

TERMS OF REFERENCE (TOR)

PLANNING, MONITORING AND EVALUATION, AND KNOWLEDGE MANAGEMENT SPECIALIST

Objective of the Position

The Planning, Monitoring and Evaluation, and Knowledge Management Specialist is responsible for guiding the overall M&E strategy and implementation of related activities within the Rural Development Unit (SAEP/BNTF) and via key implementing partners, plus providing timely and relevant information to Programme stakeholders. This entails close communication with all involved in Programme implementation and coordination: the Steering Committee, the Programme Manager, PMU and partner staff; and Programme beneficiaries.

Reporting Officer

The Planning, Monitoring and Evaluation, and Knowledge Management Specialist would report directly to the Programme Manager of SAEP/Head of Rural Development.

The Planning, Monitoring and Evaluation, and Knowledge Management Specialist would be supported by an M&E Officer.

Qualification and Experience

A university degree in development studies, statistics, social science or a related field.
At least three years of proven experience with:

- Planning and implementation of M&E systems;
- M&E methods and approaches (including quantitative, qualitative and participatory);
- The logical framework approach and other strategic planning approaches;
- Training in M&E development and implementation;
- Facilitating learning-oriented analysis sessions of M&E data with multiple stakeholders;
- Information analysis and report writing;
- Development of evidence based knowledge products.

Desirable Skills and Personal Qualities

- Experience in M&E system design and implementation;
- A solid understanding of rural development, with a focus on participatory processes;
- Experience of working with age and gender disaggregated indicators;
- Report writing and computer skills (certain experience in data processing);
- Leadership qualities, personnel and team management (including mediation and conflict resolution);
- The willingness to work outside of normal working hours and days;
- Willing to undertake regular field visits and interact with different stakeholders, especially primary stakeholders.

Position Responsibilities

The Planning, Monitoring and Evaluation, and Knowledge Management Specialist will be responsible for the:

- Programme Start-up workshops in coordination with PMU staff and Programme stakeholders.
- Annual planning process (development of AWPB) with participation of key stakeholders, this includes the organization of annual planning and evaluation workshops with beneficiaries and key implementing partners (GIDC, MOA, MCREFF, MCPMA, TAMCC, GNTA, NEWLO).
- Ensuring that all service provider contracts include specifications for internal monitoring, the reporting systems and the penalties for failure to report as specified.

- Drafting the TOR for Design of a computerized M&E and Management Information System and supervise the consultancy.
- Developing a computerized M&E and Management Information System for use by different stakeholders that satisfies the information demand of project stakeholders and provides an ongoing monitoring of project activities (AWPB), LF and RIMS output and higher-level results, including targeting performance and gender equity. The system must be set up to be useful for day-to-day management purposes, strategic decision making and for providing information for evaluating Programme activities.
- Proactively monitoring compliance of the targeting strategy and the outreach to vulnerable groups.
- Monitoring (data collection and registration, analysis and feedback) of progress of the implementation of the AWPB, in coordination with PMU staff and key implementing partners (GIDC, MOA, MCREFF, MCPMA). 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 SAEP progress and corrective measurements.
- Guide the process for identifying and designing the key indicators for each component, to record and report physical progress against the AWPB. Also steer the process for designing the format of such progress reports.
- 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.
- With stakeholders, set out the framework and procedures for the evaluation of Programme activities.
- Elaborating a comprehensive and detailed M&E plan and manual that provides all the information required for stakeholders to understand what has to be done, how to do it, when to do it, and who is responsible. This Plan should cover all the components of the M&E and MIS system, including the planning stage.
- Training and supporting PMU staff and key implementers (MOA, GIDC, MCREFF, MCPMA) in the use of the M&E and Management Information System.
- Ensuring the quality of the data, and that information is registered according to the agreed upon timing and frequency, and the database up-to-date.
- Responding to specific information needs of the PM, the PSC, the Borrower, IFAD and CDB.
- Drawing up the TOR for design and cost out a baseline survey and impact studies (RIMS and LF indicators). Supervise consultants that are contracted to implement the surveys and studies required for evaluating Programme effects and impacts.
- Guiding staff and implementing partners in preparing their progress reports. Together, analyse these reports in terms of problems and actions needed. Prepare consolidated progress reports for Programme Management to submit to the relevant bodies, in accordance with approved reporting formats and timing.
- Review monitoring reports, evaluate the impact, and identify the causes of potential bottlenecks in Programme implementation.
- Make regular reports to the PMU and PSC, highlighting areas of concern and preparing the documentation for review at meetings.
- Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.
- Guide the regular sharing of the outputs of M&E findings with CBO members, Programme staff, implementing partners, primary stakeholders, public media, and social media.
- Plan for regular opportunities to identify lessons learned, knowledge generation and knowledge sharing. Assist with feedback of Programme lessons learned and relevant experiences to policy makers and IFAD.
- Conduct a general oversight of the Monitoring and Evaluation department of the BNTF Programme
- Coordinate with the Project Manager/Head of rural Development and Programme stakeholders, and the Final Evaluation Manager with the planning and implementation of the “Closing Workshops”.

- Assist the Project Manager/Head of Rural Development and Consultants as needed in the execution of the Final Evaluation and the preparation of the Programme Completion Process and Report.