



Terms of Reference

I. Position Title: Monitoring and Evaluation Officer.

II. Supervisor: Executive Director and Program Director.

III. Responsibilities and Duties:

Under the overall guidance and direct supervision of the Executive Director, the Monitoring and Evaluation Officer will support the programs to achieve outcomes, goals and outputs of the Foundation. Ensure that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner. M&E will be also responsible for collection and analyzing of different data in relation to the project activities.

Major Tasks:

- a) Develop and implement M&E plan for programmes and projects to generate regular information related to progress of the project;
- b) Monitor all project activities, expenditures and progress towards achieving the project outputs;
- c) Develop indicator for data collection, design data collection tools/ templates, and assist for regular data collection/generation process;
- d) Provide technical support and assist project personnel with M&E tools and in supporting them in their use;
- e) Develop and recommend further improvement of the logical framework for the project proposals and project success;
- f) Liaise with project management to collect and analyze data to determine progress achieved;
- g) Track project's outcome and output level results on the periodic basis in close coordination with project implementation team as well as with management;
- h) Collect, check, verify and compile data from the field;
- i) Review, compile and analyze monitoring reports and data;
- j) Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks;
- k) Prepare monitoring field visit plan and conduct monitoring visit as per project requirement;
- l) Assist to organize and facilities various events such as meeting, workshops, conference, and seminars;
- m) Report monthly, quarterly, half-yearly and annual progress on all project as per requirement of project and/or management;
- n) Organize and conduct training on ME for project staff;
- o) Performing any other tasks as reasonably assigned by the Management and Project Coordinators.



IV. Competencies

- a) Demonstrate integrity by modeling the Foundation's values and ethical standards;
- b) Promotes the vision, mission, and strategic goals of Foundation;
- c) Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- d) Organize and accurately completes multiple tasks by establishing priorities while taking into consideration special assignments, frequent interruptions, deadlines, available resources and multiple reporting relationships;
- e) Establish, builds and maintain effective working relationship with staff and clients to facilitate the provision of support;
- f) Excellent communication skills (written and oral): sensitivity to and responsiveness to all partners, respectful and helpful relations with donors and project staff;
- g) Consistently approaches work with energy and a positive, constructive attitude;
- h) Demonstrate openness to change and ability to manage complexities;
- i) Responds positively to critical feedback and differing point of view;
- j) Hand on experience of managing database software;
- k) Strong statistical skill including knowledge of Microsoft applications.