

Terms of Reference (TOR)
Monitoring and Evaluation Assistant (Category F) – 01 Position
For Nikaweratiya Hub

Background

The Smallholder Agribusiness and Resilience Project (SARP) is co-funded by the International Fund for Agricultural Development (IFAD) and the Government of Sri Lanka. It aims to contribute to reduce poverty among small-scale farmers and increase food security and nutrition in dry zones by building resilience and enabling rural households to access markets in geographies affected by climate change. The project is focused in select hotspots in Vauniya, Mannar, Puttlam, Anuradhapura, Kurunegala and Mathale districts aligned across the Deduru oya, Mee oya and Malwathu Oya river basins. The Total Project Finance Value is USD 82 Mn.

Scope of work:

The Monitoring & Evaluation Assistant will work under the supervision of the M & E Specialist, Deputy Project Director and Project Director. 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.
- Any other duties as assigned by the SARP Project Director and Deputy Project Director.

Qualifications/Experience Required:

1. A successfully completed Bachelor's Degree in Project Management, Economics, Statistics, Development Studies, Agriculture, Business Administration, Environmental Sciences or degree in the relevant field which is recognized by the University Grants Commission of Sri Lanka.

And

At least Two (02) years of experience in the required area of specialization.

2. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 6, issued by a National Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission to the technical field of the post.

And

At least Five (05) years of experience in the required area of specialization.

3. Having obtained a certificate of proficiency not below than the National Vocational Qualification Level 5, issued by a National Technical/ Vocational Training Institute accepted by Tertiary and Vocational Education Commission to the technical field of the post.

And

At least Eight (08) years of experience in the required area of specialization.

Other Required Qualifications and Experiences

- Proven experience as an IFAD funded projects or other international Agencies would be distinct advantage
- Experience and knowledge of the rules and procedures in force at the IFAD and the Government of Sri Lanka;
- Computer-literate and well-versed in the use of MS Word, MS Excel and the Internet
- Experience in working with OPEN System software will be a plus
- Strong inter-personal skills
- Strong analytical skills
- Good oral and written communication skills in English and Sinhala, preferably in Tamil

Salary Scale:

Based on the Management Services Circular 02/2026.

Location and period of execution

The M&E Assistant will be based in Hub at Nikaweratiya with field visits as may be required.

Duration of services

Duration of service is 1 (one) year subject to six (6) months' probation period and extension will be subjected successful performance evaluation according to the Management Service Circular 02/2026.