

Terms of References

Job Title: MONITORING AND EVALUATION (M&E) OFFICER

Background:

The M&E Officer is required to assist the M&E Specialist of PIU IFRAP Component-1 project funded by World Bank.

Purpose:

The incumbent will be responsible for the monitoring and evaluation of all the projects/project activities run under the PIU IFRAP C-1.

Responsibilities:

- Assist M&E Specialist in development of Monitoring systems in PIU to strengthen project smooth implementation of project.
- Gather Information and produce draft quarterly progress report with support from the other sections' officers on a quarterly basis and present it to the M&E specialist for onward process and sharing.
- Produce quarterly field visit data for all the program staff to ensure adequate field monitoring support to PIU IFRAP C-1.
- Pro-actively participate in PIU monitoring, on-going assessment and analysis of the activities of component-1 of IFRAP.
- Assist the M&E Specialist in conducting relevant/need based studies, and evaluations. This includes assistance in the design of data collection methodologies and research related to project interventions and the introduction of new approaches and methods in project monitoring and evaluations
- Assist in the development of funding proposals and review/finalization of donor reports.
- Compile all field visit reports and share with M&E Specialist
- Provide field-monitoring support to the project activities through project field visits.
- Carry out regular field visit to triangulate field data coming from D&S firms
- Support M&E specialists in developing, consolidating and implementing fieldwork plans of the PIU, generate and maintain field progress and reports on a quarterly basis in coordination with the relevant sections
- Assist M&E Specialist in supporting field-monitoring partners and supervise their overall activities
- Facilitate specific workshops/ training or other capacity building exercises as required
- Support in planning, development and implementation of M&E framework.
- Perform any other task assigned by the Supervisor

Requirements:

Qualification/Experience:

- Bachelor's / master's degree in social sciences, development planning, Engineering, statistics, or related technical fields.
- Minimum five years of professional experience at national/provincial level in program monitoring and evaluation

- Practical experience in community-based research, especially in the infrastructure development sector, is desirable.

Skills:

- Good English and Urdu verbal and written communication skills, knowledge of local languages is an advantage
- Excellent negotiating, communication and writing skills
- The Job will require extensive traveling in Balochistan.

Salary and Benefits

A market-based competitive salary (lump-sum with no other benefits) based on qualification and experience will be offered.

Time frame of Consultancy

The services of the officer will be required full-time for the entire life of the project. However, the continuity of the contract will be subject to satisfactory performance by the consultant.

Selection Process:

The officer will be selected in accordance with the procedures set out for IFRAP Component-1 Project.