

Terms of Reference (Subject to Revision)

Monitoring and Evaluation Officer- North Central Province (Part-time)

The M& E Officer needs to collaboratively work with relevant PMU/PIU staff, consultants at Central and provincial level to carry out the following tasks:

- i. Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the Design and Monitoring Framework (DMF) and the M&E project schedule.
- ii. Support PIU in reviewing the project performance indicators and help to identify potential modifications as needed to discuss at the Project Steering Committee.
- iii. Perform field visits as per need to ensure the quality of the data gathered by the project and to verify the accuracy of the reported data.
- iv. Prepare the provincial quarterly project progress reports collecting necessary data from the District Project Coordinators and Cluster Managers, Procurement Officer and Project Accountant
- v. Provide quarterly project progress reports to PMU and ADB including performance of project indicators of DMF, loan covenants, civil works, contract awards, disbursements, and implementation of cluster system as well as identified implementation issues of the project activities and proposed actions to resolve those issues.
- vi. Set up a monitoring system for activities of PIU with the assistance of the IT Specialist of PMU and ensure the accuracy of data
- vii. Carry out Monitoring and Evaluation of project activities and performance against planned work program, procurement plan and against DMF.
- viii. Plan and manage periodic evaluation activities of the project with the management
- ix. Provide technical advice on performance indicators and ensure that realistic mid-term and end-term project targets are defined; provide timely and required information for periodic review reports for the ministerial steering committee and other stakeholders.
- x. Discuss with the Chief Secretary, Deputy Chief Secretaries, Deputy Project Director and other PIU staff of identified project issues and propose necessary actions to resolve these issues at the provincial level.
- xi. Submit a Monitoring and Evaluation report to the Provincial Project Coordinating Committee for review, and discuss necessary actions
- xii. Follow up ADB project documents and Aide Memoires of review missions and take required follow up actions to achieve monitoring indicators
- xiii. Work closely with the PIU staff and regional health staff across the project sites to ensure that relevant data for measuring project performance is collected (based on project indicators)
- xiv. Dissemination of information obtained from reviews, monitoring and evaluation and arrange publications of relevant information in consultation with the Management.
- xv. Build capacity of PIU staff within the project on M&E functions
- xvi. Perform any other duties and responsibilities as assigned by the Project Director of PMU and Deputy Project Director at PIU
- xvii. Update on project implementation progress including on the cluster implementation and performance activities in consultation with the M&E Firm.
- xviii. Support the M&E firm to finalize the data collection formats for carrying out the primary and secondary data collection for the baseline survey which would be used for the evaluation of the HSEP and the cluster pilots.