

Anukulan X/BRACED Project Terms of Reference (ToR)

Position: Regional Monitoring and Evaluation Specialist

Responsible to: Regional Programme Team Leader/Central concerned senior project dignitaries

Duty Station/Location: Regional Office, Dhangadhi

Contract duration: One Year with possibility of extension

Purpose of Position:

The Regional Monitoring and Evaluation Specialist will lead the regional level reporting, monitoring and evaluation works with overall responsibility of providing strategic direction and technical backstopping to the project teams who are responsible for reporting, monitoring progress in line with monitoring plan and target and achieving the goal and expected outcomes of the Anukulan X Project. The purpose of the job is to ensure efficient and effective management of the M&E aspects of Anukulan X at regional level in line with Anukulan X project policies and procedures. S/he will work closely with the multi-disciplinary project team representing different consortium partners at regional level to achieve the project results in time at a high standard. More specifically s/he will be responsible for the following tasks:

a. Leading and managing team to deliver project activities in the M&E component:

- Prepare reports and keep databases as per standards formats and as per need.
- Facilitate and support the district/field team for the reporting of progress on activities as planned in the Detail Implementation Plan (DIP) in close coordination with other concerned project staff.
- Develop and update monitoring tools based on the reporting needs provided by the central M&E team;
- Facilitate to develop capacity of project and NGO staff on data collection and reporting.
- Technical backstopping to project staff on effective and timely reporting of project activities.
- Follow the M&E reporting and documentation requirements and donor guidelines.
- Provide feedback to district team for quality reports and achieve project targets in time.
- Support to develop action plans and strategies.
- Represent the Anukulan project proactively in different M&E related fora (meetings, sharing events etc) as necessary.

b. Additional specific elements of the TOR include

- Closely work with all concerned officials and concerned personnel to consolidate reports.
- Participate in M&E related activities and other relevant activities at different levels.
- Supervise and guide the field staff, follow up and monitor the field level project activities frequently so that reporting would reflect reality.
- Prepare and deliver district and regional progress reports monthly, quarterly, half yearly and annually as per need of M&E reporting system.
- Ensure that the reporting made by the staff accurately meets the reporting deadlines and quality standard.
- Oversee and make sure that the information required for M&E and project implementation are properly collected, processed and documented at district and regional levels.
- Other jobs and duties related to M&E as directed by the immediate Regional Programme Team Leader and other concerned senior project dignitaries.

c. Key Competences required:

The position requires a result oriented, motivated and talented professional who demonstrates integrity, leadership quality, managerial competence, and ability to work with multi-disciplinary teams. More specifically, the position requires the following competencies:

Managing work

- Able to identify priorities and focus on important activities
- Experience in M&E of projects
- Proven ability to plan, organize and achieve results on time

Working with people

- Proven ability to work in a team; prioritise tasks in a multi-task environment
- Able to manage performance effectively.
- Solicits and values input from others.
- Demonstrable gender sensitivity, workforce diversity and pro poor commitment

Personal effectiveness

- Listening and influencing: Demonstrates good listening skills. Presents his/her view in convincing way and aware of different perspectives, feelings and concerns.
- Managing relationships: Able to network and maintain working relationships with stakeholders, partners and staff.
- Positive Attitude: Aware on self-emotion and able to perform well with positive attitude in difficult situations.
- Proven ability to plan, organize and achieve results and experience of managing projects, contractors and services.
- Excellent oral and written communication skills in English and Nepali

Knowledge and expertise

- A clear understanding of contemporary development issues particularly on poverty, social inclusion, livelihoods, climate change and market development approaches.

Required qualification and experience:

Academic Qualifications and Experiences:

- Master degree with at least 5 years of working experience in related field or higher degree in agriculture and related field.
- Experience in delivery of field level extension activities, organizing trainings and delivery, and training received in agriculture related subjects.
- Good spoken and written skill in both English and Nepali and possess good skills in report writing.
- Good interpersonal skills and the ability to work effectively with range of institutions.
- Very good computer skills