

Terms of Reference of Monitoring & Evaluation and Knowledge Management Officer

Position: Monitoring & Evaluation and Knowledge Management Officer

Duty station: PMO, Butwal with occasional visits to program areas

Mode of contract:

There will be Initial contract for one year with a probation period of three months. The annual contract will be extendable up to the program period based on satisfactory performance in the preceding contract.

Role and Purpose of the Assignment

The Monitoring & Evaluation and Knowledge Management Officer will work as a member of PMO. S/he will work under the direct supervision of the D/PM in close collaboration with the PO, field level ME staff, GESI Advisor supporting the Programme in learning and improving its performance through M&E and KM activities. The position will be deputed by PMO, and will be based within PMO at Butwal, Rupandehi. S/he will be the gender focal point for the programme. This entails close communication with all involved in M&E; core Programme and partner M&E staff; M&E staff from other IFAD funded Programmes; representatives from the PSC and programme consultative and coordination committee; representatives from primary stakeholder groups; external consultants and field staff when appropriate, plus members of external M&E-related missions. Critical tasks for the M&E/KM Specialist will be setting up the M&E system and ensuring it is implemented effectively by the key stakeholders, namely the primary stakeholders and implementing partners. This will be undertaken through the joint development of a shared M&E system that promotes learning and improvement of performance. The M&E system will be based on existing formal and informal mechanisms and systems among key stakeholders. This needs to be supported by facilitating stakeholders to value, and to have appropriate capacities for and undertake their own M&E activities.

The specific tasks of the M&E/KM Officer include

Setting up the system

- ❖ Guide the review process of the Programme logframe;
- ❖ Assist the PO in developing the Results Oriented-AWPB;
- ❖ Lead the process of development and updating of an overall M&E framework and M&E plan for the Programme, ensuring that the Programme ME is aligned as much as possible

to the existing mechanisms and systems of key stakeholders i.e. at least IFAD RIMS and GoN;

- ❖ Be the GESI focal point for the programme and work closely with the GESI Advisor to ensure that gender and social inclusion is mainstreamed and monitored in the program, and that individual staff and offices are supported to meet their GESI targets;
- ❖ Guide the development of an MIS system and design and pilot of a mobile phone monitoring system in selected programme area;
- ❖ Guide the process for identifying the key performance questions and parameters for monitoring Programme performance and comparing it to targets. Design a standardized format for such performance reports including both technical and GESI perspectives;
- ❖ Guide the process for identifying and designing key indicators for each component, to record and report physical progress against the AWPB. Steer the process for designing standardized formats for data collection and progress reports;
- ❖ Identify COSOP and RIMS indicators relevant to the Programme;
- ❖ Review the quality of existing social and economic data in the Programme area, the methods of collecting it and the degree to which it will provide good baseline statistics for impact evaluation
- ❖ Based on the review of existing data on the area, draw up a ToR for design and cost out a baseline survey based on the draft ToR developed during Programme design;
- ❖ Identifying other M&E staff that the Programme needs to contract and guide recruitment taking into account inclusivity aspects;
- ❖ Recruit, guide and supervise organizations that are contracted to implement special surveys and studies required for evaluating Programme effects and impacts. Ensure representation from traditionally socially excluded within contracted organizations;
- ❖ Develop a plan for Programme-related capacity-building on M&E;
- ❖ Organize and undertake training with stakeholders, including primary stakeholders, in ME skills including participatory aspects.

Implementation of M&E

- ❖ Based on each year's the AWPB and in particular the programme budgets, design the framework for the physical and process monitoring of Programme activities.
- ❖ Ensure that M&E information is fed back to the AWPBs
- ❖ Guide staff and implementing partners in preparing their progress reports. Together, analyze these reports in terms of problems and actions needed. Prepare consolidated progress reports for Programme management to submit to the relevant stakeholders, in accordance with the developed standardized reporting formats, and timing
- ❖ Review monitoring reports, analyze them for impact evaluation and identify the causes of potential bottlenecks in Programme implementation
- ❖ Collaborate with staff and implementing partners on qualitative monitoring to provide relevant information for ongoing evaluation of Programme activities, effects and impacts
- ❖ Provide guidance to the corridor-based M&E and KM specialists in overseeing the outreach staff's monitoring and reporting activities and provide guidance on identification of situations presenting potential for developing further useful

implementation-related knowledge to be shared both within and outside of the Programme

- ❖ Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities
- ❖ Identify the need and draw up ToRs for Programme specific studies
- ❖ Ensure that, in general, Programme monitoring arrangements comply with the Programme loan agreement and, in particular, the provisions of this agreement are fully observed in the design of Programme ME
- ❖ Inform and join external supervision and evaluation missions – of funding and other agencies – by screening and analyzing monitoring reports as well as by furnishing direct personal knowledge of the field situation.
- ❖ Organize (and provide) refresher training in ME for Programme and implanting partner staff, local organizations and primary stakeholders.
- ❖ Plan for regular opportunities to identify lessons learned and implications for the Programme's next steps and participate in these events when possible.
- ❖ Define how often and how the ME system will be revised and improved, as well as whose responsibility this would be.

Communication

- ❖ Prepare regular reports on M&E findings, as required working closely with other Programme staff and implementing partners.
- ❖ Prepare reports on Programme performance against RIMS and COSOP indicators to IFAD in the standardized format provided by the IFAD Country Office
- ❖ Undertake visits to the field to support implementation of M&E and to identify where adaptations might be needed
- ❖ Guide the regular sharing of the outputs of M&E findings with Programme staff, implementing partners and primary stakeholders, and organize critical reflection events as per identified need
- ❖ Disseminate results and lessons emerging from the Programme with the relevant stakeholders through appropriate means
- ❖ Locate information that would be useful to addressing Programme-related issues and provide it to the involved stakeholders
- ❖ Draft regular reports to the PSC, highlighting areas of concern and preparing the documentation for review at meetings
- ❖ Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussion forums to fill any gaps
- ❖ Support the other IFAD funded Programmes in Nepal in their M&E through sharing lessons learnt in IFAD Asia and in the regular M&E workshops organized among the Programmes. Actively seek advice from other IFAD funded Programmes and host and invite ME workshops for IFAD funded Programmes together with the Planning Officer.

- ❖ Participate in external missions and facilitate mission team members' access to M&E data and to stakeholders.
- ❖ Maintain an active presence on the IFAD Asia portal, disseminating useful information collected through Programme activities, as well as Programme-related photos, videos, and other communication-related material.

Benefits and Remuneration:

Salary:

The salary of the Monitoring & Evaluation and Knowledge Management Officer, per person per month, will be NRs.106,600 (NRs One hundred six thousand and six hundred only). Tax on the salary will be as per the government Income Tax Rule.

Allowances:

The Monitoring & Evaluation and Knowledge Management Officer will get travel, daily allowances and hotel expenses during their field visits as per the GoN rule, as applied.

Leave:

The Monitoring & Evaluation and Knowledge Management Officer will be provided 18 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. He/she will also be provided 12 days of sick leave per year, but will not be carried on for the next year if not spent. In addition the technical experts will also be provided with Mourning Leave – 15 days, Maternity Leave -2 months for women (15 days for men, for maternity care leave) and all public holidays.

Supervision of the experts and Administrative Control:

The Monitoring & Evaluation and Knowledge Management Officer will be administratively accountable and under the direct supervision of Program Manager. The expert will be controlled administratively (such as approval of leave and travel, evaluation of performance etc.) by the Program Manager or designated personnel of the PMU.