



Lao People's Democratic Republic
Poverty Reduction Fund

Terms of Reference

Position	National Monitoring and Evaluation Officer
Position Number	PRF- 203
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	Head of M&E, Senior Technical Advisor, Consultants
Close coordination with	National all 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

This position will supervise Program data validation and verification for reporting against objectives, principles and outcomes, together with creating final draft Reports/Information Sheets/Brochures then reviewed by Head of Division and STA before release to donors and audiences. The Office must have excellent data and trend analysis skills and exceptional report writing in both Lao and English skills.

B. Roles and Responsibilities (cover key tasks)

Management and Oversight

1. Take a lead in updating achievement indicators based on results framework and providing key data for project management and donors;
2. Lead the preparation of key project reports (English and in Lao version) with the different PRF concerned divisions and units to ensure that the contents of the different reports is consistent with the guidelines and requirements;
3. Ensure that regular monitoring of physical progress and funds disbursements of sub-projects' implementation are reports;
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; and
5. Provide assistance to external consultant to undertake several special studies, including: project Impact Evaluation (Endline evaluation), Technical and Cost Effectiveness Studies, etc.

Capacity Building

6. 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

7. Work closely with the MIS Officers officer to ensure that MIS system captures all data reach achievement indicators;
8. Coordinate with Government representatives regarding government funded subproject data;
9. Work in collaboration with the IT support Officer and Communications Officer to ensure that data or approved reports are updated and uploaded in the PRF's website;
10. Upon instruction of M&E Head of Division, release approved reports and data to concerned parties (PMT, donors, GoL and development partners).

Monitoring Analysis and Reporting

11. Provide the outcomes of the data analysis (different approached of analysis) and ensure that reports (in both Lao and English) are completed and submitted according to the agreed deadlines with more analytical;
12. Ensure that all findings and recommendations related to the environmental or social impacts are recorded in the different;

Other

13. Promote and explain PRF principles and processes to GoL representatives, donors, concerned parties and NGOs
14. Accomplish other tasks as requested by Supervisor, according to Program needs

C. Position requirements

Qualifications and experience:

- A university degree in rural development/social sciences, Computer Engineering and Systems, or economics.
- At least 2 years of experience in Monitoring and Evaluation, data analysis and report writing or related experience.
- 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
- Comprehensive computer skills: in particular MS Word, Excel, power point, SPSS program, basis of website design, email and the internet
- 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
- Women and small ethnic group members are encouraged to apply.

D. Key Performance Indicators (KPI) completion of critical tasks

	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)	7 Program Development Objectives and 14 Intermediate result indicator data captured and available per schedule and requests	7 Program Development Objectives and 14 Intermediate result indicator data captured but more than 24hrs late and contains errors	7 Program Development Objectives and 14 Intermediate result indicator data captured but up to 24 hrs late	7 Program Development Objectives and 14 Intermediate result indicator data captured and available per schedule	4 Program Development Objectives and 14 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

