

Anukulan X (BRACED) Project
Terms of Reference
For

Position: District Monitoring and Evaluation Officer

Responsible to: Regional Monitoring and Evaluation Officer / Regional Respective Programme Specialist / Central Respective Programme Specialist

Duty Station/Location: Respective Project District LNGOs Office

Contract duration: One Year with the possibility of extensions

Purpose of Position:

The District Monitoring and Evaluation Officer will be responsible for the district 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 district level in line with Anukulan X project policies and procedures. More specifically s/he will be responsible for the following tasks:

a. Assist team to deliver project activities in the M&E component:

- Prepare district level reports
- Maintain district level 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.
- 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 prepare reports.
- Follow up and monitor the field level project activities frequently so that reporting would reflect reality.
- Prepare and deliver district 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.
- Other jobs and duties related to M&E as directed by the senior project dignitaries.

c. Key Competences required:

The position requires a motivated and talented professional who demonstrates ability to work with multi-disciplinary teams. More specifically, the position requires the following competencies:

Working with people

- 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

Required qualification and experience:**Academic Qualifications and Experiences:**

- Bachelor degree with at least 2 years of experience or Master Degree with at least 1 year of working experience in related field or higher degree in agriculture, social science and related field.
- Experience in delivery of field level extension activities, organizing trainings and delivery, and training received in agriculture related subjects.
- Experience in M&E for I/NGO is preferred
- Very good computer skills on email / internet, MS Word, MS Excel, MS PowerPoint etc.