

TERMS OF REFERENCE
MONITORING AND EVALUATION SPECIALIST AT AGRICULTURE DELIVERY
UNIT/PROJECT MANAGEMENT UNIT, SINDH WATER AND AGRICULTURE
TRANSFORMATION PROJECT SWAT, HYDERABAD- SINDH

1. PROJECT BACKGROUND

The project will help kickstart a transformation process that will boost resilience to future climate shocks, such as floods and droughts, through three mechanisms: (i) creating a modern integrated water resources management (IWRM) system; (ii) demonstrating proof of concept in increasing agricultural water productivity for selected farmer organisation (FO) subprojects; and (iii) adjusting key policies that will provide the enabling environment to scale up these successes in the future. A successful demonstration of significant increases in agricultural water productivity at the FO level will have a transformational impact, potentially leading to replication in other areas of Sindh. The project supports critical policy reforms by using the investment project financing (IPF) with Performance based Conditions (PBC) modality.

The project has started its six-year implementation period from January 2023 with the 4 major program components. Component 3 *Agriculture Incentives and Investments* will be the focus of this assignment which includes support for on-farm water management; smart subsidy to incentivize a shift to water-thrifty crops like horticulture, oils seeds and pulses; cost-sharing grants for farmers and SMEs to develop value chains of high value crops like horticulture; improve agriculture statistics management; modernization of market information management; improve management of salinity-affected lands and water; and help farmers adopt climate-smart agriculture practices and Component 5 *Agriculture Flood Emergency*: This includes support to farmers affected by the floods of August 2022 in their endeavors for restoration of crop cultivation through cash transfers. This is being implemented by ADU under Agriculture Department, Government of Sindh.

2. OBJECTIVE

The objective of the "Monitoring and Evaluation Specialist" position will be responsible for assisting the project director in design monitoring and evaluation system, baseline data about various sub-sectors of Agriculture Sector (global, Pakistan and Sindh), data collection, improving the overall reporting as well as monitoring and evaluation regime of policy, policy decisions, programs, developing ICT-based reporting interface for managing and analyzing data reported by various Wings of Agriculture Department.

3. SCOPE OF WORK / DUTIES AND RESPONSIBILITIES

The Monitoring & Evaluation Specialist shall be responsible for:

1. With the Support of project M&E consultants design monitoring and evaluation system aligned with the Annual Performance Plan of the Agriculture Components, key performance indicators, baseline data about various sub-sectors of Agriculture Sector (global, Pakistan and Sindh), data collection schedule and various key elements as proposed by the project.
2. Devising guidelines assisting the Project Director ADU for improving the overall reporting as well as monitoring and evaluation regime of policy, policy decisions, programs and development projects and Budget of Agriculture Department.
3. Developing ICT-based reporting interface for managing and analyzing data reported by various Wings of Agriculture Department including Extension, Marketing system, CRS, for the project mandate and any other source as indicated by the project.
4. Timely dissemination of processed data and outcomes of the review meetings to Agriculture Department and Project Director for effective performance management.
5. Quality control and assurance of data reported by various Wings of the department through validation and triangulation.
6. Managing any third-party agency required as per the M&E Framework.
7. Organize review of contractors/collaborators hired by the project as per Contracts.
8. Provide information support to different stakeholders in managing requests for new or additional information.
9. Developing and managing an interface for reporting and monitoring data of districts and various administrative units of department for shared and easy access.
10. Managing flows of data and information.

11. Promote best-practices and share lessons learned as well as exchange of innovative solutions.
12. Participate in baseline studies, focus groups discussions, field visits and internal coordination meetings as needed to ensure correct implementation of M&E design and provide quality control and management support.
13. Work with Project Director to integrate M&E indicators into their work plan.
14. Analyze data to identify significant trends requiring corrective actions, assess possible causes and suggest solutions based on the field findings for further improvements of activities.
15. Focal Point for draft and communication Quarterly and Annual monitoring reports including qualitative and quantitative analyses to the management for submission to concerned quarters.
16. Keep himself/herself updated in a range of M&E tools available to development practitioners.
17. Excellent organization, planning and time management skills
18. Excellent inter-personal skills in order to conduct interviews with a variety of stakeholders.
19. Ability to articulate ideas, work within a team to accomplish objectives and accept directions.
20. Any other functions that may be assigned by the Project Director from time to time.

Prescribed Qualification and Experience

- i. Master's Degree in Business Management (MBA)/ Project Management/ Research Methods/ from reputed HEC recognized national University/ institute.
- ii. Minimum 15 years of verifiable work experience with progressive level of responsibility in public or private sector in Monitoring & Evaluation Positions.
- iii. Experience of working with foreign funded projects with government will be given priority.
- iv. At least one certification/ degree from prestige international university/ institute on the M&E.
- v. Proven track record and expertise in rigorous qualitative and quantitative research and implementation of analytical methods.
- vi. Demonstrated hands-on practical experience of setting up and managing dashboard monitoring system.
- vii. Proficiency in the use of ICT and job-specific applications including Microsoft Office, SPSS or statistical Analysis tools.

4. EXPECTED OUTPUTS & DELIVERABLES

- I. Develop and implement a comprehensive monitoring and evaluation framework.
- II. Design and manage monitoring and evaluation systems.
- III. Conduct regular monitoring activities.
- IV. Evaluate project outcomes and impacts.
- V. Project Quarterly Progress reports.