

**GCP/PAK/115/EC**  
**Terms of Reference**

Post Name:	Monitoring & Reporting Assistant/s
No. of Posts:	04
Duty Station	Provincial Offices (Baluchistan, North West Frontier Province (NWFP), Punjab and Sindh)
Qualification:	University Degree
Experience:	Minimum 5 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 Assistant/s** will be responsible to perform the following tasks and duties, but not limited, for the project GCP/PAK/115/EC-Food Facility.

1. Implement the M&E framework at the provincial level.
2. Assist the Monitoring and Reporting Officer in conducting bench marking, vulnerability/livelihood assessment surveys for the project.
3. Conduct ad hoc and regular training of FAO and IP staff in the field on collecting the standard M&E Data, particularly on identified surveys under the M&E system.
4. Conduct quality control tests on all incoming data and ensure high quality reporting to FAO Project Manager?
5. 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.
6. Generate regular reports from the M&E system and assist the Monitoring and Reporting Officer and the Area Coordinator to generate the tables and reports that they require.
7. Compile progress reports and other reports on the project as per project requirements.
8. Access secondary data or collect and analyse data on natural resource, poverty and other data from external sources, surveys and studies to supplement the internal information resources.
9. Conduct periodic monitoring trips to project sites and do random checks using the standard monitoring formats.
10. Track the compliance of FAO and partners with monitoring and evaluation follow up recommendations and identify additional training and capacity support requirements among partners.
11. Participate in and assist with needs assessment and related surveys when necessary.
12. Assist the Area Coordinator 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.