertake functions or responsibilities which may be assigned by Coordinator at the regional level based on specific ground realities in the target districts;
- ix. Provide technical support to specialists/project teams deployed in the region by project management as appropriate.

**2. Candidate's Qualification, Skills and Experience Required:**

The candidate should have Master degree or above in economics or management sciences or social sciences or any other relevant discipline, with at least 03 years' experience in M&E using qualitative and quantitative tools for data analysis and reporting under a project of similar size and complexity preferably in agriculture sector. Good writing and communication skills in English are required while work in Khyber Pakhtunkhwa, newly merged districts and fluency in Pashto languages are desired.

**3. Evaluation Criteria**

The number of points to be assigned shall be determined considering the following relevant percentage weights for further assessment:

1. Relevant Qualification	15%
2. Additional relevant higher qualification	5%
3. General Experience	5%
4. Specific Experience as per TOR of the assignment	50%
5. Required Relevant Certification/Diploma	5%
6. Interview	20%
Total weight:	100%

**4. Location and period of execution**

The Regional M&E Officer will be based in the respective coordination unit at the regional level and will report to the coordinator. The services will be initially for a period of one (01) year however it will be extended on yearly basis until the project completion period based on satisfactory performance.

**5. Services and facilities to be provided by employer**

Office space and allied facilities

**6. Services and facilities to be provided by the employee**

As per the scope and TORs of the position.

**7. Remuneration**

PKR. 150,000.00 plus 5% annual increase. Entitlement for any enhancement of the similar position in the project.