

**TOR NO: 1/2024: MONITORING AND EVALUATION SPECIALIST
(1 POST)**

The Monitoring and Evaluation Specialist will be responsible for the establishment and operation of a sound monitoring and evaluation system in line with the Projects objectives and approach. He/she will develop the projects M&E guidelines and indicators, prepare and compile AWPB, in collaboration with other PMCU and County staff, coordinate baseline surveys and special studies and prepare the progress report. The work station will be at PMCU Nakuru but he/she will be expected to travel extensively within the Project area, as may be required. He/she will sign Contract of Employment for up to 31st March 2027 or date agreed between GoK and IFAD with the initial six months on probation. The contract will remain in force but renewable annually based on satisfactory annual performance.

He/she will be answerable to the Project Coordinator for the following duties and responsibilities:

- 1) Contributing to the preparation of the Project implementation and financial manuals.
- 2) Coordinate the development of the Project's M&E guidelines and indicators.
- 3) Compiling and distributing the Project's periodic progress reports.
- 4) Prepare AWPB, coordinate, organize, and facilitate AWPB workshops, Supervision mission, implementation support and Annual review workshops.
- 5) Provide technical expertise for determining the specific information needs of IFAD, other development partners and implementers for proper reporting by the target groups.
- 6) In collaboration with the Counties and PMCU staff, coordinate the baseline surveys and special studies to incorporate in the Project's Monitoring and Evaluation (M&E) system.
- 7) Access the Project's staff training on M&E requirements and conduct short courses.
- 8) Developing and implementing KeLCoP learning system in consultation with the Knowledge Management Technical Assistant (KM TA).
- 9) Developing and implementing processes and guidelines to ensure that lessons learnt and good practices are systematically captured, shared with stakeholders and used to improve implementation.
- 10) Supporting advocacy efforts through providing evidence of project impact gathered through the M&E system.
- 11) Coordinating surveys and case studies to assess achievements and outcomes of KeLCoP activities.

12) Forster partnerships for broader knowledge sharing and learning.

13) Any other duty as may be assigned by the Project Coordinator.

a) **Academic qualifications and other requirements for the Position:**

Minimum Requirements

- 1) Bachelor's degree in social sciences, Information Technology, Computer Science, Agricultural Economics, Livestock Economics or Project Planning and Management or any other related discipline.
- 2) A master's degree in social sciences, Information Technology, Computer Science, Agricultural Economics, Livestock Economics or Project Planning and Management, Monitoring and Evaluation or any other related discipline.
- 3) At least 10 years' experience working in the field of Monitoring and Evaluation, Knowledge Management and Project Planning, with at least 5 years' experience in donor funded Government projects.
- 4) Fluent in English (written and spoken);

Other requirements

- 1) Training and practical experience in application of Geographical Information Systems
- 2) Practical knowledge of Project cycle management, use of the log Frame and the result-based management.
- 3) Knowledge in development of performance management plans based on results-based work plan, activity & resource schedule as drawn from the objective hierarchy.
- 4) Have sound knowledge of participatory M&E approaches and techniques.
- 5) Have sound knowledge in the development of performance indicators.
- 6) High level of Computer proficiency in Microsoft office suite;
- 7) Ability to work under pressure and meet strict deadlines and work with minimum supervision;
- 8) Ability to work and interact with people from diverse, professional, social and cultural backgrounds;
- 9) Good interpersonal and Communication skills, excellent planning, organizing and recordkeeping skills;

- 10) Ability to work as a team player, self-motivated and creative thinker, good analytical skills and report writing and excellent coordination and negotiation skills;