

TERMS OF REFERENCES (TORs)

SPECIFICATION:

Position:	M & E Officer
Grade:	N/A
Placement:	UC Davis, Pakistan Office, Islamabad
Nature:	Contractual/Consultant
Salary:	TBD (commensurate to qualifications and experience.)
Period:	One year (with performance based extension)
Reporting line:	Team Leader in the Pakistan

Background:

University of California, Davis (UC Davis) is a key partner in a USAID –funded project led by CIMMYT. The project, Agricultural Innovation Program for Pakistan (AIP), is a five year project implemented by multiple partners throughout Pakistan. The project is currently in year 4. UC Davis contributes to AIP through the following components: 1) Perennial Horticulture; 2) Human Resource Development; 3) Vocational training; and 4) E-Pak Ag. Each of these components is led by an esteemed UC Davis expert, based in the USA. In Pakistan, UC Davis is represented by one lead staff and one assistant. The incumbent would join the small team in the office and oversee the Monitoring and Evaluation (M&E) needs of all aspects of the project in compliance with CIMMYT and USAID requirements.

RESPONSIBILITIES:

Major responsibilities of the M & E Officer will be as follows:

1. Ensure proper collection and documentation of disaggregated participant data from all project workshops, trainings and events.
2. Ensure that all verified M&E data is regularly updated in the appropriate spreadsheets and online filing system (Smartsheet)
3. Recruit, hire and train temporary local enumerators, as needed.
4. Lead and facilitate the project team in conducting field surveys, and monitoring visits in the project areas.
5. Verify data in reports submitted by partners through regular field visits, and other means; Travel to partner project implementation sites at least once per quarter to track progress.
6. Provide information to PIs about partners' ability and progress toward achieving their objectives.

7. Provide monitoring and evaluation support to partner organizations.
8. Document and share lessons learned, achievements and successes from the field.
9. Write the M&E sections of reports and verify data in all reports before submission to CIMMYT.
10. Track team progress on Year 4 Workplan objectives, and propose adjustments as necessary.
11. Assess overall M&E needs of the project, including the possibility of a mid-term project evaluation.
12. Lead Y5 Workplan development, finalization and submission.
13. Provide support for events and activities (e.g., training and field days) as needed.
14. Any other duties that may be assigned by supervisor.

REQUIREMENT:

- a. Master's degree in management sciences, preferably in Agri. Business Management, Agri. Economics.
- b. At least two years of M&E work experience for a non- governmental organization or university.
- c. Familiarity with USAID indicators and reporting formats.
- d. Computer literate (capable of using MS Database and MS Office packages)
- e. Strong interpersonal communication skills
- f. Willingness and ability to travel to field locations regularly.
- g. Both males and females are encouraged to apply

Note:

Interested persons should send a statement of interest and a 2-3 page CV to:
Ms Ayesha Arif at aarif@ucdavis.edu **till November 13, 2015.**