

GCP/PAK/115/EC

Terms of Reference

Post Name: Monitoring & Reporting Officer
No. of Posts: 01
Duty Station: Islamabad
Qualification: University Degree
Experience: Minimum 7 years

Under the overall supervision of the Project Manager, EC Food Facility Project, and under the direct supervision and guidance of the Area Coordinator, the **Monitoring & Reporting Officer** will be responsible to perform the following tasks and duties, but not limited, for the project GCP/PAK/115/EC-Food Facility.

1. Assist FAO M&E international Consultant in developing M&E framework for the project.
2. Design and conduct bench marking, vulnerability/livelihood assessment surveys for the project.
3. Conduct ad hoc and regular training of FAO and IP staff on standard M&E Data collection, particularly on identified surveys under the M&E system.
4. Assist with the management and supervision of field data collection processes for monitoring and evaluation, backstopping the field offices where necessary.
5. Prepare and improve the real time, output and outcome evaluation tolls for project activities..
6. Conduct quality control tests on all incoming data and ensure high quality reporting to FAO HQ?
7. Liaise with the concerned project staff to ensure regular and timely information flow so that comprehensive data on input movements are continuously captured and updated.
8. Ensure regular and timely reporting from partners by monitoring and following up with the Field Offices and partners.
9. Generate regular reports from the M&E system and assist the Communication and Reporting Officer, the Project manager and others to generate the tables and reports that they require.
10. Compile progress reports and other reports on the project as per project requirements.
11. Supervise and guide Monitoring and Reporting Assistants at the provincial level in carrying out their responsibilities as per M&E requirements.
12. Collect and analyse data on natural resources, poverty and other data from external sources, surveys and studies to supplement the internal information resources.
13. Conduct periodic monitoring trips to project sites and do random checks using the standard monitoring formats.

14. Track the compliance of FAO and partners with monitoring and evaluation follow up recommendations and identify additional training and capacity support requirements among partners.
15. Participate in and assist with needs assessment and related surveys when necessary.
16. Assist Project Manager with other M&E-related issues as and when required.

Note: -

- Candidates having experience in the FAO livelihoods, relief and emergency programme will be given preference.
- Female candidates are encouraged to apply.