

## **Terms of Reference- Monitoring and Evaluation Officer (PS 6)**

### **Qualification and Experience**

Bachelor's Degree in the relevant field recognized by the University Grants Commission or a qualification recognized by the University Grants Commission as an equivalent qualification to the degree in the relevant field or An associate membership/A similar professional qualification obtained from a recognized professional institution in the relevant field or having obtained a certificate of proficiency not below than the NVQ level 7, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field

and at least 03 years' experience in the required area of specialization

Having obtained a certificate of having obtained a certificate of proficiency not below than the NVQ level 6, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 08 years' experience in the required area of specialization

Having obtained a certificate of having obtained a certificate of proficiency not below than the NVQ level 5, issued by a technical/ Vocational training institute accepted by tertiary and vocational education Commission for a post related to a technical field and at least 13 years' experience in the required area of specialization

### **Terms of Reference**

- Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the DMF and the M&E plan
- Support the IT expert of the Health System Enhancement Project in setting up program monitoring systems for activities and results and ensure the accuracy of data
- Monitoring and Evaluation of progress and performance against planned work against DMF
- Plan for and manage periodic evaluation activities for the project
- 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.
- Visit project areas for field monitoring of activities and suggest required action
- Work closely with the MOH across the project area to ensure that relevant data for measuring project performance are collected (based on project indicators)
- Arrange dissemination of information obtained from reviews, monitoring and evaluation and other publications of relevant organizations.
- Build capacity within the project for M&E function
- Close collaboration with the other Monitoring and Evaluation Officers of the Health System Enhancement Project
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director