

### **1.3 Terms of Reference (TOR) of Monitoring & Evaluation and Knowledge Management Specialist (M&E and KM Expert)**

<b>Position:</b>	Monitoring & Evaluation and Knowledge Management (M&E and KM) Expert
<b>Level of Position:</b>	L-1 (Senior officer)
<b>Duration:</b>	Program period
<b>Number of Position:</b>	1 (one)
<b>Duty station:</b>	PCO, Surkhhet with frequent visits to Program districts
<b>Report to:</b>	Program Coordinator (PC)
<b>Supervises to:</b>	Hub/corridor based M&E and KM experts, and IT and MIS Officer
<b>Mode of contract:</b>	Rolling annual contract with a probation period of six months. The annual contract will be extendable up to the Program period based on satisfactory performance in the preceding contract assessed by the Program

#### **General scope of the position:**

- The M&E and KM Specialist is responsible for guiding the overall M&E and KM strategy and implementation of related activities within the Program and vis-à-vis partners, plus providing timely and relevant information to the Program Coordinator, PCO and Program stakeholders. This requires close coordination and communication with the State Level Line Agencies, municipalities and wards, Program stakeholder groups, and field staff as well as consultants of M&E-related external missions.
- Critical tasks for the M&E and KM Specialist include setting up the M&E and KM systems and ensuring its efficient and effective implementation. The M&E system will be based on the Program log-frame and the Program M&E plan, and will build as much as possible upon existing M&E mechanisms and systems among the Program stakeholders. The M&E and KM Specialist will report directly to the Program Coordinator.

#### **Main tasks and responsibilities:**

##### Planning, Monitoring & Evaluation

- Develop the overall framework for Program M&E in accordance to the Program M&E plan;
- Conduct a readiness assessment regarding M&E on what are the incentives at the system level, who are the beneficiaries;
- Guide, coordinate and provide technical support in reviewing of the Program log-frame including revision of performance indicators and defining realistic intermediate and end-of-Program targets;
- Conduct baseline study (situation at Program start) and other periodic surveys including annual outcome survey, project completion survey, and Identify sources of data, collection and analysis methods;
- Identify the core information needs of PCO, the Program Steering Committee, IFAD and related government offices at various levels;
- Clarify M&E responsibilities of different Program personnel;
- Prepare detailed M&E budget, contribute to the development of the Annual Work Plan and Budget (AWPB) ensuring alignment with Program 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;
- Identify M&E and KM technical assistance that the Program needs to contract and guide its recruitment.
- Oversee and execute M&E and KM activities included in the AWPB, with particular focus on results and impacts as well as in lesson learning;
- Based on the AWPB design the framework for the physical and process monitoring of Program activities;
- Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts;

- Coordinate the preparation of all Program 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 Program report, inception report, and ad-hoc technical reports;
- Prepare consolidated progress reports for Program management including identification of problems, causes of potential bottlenecks in Program implementation, and providing specific recommendations;
- Check that monitoring data are discussed in the appropriate forum (such as the review meetings of PCO, the quarterly meeting of the Program Steering Committee: PSC; and the Technical Advisory Group: TAG) and in a timely fashion in terms of implications for future action. 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;
- Prepare M&E reports for annual supervision missions, mid-term review and final evaluation in accordance to IFAD guidance;
- 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 draw up the ToRs for specific Program studies. Recruit, guide and supervise consultants or organizations that are contracted to implement special surveys and studies required for evaluating Program outcomes and impacts;
- Organize (and provide) refresher training in M&E for Program and implementing partner staff, local organizations and primary stakeholders with view of developing local M&E capacity.

#### Knowledge Management

- Design and implement a system to identify, analyse, document and disseminate lessons learned;
- Consolidate a culture of lessons learning involving all Program staff and allocate specific responsibilities;
- Ensure that ToRs for consultants recruited by the Program also incorporate mechanisms to capture and share lessons learned through their inputs to the Program, and to ensure that the results are reflected in the reporting system described above;
- 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 for development and maintenance of data, documents, print materials, photo database, audio-visuals and management of press and other media inquiries as well as Program branding and visibility;
- Facilitate exchange of experiences by supporting and coordinating Program participation in workshops and any other existing network of local government and IFAD Program;
- Identify and participate in additional networks, for example scientific or policy-based networks that may also yield lessons that can benefit Program implementation.
- Undertake any other duties as requested as directed by Program Coordinator.

#### **Qualifications, experience and competency:**

- Masters' degree in development and/or management studies, Agriculture economics or equivalent with at least 5 years of professional experience in the field of planning, monitoring, research and statistics
- Proven experience with planning, design and implementation of M&E systems and logical framework / other strategic planning approach 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 Program preferably projects/Programs 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 of the Specialist (only for 12 months per year) will be between NPR. 130,000.00 - NPR 160,000.00 negotiable and finally decided by the Program Coordinator. Tax on the salary will be applicable as per the prevailing GON rules and regulation.
- Travel and DSA will be as per the prevailing GoN rule as applied for the gazetted class II officer while traveling 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 Program 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 Program will re-imburse 50 % of the monthly premium for the period the staff will be working in the Program, not exceeding Rs. 300 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 this 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 will be effective only after successfully completing 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 Program 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 Program Coordinator or designated personnel of the PCO/ASDP.

***Performance Assessment and Renewal of Contracts:***

- 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.