

TERMS OF REFERENCE (TORS)

The Monitoring & Evaluation Assistant will report to M&E Officers. He/she will assist M&E Officers in data collection on relevant formats for effective monitoring of project targets, follow up with the field team regarding collection of means of verifications against completed activities at district level and submitting them to regional M&E. The M&E Assistant will perform data reviews, cleaning and apply validation and triangulation checks for reporting data at coordination unit at the regional unit level and also share it with main office of the project M&E for consolidation of data and Support in logistics of field data collection tools and manage log of all incoming data. The M&E Assistant will also help M&E Officer to cross-check evidences and other means of verification for the progress reported in monthly and quarterly reports, organize all data evidences for activities completed at field level of their districts and help to prepare various data summaries and perform data entry of feedback forms for various trainings/orientations completed at coordination unit at the regional level.

1. Scope of Work:

The responsibilities of the M&E Assistant include but are not limited to the following:

- i. Data collection on relevant formats for effective monitoring of Programme targets.
- ii. Formulate draft analysis and reports.
- iii. Assist M&E team both at headquarter and coordination units at the regional level in data collection and reporting evidences against the activities completed at coordination units at the regional level.
- iv. Follow up with the field team regarding collection of means of verifications against completed activities at district level and submitting them to regional M&E.
- v. Perform data reviews, cleaning and apply validation and triangulation checks for reporting data at coordination unit at the regional level and also share it with M&E in the main office for consolidation of data.
- vi. Support in logistics of field data collection tools and manage log of all incoming data.
- vii. Help M&E Officer to cross-check evidences and other means of verification for the progress reported in monthly and quarterly reports.
- viii. Organize all data evidences for activities completed at field level of their districts.

- ix. Help to prepare various data summaries and perform data entry of feedback forms for various trainings/orientations completed at the coordination units at the regional level.
- x. Provide support to arrange in-house orientation to district staff on upcoming data collection surveys and studies.
- xi. Any other task assigned by the reporting officer.

2. Reporting:

The Monitoring & Evaluation Assistant will report to M&E Officer.

3. Candidate's Qualification, Skills and Experience Required:

The candidate should have Master degree or above in economics or any other relevant degree in social sciences, with at least 02 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.

4. Evaluation Criteria

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

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| 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% |

5. Location and period of execution

The Monitoring & Evaluation Assistant will be based in project management office and will report to M&E Officer. 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.

6. Services and facilities to be provided by employer

Office space and allied facilities

7. Services and facilities to be provided by the employee

As per the scope and TORs of the position.

8. Remuneration

PKR. 70,000 plus 5% annual increase. Entitlement for any enhancement of the similar position in the project.