

Terms of Reference

Monitoring and Evaluation Project Specialist

Reports To: The **Monitoring and Evaluation Specialist** will report to **Executive Director**.

Job Overview:

The Monitoring and Evaluation (M&E) Specialist will be responsible for the development (including collection of baseline data), management, and implementation of a quality M&E system for the Programs, Projects and the sub-projects that are implemented by BSIF. The specialist will also strengthen the M&E capacity of BSIF.

Responsibilities and Duties:

- Review the Project Objectives.
- Identify the range of data and information required to appropriately monitor and evaluate the project.
- Finalize the Results Monitoring Framework for the Programs, Projects and the sub-projects that are implemented by BSIF, including desired output, outcome, and impact indicators, baselines, and targets. Some of these may be proxy indicators and must be gender sensitive, including gender responsive indicators and with all relevant baseline, monitoring, and target data disaggregated by sex.
- Develop a detailed Results Monitoring Plan which clearly outlines the methods, sources, responsibilities, and timelines for data collection. The Plan will be gender-sensitive, with gender responsive results and all relevant milestone targets disaggregated by sex.
- Manage and implement the Results Monitoring Plan to track project implementation and measure the development achievements of the Programs, Projects and the sub-projects that are implemented by BSIF.
- Prepare and populate suitable electronic templates/ databases and information systems to facilitate the data collection, generation, and analysis.
- Schedule and conduct data collection (disaggregated by sex), analysis and reporting during project implementation.
- Identify mechanisms for the local collection of data during project implementation and create linkages with key line ministries to receive data; and
- Identify any difficulties or impediments that may occur and guide remedial actions to ensure that the project achieves its intended objectives.

- Work closely with BSIF staff and the consultants for Participatory Methods to develop an M&E Framework for selected sub-projects in the areas including be not limited to education, health, water and sanitation, organizational strengthening, and social services.
- Ensure that the M&E System for selected sub-projects is linked to the overall M&E system of the Programs, Projects, and the sub-projects that are implemented by BSIF and reports on contributions to the Sustainable Development Goals.
- Use existing BSIF data collection and reporting tools, for example, Community Needs Asset Assessments, for building the M&E System for sub-projects.
- Conduct workshop/coaching with BSIF staff and collaborate with them in a capacity building focused manner, to enhance their M&E capacity.
- Any other duties that may be delegated by the Executive Director.

Qualifications:

- A Bachelor's Degree in the Social Science or related field with training in M&E.

Preferred Experience:

- At least five years' working experience in development field including at least four years' experience in M&E of development assistance projects.
- a broad-based and solid understanding of development issues particularly of participatory processes and operational and technical issues affecting project design and implementation.
- Experience in:
 - Project Management,
 - Incorporating gender into the M&E Systems,
 - Developing countries, in the analysis and evaluation of development programs/projects,
 - Strong demonstrated ability in evidence-based research using qualitative and quantitative research methods.

General Knowledge:

- Good command of the English language.
- Good written and verbal communication skills.
- Proficient in MS Word, MS Excel, MS Power Point, and MS Publisher, EB website monitoring.
- Excellent interpersonal skills.
- Positive attitude to get along with a high-performance team.

Knowledge of Spanish would be an asset.