



GOVERNMENT OF GRENADA

Ministry of Finance, Planning, Economy, Energy & Cooperatives

Applications are invited from suitably qualified persons to fill the position of *Planning Monitoring and Knowledge Management Specialist, Government of Grenada/Market Access and Rural Enterprise Development Programme (MAREP)*.

The project is funded by the Government of Grenada, the Caribbean Development Bank (CDB) and the International Fund for Agricultural Development (IFAD).

DUTIES AND RESPONSIBILITIES

- a) The Planning Monitoring and Knowledge Management Specialist will be responsible for guiding the overall M&E strategy and implementation of related activities within the Programme and via partners, plus providing timely and relevant information to Programme stakeholders. This entails close communication with all involved in M&E design and coordination: core Programme and partner M&E staff; representatives from the steering committee or similar unit; representatives from primary stakeholder groups; and the Programme Manager, external consultants and field staff when appropriate, plus members of external M&E-related missions.
- b) Critical tasks for the Planning Monitoring and Knowledge Management Specialist are setting up the M&E system and ensuring it is implemented effectively by the key stakeholders, namely the primary stakeholders and implementing partners. This needs to be supported by facilitating stakeholders to value, have appropriate capacities for and undertake their own M&E activities, and to link these into an overall assessment of projects progress and needed actions.

SPECIFIC SCOPE OF WORK

1. Setting up the computerized monitoring system, useful for day-to-day management purposes, strategic decision making and for providing information for evaluating Programme activities. Setting up the system:
 - (a) Help revise the Programme log frame matrix, particularly in the areas of the objective hierarchy, indicators and monitoring mechanisms.
 - (b) Assist in develop the RO-AWPB.
 - (c) Ensure the Monitoring and Evaluation (M&E) system is gender sensitive;

- (d) Develop the overall framework for Programme M&E, for example, annual Programme review, participatory impact assessments, process monitoring, operations monitoring and lessons-learned workshops.
- (e) Guide the process for identifying and designing the key indicators for each component, to record and report physical progress against the RO-AWPB. Also steer the process for designing the format of such progress reports.
- (f) Guide the process for identifying the key performance questions and parameters for monitoring Programme performance and comparing it to targets. Design the format for such performance reports.
- (g) Clarify the core information needs of PMU, the PSC (or similar body), funding agencies and the cooperating institution.
- (h) With stakeholders, set out the framework and procedures for the evaluation of Programme activities.
- (i) Develop simple reports for those CBOs involved in “Direct Implementation by Beneficiaries”.
- (j) 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.
- (k) Based on the review of existing data on the area, draw up the TOR for design and cost out a baseline survey/s.
- (l) Recruit, guide and supervise organisations that are contracted to implement special surveys and studies required for evaluating Programme effects and impacts.
- (m) Ensure that all service provider contracts include specifications for the internal monitoring required of them the reporting systems and the penalties for failure to report as specified.
- (n) Develop a plan for Programme-related capacity-building on M&E and for any computer-based support that may be required.
- (o) Organize and undertake training with stakeholders, including primary stakeholders, in M&E skills including participatory aspects.

2. Implementation of M&E:

- (a) Guide staff and implementing partners in preparing their progress reports. Together, analyse these reports in terms of problems and actions needed.
- (b) Review monitoring reports, analyse them for impact evaluation and to identify the causes of potential bottlenecks in Programme implementation.
- (c) Prepare consolidated progress reports for Programme management to submit to the relevant bodies, in accordance with approved reporting formats and timing.
- (d) Collaborate with CBOs, staff and implementing partners on qualitative monitoring to provide relevant information for ongoing evaluation of Programme activities, effects and impacts.
- (e) Foster participatory planning and monitoring by training and involving primary stakeholder groups in the M&E of activities.
- (f) Identify the need and draw up the TORs for specific Programme systematization studies.
- (g) Inform and join supervision and evaluation missions by screening and analysing monitoring reports as well as by furnishing direct personal knowledge of the field situation.
- (h) Organize (and provide) refresher training in M&E for Programme and implementing partner staff. Local organizations and primary stakeholders.

- (i) Plan for regular opportunities to identify lessons learned and implications for the Programme's next steps. Participate in these events when possible.
3. Communication / Policy dialogue:
- (a) Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.
 - (b) Guide the regular sharing of the outputs of M&E findings with CBO members, Programme staff, implementing partners, primary stakeholders, a public media.
 - (c) Make regular reports to the PMU and PSC, highlighting areas of concern and preparing the documentation for review at meetings.
 - (d) Check that monitoring data are discussed in the appropriate forum and in a timely fashion in terms of implications for future action.
 - (e) Assist with feedback of Programme lessons learned and relevant experiences to policy makers and IFAD sub regional discussion for a.

QUALIFICATIONS

- a) Candidate should possess at minimum a Bachelor's degree in Social Sciences, Sociology, development studies, statistics and/or management and experience in field research and at least three years practical exposure in: (i) Logical framework techniques and other strategic planning approaches, and (ii) The application of M&E methods including quantitative qualitative and participatory approaches. Experience in similar projects in the country or sub-region are an asset.
- b) She/he must also have:
 - A solid understanding of rural development, with a focus on participatory processes, joint management, and gender issues (knowledge of gender disaggregated indicators);
 - Familiarity with and a supportive attitude forwards processes of strengthening local organisations and building local capacities for self-management;
 - Willing to undertake regular field visits and interact with different stakeholders, especially primary stakeholders;
 - Report writing and computer skills (certain experience in data processing and use of computers);
 - Leadership qualities, personnel and team management (including mediation and conflict resolution);
 - The willingness to work outside of the formal working hours and days.
- c) At least several years of proven experience with: (i) The logical framework approach and other strategic planning approaches; (ii) planning and implementation of M&E systems M&E (including quantitative, qualitative and participatory); (iii) Planning and implementation of M&E systems; (iv) Training in M&E development and implementation; and (v) Facilitating learning-orientated analysis sessions of M&E data with multiple stakeholders.

SALARY

Salary commensurate with qualifications and experience

Interested persons should forward two letters of application and resume by December 15, 2010 to:

Permanent Secretary
Ministry of Finance, Planning, Economy
Energy & Cooperatives
The Carenage
St. George's
Grenada

Dept. of Economic and Technical Cooperation
Ministry of Finance, Planning, Economy,
Energy & Cooperatives
The Carenage
St. George's
Grenada

Applications may also be submitted electronically to: thomas.alisha22@gmail.com and financegrenada@gmail.com

Unsuitable applications will not be acknowledged.