

Terms of Reference (DRAFT)
Monitoring Officer

General Information

JOB DESCRIPTION

Position Holder:

Title: Monitoring Officer

Project Title: Pakistan Flood Responses 2022 in Sindh districts of Kashmore & Jacobabad (Education Cannot Wait – ECW)

Location: **Jacobabad or Kashmore**

Reports to: Project Lead (HO) and Project Manager

Main Purpose of Job

Monitoring Officer will provide support to the Project Manager and his team in achieving its objectives and measuring learnings from the project. Officer will provide help in data collection, validation analysis, and reporting. The role includes oversight and quality assurance related to program implementation with the objective of ensuring that the resources are used in an optimal manner to maximize results and to achieve value for money. M&E Officer will support the Project Manager for effective and successful implementation of the activities under the Project – Education Cannot Wait at Jacobabad and Kashmore.

Main Tasks & Responsibilities

- Officer will be responsible for monitoring, evaluating, analyzing, and responding to project indicators.
- Officer will implement the plan that will measure the project’s performance and impact as well as progress towards achieving expected results with guidance from the Project Lead at HO.
- Develop of monitoring plans in accordance with project requirements and tools required to carry out project evaluations.
- Review monitoring plans, work breakdown as per project requirement.
- Collect and analyze data from the field that may be useful for the achievement of project objectives.
- Conducting routine analysis, recording lessons learnt from program interventions to judging effectiveness.
- Conduct regular follow-ups visits and generate reports on the compliance status as well as provide recommendations for quality assurance.
- Facilitate project teams in the planning process of the project deliverables.
- Support to achieve project related deadlines.
- Review work plan and suggest changes when and where required.
- Responsible to ensuring reporting quality.

- Identifying strengths and weaknesses in existing project activities and propose solutions.
- Participate in program and project evaluations.
- Conduct mid-term and end of project evaluations.
- Responsible to write quality reports.
- Review quality of internal narrative and financial reports.
- Responsible in developing weekly, monthly and quarterly reports.
- Ensure that all reports are timely, accurate, high quality and meet project requirements.

Travelling

- Available for travel within and outside city for official meetings, seminars, training workshops, donor meetings etc.

Any other task assigned by the project lead and project manager or the senior management.

I. Expected Performance Standard

- Good communication and writing skills in English, reading, writing for drafting of various reports.
- Creative, energetic, ability to work independently with minimal supervision.
- Ability to work well in a team.
- Demonstrated flexibility, motivation and maturity
- A practical approach to work.
- Ability to thrive in a fast-paced environment.
- Ability to work on Microsoft Office applications.
- A strong commitment to SPARC's vision, mission and values, especially the rights based approach and child protection policy.

II Attitude

- Gender sensitive.
- Positive outlook and solution oriented with professionalism;
- Possess participatory, supportive and flexible attitude.
- Willingness to learn and share information with staff and others.
- Willing to travel to the field where needed
- Show humility and tolerance in dealing with staff, community and other working partners.