

Terms of Reference

Position	Data Analysis & Evaluation Officer
Position Number	PRF-202
Number of Position/s	1
Location	Central office Vientiane with travel to provinces, districts and Kum ban
Supervisor	Head of M&E Division
Technical Counsellor	HoMED, STA, Consultants
Close coordination with	National M&E team members and Provincial M&E Officer
Duration	A one-year contract with an initial probation period of 3 months Renewal subject to annual performance review, PRF organisational requirements, and budget

A Summary of Role

The Data Analysis & Evaluation Officer (DAEO) will supervise Program data collection, validation and verification for reporting against objectives, principles and outcomes. They will work closely with the MIS officer to ensure system and data integrity; as well as provide assistance to consultants undertaking specialist studies. The DAEO will provide the M&E Reporting Officer (RO) with all required reporting data sets; as well as assist with M&E training and capacity building initiatives as required.

B. Roles and Responsibilities (cover key tasks)

Management and Oversight

1. Support the Monitoring and Evaluation Division Head in the management of the Monitoring and Evaluation System (M&E)
2. Contribute to the preparation of the M&E Division Annual Work Plan and budgeting
3. Take a lead in updating achievement indicators based on results framework and providing key data for project management and donors;
4. Supervise and analyze regular data collection through the project implementation and ensure quality of the data by random verifications and validations, all key data related achievement indicators and project management;
5. Conduct annual internal project evaluation achievement report based on project objectives and its principles; plus reports as requested by donor
6. Provide assistance to external consultant to undertake several special studies, including: project Impact Evaluation, Technical and Cost Effectiveness Studies, etc.
7. In the absence of the M&E reporting officer, assist the Head of Division with reporting

Capacity Building

8. Provide support and training to PRF staffs at National, Province and District level on M&E Program result framework (achievement indicators) including Program principles and techniques.

Communication, Collaboration & Team Work

9. Work closely with the MIS Officers officer to ensure that MIS system captures all data reach achievement indicators;
10. Work with TA & CD team for data a related subproject proposal before sending for NoL
11. Assist Head of Monitoring and Evaluation Division in preparation and implementation of the division work plan;
12. Coordinate with Government representatives regarding government funded subproject data

Monitoring Analysis and Reporting

13. Provide the outcomes of the data analysis (different approached of analysis) to the RO that can be included in the different reports, including data of funds allocated to the poorest villages, issues raised through the Feedback and Resolution mechanism (FRM), all key data reflect achievement indicators, and all data for project management;
14. Support the Reporting Officer (RO) in preparing all reports (both English & Lao version) and ensure that the content of the different reports is consistent with the guidelines and requirements of PRF, the GoL and donors; or take a lead in preparing report when RO is not in office.
15. Collaborate with the RO and concerned division to ensure that findings and recommendations related to any project activities having negative environmental or social impacts are recorded in the different reports according to Environmental and Social Management Framework (ESMF), Compensation and Resettlement Policy Framework (CRPF), Ethnic Group Policy Framework (EGPF), Simplify Pest Management Plan (PMP) and monitor that necessary actions are taken;

Other

16. Promote and explain PRF principles and processes to GoL representatives, donors, concerned parties and NGOs
17. Accomplish other tasks as requested by Supervisor, according to Program needs
18. Comply with PRF principles and Code of Ethics and Conduct

C. Position requirements

Qualifications and experience:

- A university degree in Computer Engineering and Systems, Statistics or Economics.
- At least 3 years of experience in Monitoring and Evaluation, data analysis and report writing.
- Strong analytical and reporting skills

Personal attributes

- Fluency in written and spoken English and Lao is essential.
- Comprehensive computer skills: in particular MS Word, Excel, PowerPoint and Database software
- Working knowledge of project planning and implementation
- Familiarity with government and international project operations disciplines is an asset
- Excellent Communication and social skills
- Ability to work independently and as part of a team
- Willingness to regularly work in rural areas

D. Key Performance Indicators (KPI)

	Task	KPI	poor	average	Good	Very good
<i>Management and oversight</i>						
1	Data quality (PRFP & LN Data)	All dataset are provided error free and by set deadline	All dataset are provided more than a day late and contains errors	All dataset are provided error free but a day late	All dataset are provided error free and by agreed deadline	All dataset are provided error free and before agreed deadline
2	Program information Indicator capture (semi-annual and annual)	8 Program Development Objectives and 13 Intermediate result indicator data captured and available per schedule and requests	8 Program Development Objectives and 13 Intermediate result indicator data captured but more than 24hrs late and contains errors	8 Program Development Objectives and 13 Intermediate result indicator data captured but up to 24hrs late	8 Program Development Objectives and 13 Intermediate result indicator data captured and available per schedule	8 Program Development Objectives and 13 Intermediate result indicator data is captured, free of error and available per schedule
3	Program management data captured (expenditure – monthly; safeguards and environment semi-annual)	Sensitive expenditure and social and environmental safeguard data is captured and available per schedule and requests	Sensitive expenditure and social and environmental safeguard data is captured but up to 24hr late, and contains errors	Sensitive expenditure and social and environmental safeguard data is captured but up to 24hr late	Sensitive expenditure and social and environmental safeguard data is captured and available per schedule and requests	Sensitive expenditure and social and environmental safeguard data is captured, free of error, and available per schedule and requests
<i>Capacity Building</i>						
4	M & E in-service training (refresher training, and On-Job-Training OJT is captured)	Records of M&E training entered into M&E database within 5 days of completing OTJ training and refresher training	Training event data is not entered into MIS systems	Records of M&E training entered into M&E database up to after 5 days of completing OTJ training and refresher training	Records of M&E training entered into M&E database 5 days of completing OTJ training and refresher training	Records of M&E training entered into M&E database before 5 days of completing OTJ training and refresher training
<i>Reporting</i>						
5	Analyse correlate and compile program data to report on Program	Semi-annual report to STA to share with Donor (draft 31 st July – final 31 st)	Report completed more than 1 mth late	Report completed on time but requiring	Report completed on time and requiring minimal clarification	Report completed on time and accepted without correction or

	objectives, achievements, outputs, outcomes and exceptions in a timely manner	Aug)		clarification and correction	and correction	clarification
6		Annual report to STA to share with Donor (draft 31 st Jan final 28 th Feb)	Report completed more than 1 mth late	Report completed on time but requiring clarification and correction	Report completed on time and requiring minimal clarification and correction	Report completed on time and accepted without correction or clarification