

Terms of Reference (TOR)

Monitoring & Evaluation Assistant – Full time Basis

Background

The Smallholder Agribusiness and Resilience Project (SARP), a project jointly financed by the International Fund for Agricultural Development (IFAD) and Government of Sri Lanka, aims to build resilience and market participation of 40,000 rural households in the climate change affected districts of Anuradhapura, Vavuniya, Matale, Mannar, Puttalam and Kurunegala. This is pursued through capacity building for climate resilience and inclusive value chains, combined with investments for climate resilience and inclusive value chains including last mile infrastructure. The lead programme agency is the Ministry of Agriculture, which would establish a dedicated project management unit (PMU) at central level and two regional hubs for the implementation of SARP.

Scope of Work

The Monitoring & Evaluation Assistant, will work under the supervision of the Project Director, M & E Specialist and Area Coordinators. The M & E Specialist will oversee all M & E functions. The Monitoring & Evaluation Assistant will assist the M&E Specialist to design the project M&E system. Specific responsibilities include but are not limited to the following;

- Provide technical advice to the Project Director to establish and operate a viable monitoring and evaluation system. Such a system must be capable of measuring progress in relation to work plans for management purposes as well as being capable of measuring outputs and impacts in relation to selected project indicators.
- Organize and manage the data collection framework for the project and design a data base system.
- Develop data collection formats for service providers, and compile inputs received on regular basis, including taking responsibility for quality, accuracy and timeliness of data.
- Assist in annual data verification exercises in the field.
- Create and regularly update an e-library repository collecting knowledge and stories, and ensuring ease of access.
- Systematically compile lessons learned from programme implementation into formats suitable for dissemination.
- Provide technical support to the project team in data collection and analysis as necessary.
- Help organize stakeholder workshops for feedback to and input from all stakeholders.
- Through regular visits to the field sites ensure the efficient and timely operation of the M&E system.
- Contribute to work plans and reports as required.
- Support the M&E expert in monitoring social and environmental safeguards