

# **TERMS OF REFERENCE AND SCOPE OF SERVICES**

## **PLANNING MONITORING EVALUATION AND KNOWLEDGE MANAGEMENT OFFICER**

Duty Station: Sauteurs, St. Patrick

### **Background:**

The MAREP Programme is based on the Government of Grenada's agriculture production, poverty reduction and food security strategies; and is consistent with the specific policies of its line ministries. The Programme also responds to IFAD's Strategic Framework and its asset building approach, and CDB's intervention strategy 2009-2011.

The Programme became operational on April 01, 2011 and will be executed over a six year period (2011 to 2017).

MAREP's development goal is to contribute to the reduction of rural poverty and vulnerability of rural young unemployed or self-employed men and women in 50 rural communities in Grenada and Carriacou. Its development objective is to increase the income of rural young unemployed men and/or women. The Programme's four expected outcomes are: (i) increase level of empowerment of rural communities and the male and female members of social and economic rural organizations and their capacity to participate in development opportunities; (ii) employment opportunities created, particularly for young rural men and women; (iii) rural businesses and microenterprise established and strengthened; and (iv) improved sustainable agriculture, linkages to production chains, access to markets and financial services.

The Programme intervention is based on the concept of "social inclusion" and recognizes the potential each man, woman, adult and young has to develop requisite skills such as: social, organizational, technical, productive, or entrepreneurial. This would be achieved through a number of capacity building support programs, entrepreneurial skills training and small business development activities. The Programme is being implemented through two integrated components: a Human and Social Capacity Building (HSCB) and a Market Access and Enterprise Development (MAED) component. These two components are supported and coordinated by a results-based Programme Management (PM) component.

The Planning Monitoring Evaluation and Knowledge Management officer will assist rural organizations in strengthening their capacity through their responsibilities in data collection and registration; ensuring the quality of data entered; and helping to produce initial statistical analyses.

The Officer is responsible for obtaining all data from primary sources as stipulated in the M&E plan and for their collation and analysis in the M&E system. She/He will work alongside primary stakeholders to carry out data collection, survey, assignments, in accordance with agreed-on procedures and standards. The post will involve considerable extraction and computer entry of data from field reports, as well as data analysis.

### **Responsibilities - The Planning Monitoring, Evaluation and Knowledge Management Officer:**

- (a) Assist with the development and/or continued updating of an M&E system with quality data to provide timely reports to;
  - the Programme Manager for management decisions;

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- the Programme Steering Committee (PSC), the Ministry of Finance (MoF), and implementing partners for strategic decision making;
  - effectively monitor Programme implementation progress indicators in relation to the AWPB and Logframe output and outcome indicators.
- (b) Participate in the development, regular revision and updating of the information system so that progress with project component activities are closely monitored, problems identified early and project impact accurately assessed.
- (c) Assist the M&E Specialist in developing the AWPB, and ensuring performance indicators are included and tracked to record and report physical progress on Programme activities.
- (d) Support the M&E Specialist with the preparation of RIMS data for the Programme.
- (e) Assist the PCU and implementing partners in the preparation of Progress reports, ensuring analysis of output indicators that report physical progress on Programme activities in relation to the AWPB. Guide staff in analyzing these reports in terms of achievement of output and outcome indicators in relation to the AWPB and Logframe, problems and actions needed.
- (f) Assist Producer Groups and CBOs with the preparation of simple reports with performance indicators using “Direct Implementation by Beneficiaries” to enable them effectively monitor the implementation of their Rural Investment funded under the RIF.
- (g) Assist with training of field teams to improve their M&E skills to facilitate beneficiary groups, CBOs or individual entrepreneurs to learn basics of monitoring and evaluation; tasks, internal procedures for accountability (financial and outputs), and communication to other CBO members regarding implementation progress reporting and feedback.
- (h) Actively assist in the supervision and coordination of field staff in interacting with primary stakeholders to maintain good quality of Programme implementation on a continual basis.
- (i) Assist in guiding the regular sharing by the PCU of the results of M&E findings with MAREP beneficiaries, PSC, MOF, and implementing partners.
- (j) Assist in planning and implementation regularly the use of learning and/or systematization methods and/or events to identify lessons learnt with different stakeholders; analyze the implications for the Programme’s next steps and potential for scaling-up.
- (k) Assist in making recommendations on the implementation of systems for information management on the existing M&E system or plans. This would be done by assessing the current state of project M&E and the performance questions and indicators, the objective hierarchy and assumptions, and by considering who is using/will use this information.
- (l) Assist with the development and implementation of simple and cost effective communication strategies appropriate for different types of stakeholders (internal and external) and ensure that lessons learnt, Programme results and impact are shared.
- (m) Work closely with the Planning Monitoring Evaluation & Knowledge Management Specialist and MAREP management team to ensure that a feasible and useful M&E process is developed for

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each of the components and the programme, based on full participation and observation of the principles of MAREP.

- (n) Assist, if required, with the defining and selecting appropriate M&E software for Programme data management and analysis requirements, including factors related to user-friendliness, capacity to update the database, and the technical facilities available in the field.

## **QUALIFICATIONS and EXPERIENCE**

A university degree in social sciences, development studies, statistics or related field. An associate degree in social sciences, development studies, statistics or related field in combination with two additional years of qualifying experience may be accepted in lieu of the university degree. Computer/Data processing specialization. Experience setting up and maintaining management information systems would be an asset.

- Minimum of two years experience in data management and implementation of M&E systems.
- Two years experience in development work i.e. empowerment and knowledge of gender disaggregated indicators.
- Experience in conducting M&E in the development sectors, preferably in participatory and related processes.
- Experience in training in M&E with different stakeholders, analysis of qualitative and quantitative data and report writing, facilitating learning-orientated analysis with multiple stakeholders; and develop and implement communications strategies according to the type of public.
- Experience in analysis of qualitative and quantitative data and report writing.

## **SKILLS and PERSONAL QUALITIES**

- Knowledge of logframe-based project design, monitoring and evaluation.
- Conducting and/or supervising needs assessments and surveys, and quantitative data analysis.
- Social research methodologies, including highly-developed analytical and communication skills and the ability to assimilate and process information for wide-ranging audiences.
- Knowledge of Households and other surveys
- Willing to undertake regular field visits and interact with different stakeholders, especially direct beneficiaries;
- Willing to work outside of the formal working hours and days, when required (such as when there is need to adjust field visits to timing convenient for beneficiaries).
- Training programme staff and beneficiaries on various M&E aspects.
- Strong commitment to MAREP, MAREP's objectives and the ability to uphold them at all times with all stakeholders (beneficiaries and partners).
- Good communication (including verbal, writing and listening skills) and Interpersonal skills.
- Comfortable in a Team player environment.
- Competency in the following computer programs: Microsoft Windows, Outlook, Word, Excel and Access; SPSS and ideally one other major statistical analysis software.

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## **ACCOUNTABILITY**

The Planning Monitoring Evaluation and knowledge Management officer is a staff member of MAREP Programme Management Unit (PMU) and would work in close collaboration with the Planning Monitoring Evaluation & Knowledge Management Specialist, the Programme Management Team (PMT), the PMU and key implementing partners. He/she would report directly to the Planning Monitoring & Knowledge Management Specialist or the Programme Manager (PM) in absence of the Specialist.