# Terms of Reference of Monitoring and Evaluation and Knowledge Management Officer

Position: Monitoring & Evaluation and Knowledge Management (M&E and KM) Officer

Level of Position: L-2 (Officer)

Duration: Programme period

Number of Position: 1 (One)

Duty station: Jumla Corridor based and frequent visits to programme command areas

Report to: Programme Coordinator (PC) administratively and Monitoring & Evaluation and Knowledge Management Expert functionally/technically

Supervises to: Partner LNGOs, Social mobilizers

Mode of contract: Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the programme period based on satisfactory performance in the preceding contract assessed by the Programme

**General Scope of the Position:**

* The M&E and KM Officer is responsible for implementing the overall M&E and KM strategy and implementation of related activities within the Programme and vis-a-vis partners, plus providing timely and relevant information to the M&E-KM Expert, Programme Coordinator, PCO and district/local stakeholders. This requires close coordination and communication with the district, local level Line Agencies, municipalities and wards, programme stakeholder groups, and field staff as well as consultants of M&E-related external missions.
* Critical tasks for the M&E and KM Officer include assisting in setting up the M&E and KM systems and ensuring its efficient and effective implementation in the field and report to the PCO/M&E-KM Team. The M&E system will be based on the Programme log-frame and the Programme M&E plan, and will build as much as possible upon existing M&E mechanisms and systems among the Programme stakeholders. The M&E and KM Officer will report directly to M&E and KM Expert and the Programme Coordinator.

**Main Tasks and Responsibilities:**

**Planning, Monitoring & Evaluation**

* Assist in developing the framework for Programme M&E in accordance to the Programme M&E plan;
* Prepare monitoring field visit plan and conduct monitoring visit as and when required.
* Assist in conducting a readiness assessment regarding M&E on what are the incentives at the system level, who are the beneficiaries;
* Reviewing the Programme log-frame including revision of performance indicators and defining realistic intermediate and end-of-Programme targets;
* Conduct baseline study (situation at Programme start) and other periodic surveys including annual outcome survey, project completion survey, and Identify sources of data, collection and analysis methods;
* Provide the information needs of PCO, the Programme Steering Committee, IFAD and related government offices at various levels;
* Prepare and contribute to the development of the Annual Work Plan and Budget (AWPB) ensuring alignment with Programme strategy, agreement on annual targets and inclusion of M&E and KM activities in the work plan; Prepare calendar of M&E and KM activities which are implemented in the programme areas;
* Execute M&E and KM activities included in the AWPB, with particular focus on results and impacts as well as in lesson learning in the programme areas;
* Apply in the field a results-based approach to monitoring and evaluation, emphasizing results and impacts;
* Guiding and supporting the PIU staff and other stakeholders involved in the project implementation in the proper monitoring and evaluation of project activities;
* Preparation of all Programme reports. Guide staff and executing partners in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission. This includes quarterly progress reports, annual Programme report, inception report, and ad-hoc technical reports;
* Prepare progress reports including identification of problems, causes of potential bottlenecks in Programme implementation, and providing specific recommendations;
* Check that monitoring data are discussed in the corridor office, if necessary, create such discussion forums to fill any gaps;
* Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities;
* Assist in preparing M&E reports for annual supervision missions, mid-term review and final evaluation in accordance to IFAD guidance;
* Actively participate in programme review and evaluation.
* Ensure that reports from partners and consultants are complete and meet the quality requirements.
* Facilitate, act as resource person, and join if required any external supervision and evaluation missions;
* Monitor the follow up of evaluation recommendations;
* Identify the need and assist in drawing up the ToR for specific Programme studies, special surveys and studies required for evaluating Programme outcomes and impacts;
* Contribute to design TOR, training materials, communication materials related to programme and M&E System.
* Assist to organize and facilitate various events such as meetings, workshops, conferences, and seminars.
* Organize (and provide) refresher training on M&E for Programme and implementing partner staff, local organizations and primary stakeholders with view of developing local M&E capacity.

**Knowledge Management**

* Assist in design and implement a system to identify, analyse, document and disseminate lessons learned;
* Consolidate a culture of lessons learning involving all Programme staff in the corridor office and allocate specific responsibilities to them; Work closely with the PIUs to ensure that lessons learned from project evaluations are documented properly;
* Ensure that ToRs for other expert/officers recruited by the Programme also incorporate mechanisms to capture and share lessons learned through their inputs to the Programme (PM&E-KM team), and to ensure that the results are reflected in the reporting system described above;
* Assist in capturing the impact stories for larger audience. Document, package and disseminate lessons frequently and not less than once every three months;
* Develop progress reports, annual report, publications and appropriate knowledge products e.g. factsheet, brochures, technical brief, leaflet, article, blog, etc. in print and online media (including web page) and ensure quality as well as appropriate ways and means to disseminate the knowledge products.
* Act as focal point in the corridor office, for development and maintenance of data, documents, print materials, photo database, audio-visuals and management of press and other media inquiries as well as programme branding and visibility;
* Facilitate exchange of experiences by supporting and coordinating Programme participation in workshops and any other existing network of local government and IFAD programme;
* Identify and participate in additional networks, for example scientific or policy-based networks that may also yield lessons that can benefit Programme implementation.
* Undertake any other duties as requested as directed by Programme Coordinator, Sr. Agri. Officer and M&E-KM Expert.

**Qualifications, Experience and Competency:**

* Masters’ degree in development and/or management studies or equivalent with at least 3 years of professional experience in the field of planning, monitoring, research and statistics.
* At least 3 years’ of proven experience with planning, design and implementation of M&E systems and logical framework / other strategic planning approaches
* Sound Knowledge in M&E methods and approaches (including quantitative, qualitative and participatory)
* Experience in M&E development and implementation and/or facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders, Data and information analysis;
* Familiarity with and a supportive attitude towards processes of strengthening local organizations and building local capacities for self-management;
* Willingness to undertake regular field visits and interact with different stakeholders, especially primary stakeholders;
* Ability to work in a multi-disciplinary team and facilitate the working of other team members;
* Excellent communications skills - spoken and written, both in English and Nepali and possess good report writing skills;
* Good interpersonal skills and the ability to work effectively with a range of institutions.

**Preferences will be given to:**

* Candidate with experience in managing M&E within development programme preferably projects/programmes funded by multilateral financing organizations).
* Understanding of the planning and reporting system and procedures of IFAD

**Benefits and Remuneration:**

**Salary and Benefits:**

* Per month remuneration (only for 12 months per year) will be between NPR. 100,000.00 – NPR. 120,000.00[[1]](#footnote-1). Tax on the salary will be applicable as per the prevailing GoN rules and regulations.
* Travel and DSA will be as per the prevailing GoN rule as applied for the Gazetted Class III Officer while travelling out of the work station for official purpose.

**Leave:**

The contracted experts and staff will be provided 12 days of home leave and 6 days of casual leave annually, which will not be carried on for next year. They will also be provided 12 days of sick leave per year, which if not taken, can be carried on for the following year. The unspent sick leave at the time of termination of the contract or closing of the programme will be compensated as per the existing salary scale. In addition, the contracted experts/staff will also be provided with Mourning Leave – 15 days, Maternity Leave of 60 days for women and all public holidays.

**Insurance:**

The contracted experts/staff should have procured life insurance policy including accidental insurances. The programme will reimburse 50% of the monthly premium for the period the staff will be working in the programme, not exceeding Rs. 300.00 per month, upon submission of copy of insurance policy and receipts. Insurance will be a precondition to sign the contract with ASDP.

**Age Limit:**

The upper age limit for all the contracted positions at the last date of submission of application will be 55 years.

**Probation Period:**

The probation period of the contracted experts/staff will be of 6 months. The above mentioned benefits, particularly the leave and re-imbursement of the insurance premium, will be effective only for those who have successfully completed the probation period.

**Reference Check:**

ASDP will also check the references from the previous employer of the potential candidates, if required.

**Supervision of the contracted experts/staff and Administrative Control:**

All the contracted experts/staff will be accountable to the Programme Coordinator, as per TOR and Financial Procedural Act, 2055, Public Procurement Act, 2063 and Regulation, 2064 and other related rules and directives. He/she will be supervised and administered by the Programme Coordinator or designated personnel of the PCO/ASDP.

**Performance Assessment and Renewal of Contract:**

* The performance assessment of the position will be based on the quality and timely completion of the tasks assigned as per ToR. Details on the indicators for performance assessment will be based on the activities performed during the contract period with the ASDP. The ASDP reserves the right to terminate the contract if the performance is assessed as unsatisfactory.
* The contract period as well as Terms of Reference are subject to revision/update annually per requirement of the ASDP based on planning trajectory, modification in ASDP project design, or as recommended by Joint Review/Supervision Missions and lessons learned during the course of implementation
* The contracted expert has to inform to the PCO/ASDP at least 3 months before the date he/she wants to leave the programme. If not informed, his/her salary of one month will be deducted.
1. Annual price inflation will be applied on the salary @ 5% for those whose performance of preceding year will be highly satisfactory; 4% for satisfactory, 3 % for moderately satisfactory, and contract termination for the experts evaluated as unsatisfactory. [↑](#footnote-ref-1)