

# Poverty Reduction Fund

## Terms of Reference

Title:	<b>Head of Monitoring and Evaluation Division</b>
Number of Position:	1
Direct Reporting to:	Executive Director
Close coordination with:	M&E team members and Heads of Divisions
Duty Station:	PRF national office in Vientiane with regular missions to targeted provinces, districts and Kum ban
Contract Type:	A one-year contract renewal subject to annual performance review with an initial probation period of 3-6 months

### **Description of Duties and Responsibilities:**

#### **MONITORING AND INFORMATION SYSTEM**

- Ensure the Monitoring Information System (MIS) captures and monitors all aspects of the PRF within the framework established by the project guidelines, including but not limited to PRF inputs, outputs, outcomes, impact, relevance, sustainability, degree of achievement of PRF objectives, identification of lessons learnt, best practices etc.
- Take primary responsibility to further develop and improve the Management Information System (MIS) so as to make it more effective, simple and user-friendly, cost-effective, reliable and efficient.

#### **PLANNING**

- Lead, in coordination with the District coordinators and Province coordinators preparation of the Annual Work plan and Quarterly Work Plan with related budget at the district and province levels of the M&E related activities,
- Cooperate with the other head of divisions at the central level consolidation and finalization of the Annual Work plan and Quarterly Work Plan with related budget to be submitted to the donors for approval,
- Lead the organization of regular PMT meetings to monitor activity progresses toward Work plan and provide regular update to the PMT members based on MIS latest data

#### **MONITORING & REPORTING**

- Ensure timely submission of the monthly, semi-annual and Annual progress report following deadline set in the manual of operations to the PRF donors and counterparts
- Ensure project progress report follow the structure as agree with donors, including the arrangements for timely data collection, data processing and analysis and quality controls of data accuracy so as to provide in a timely fashion satisfactory reports (accuracy, content, format ) to (1) the PRF project management including the national PMT, the district and provincial PRF offices and the PRF administrative board in order to make appropriate decisions concerning project activities and implementation

arrangements; and (2) the Line Ministries, the World Bank, SDC, DFAT, JSDF , the donor community and the general public.

- Assist other head of division to analyze the key indicators monitored by the MIS with respect to overall progress and outcomes within and across PRF sub-project cycles, and in order to feed the project progress reports
- Oversee the compilation of timely reports including those produced by external consultants such as : Impact Evaluation – Quant & qualitative, Technical and Cost Effectiveness Studies, Capacity Building Study, Local government institutional study, Beneficiary assessment (ethnographic study focusing specifically on ethnic minorities), Mid-term and Final Evaluation.
- Lead the development and use of a spatial component into the existing PRF database, and to support the technical staff in using this additional dimension in their database to represent the various PRF activities appropriately on maps

### **CAPACITY BUILDING AND STAFF PERFORMANCE EVALUATION**

- Develop Annual M&E Capacity Building Work Plan (including on-the job training) and related budget to ensure all relevant PRF staff are aware of their M&E role and responsibilities, including reporting, and know when and how to fill MIS forms and enter the data in the MIS.
- Conduct PRF staff performance review based on their M&E roles and responsibilities as per Terms of reference to feed revision of the Annual M&E Capacity Building Work Plan including annual performance of M&E officers
- Organize workshops on performance monitoring and evaluation according to PRF training plan and provide on-the-job training and backstopping to the PRF staffs at national, provincial and district levels within the Monitoring and Evaluation Framework according to project guideline, operation manual and project appraisal document.
- Provide regular support and training to PRF staffs at National, Province and District level with on M&E related activities and assist to solve any issues that arise during project's life.

### **MANAGEMENT**

- Participate to Project Management Team meetings and provide regular data on project activity progress versus objectives and indicators as well as advice to the PMT to solve any issues that arise during project's life.
- Provide PMT with strategic direction within the Monitoring and Evaluation Framework according to project guideline, operation manual and project appraisal document.
- Advise, guide, support and work closely with the M&E team to identify areas requiring additional information and regular performance monitoring and evaluation
- Daily management of the M&E officers within the M&E divisions to ensure divisions objectives as group and as individuals are met
- Support and follow up each M&E officer work plan and conduct regular meetings to monitor divisions progress and solve any issues

- Work in coordination with the HR Unit to prepare necessary documents for hiring external consultant services, sub-contracting performance monitoring and evaluation external consultancies.

### **FEED BACK AND RESOLUTION MECHANISM**

- Ensure with Feedback and Resolution Mechanism Officer (FRMO) that regular feedbacks are provided by the FRC at each level on the progress made in the resolution of the feedback received.
- Ensure with Feedback and Resolution Mechanism Officer (FRMO) Monthly submission of the Feedback and Resolution Report to the PMT (M&E Division) with all relevant information and progress

### **OTHER**

- Perform other tasks as may be assigned by the Executive Director and based on project's need.

### **Qualifications and experiences:**

- A Master degree in rural development/social sciences, economics or any other related fields.
- Minimum 7 years of working experience in reporting and M&E systems design for rural development projects, preferably financed by international loans; computer literacy; capacity to organize and run training sessions to explain and demonstrate the system that is designed;
- Solid working experience in result framework based M&E and logical framework planning for rural development projects;
- Previous experience of rural development work including M&E, impact assessments and provision of training to government staff in M&E. Knowledge of participatory impact assessment methodology and techniques;
- Experience in training of Project staff;
- Strong leadership and team management skills and proven leadership ability;
- Proven analytical skills and capacity to write reports;
- Good command of computer skills and capacity of designing software of M&E systems, including database design, data analysis and implementation;
- Fluency in English and Lao using (writing, editing, reporting and speaking);
- Ability to interpret English-Lao and vice versa is an asset;
- Good social communication skills and experience of working effectively with local authorities and ethnic minorities;
- A good understanding of government and foreign aid project operations;
- Possess team spirit and open to learning new techniques;
- A willingness to work in rural areas for shorter durations of the project to assist in training regional staff in office duties and protocol.
- Ability to speak any ethnic group in Laos is an asset.
- Women are encouraged to apply.