

بِسْمِ اللّٰهِ الرَّحْمٰنِ الرَّحِیْمِ



Ministry of Fisheries, Marine Resources, and Agriculture

Male', Republic of Maldives

MALDIVES AGRIBUSINESS PROGRAM

TERMS OF REFERENCE

Monitoring and Evaluation Specialist

A. BACKGROUND

The Government of Maldives (GoM) through the Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA) is initiating the implementation of the Maldives Agribusiness Program (MAP), a 5 year project, financed by the Government of Maldives and the International Fund for Agriculture Development (IFAD). The Program will be managed and implemented by the Project Implementation Unit (PIU) set-up within the MoFMRA in accordance to the guidelines provided by the design report, project implementation manual and under the guidance of the project steering committee and IFAD supervision missions.

The main aim of MAP is to enable small farmers in the Program area to sustainably enhance their production levels, increase income, secure food and nutrition for their household demands and deliver produce to connected markets.

B. OBJECTIVES OF ASSIGNMENT AND OVERALL RESPONSIBILITY

The PIU wishes to contract a Monitoring and Evaluation Specialist (M&E Specialist). The M&E Specialist is responsible for formulating and coordinating the systematic monitoring of the progress and impact of the project, focused on the design and, implementation, based on MAP monitoring plan. Responsibilities also include preparing annual work plans and take the lead in the reporting and evaluation cycles to support the Project Director (PD). The overriding

aim is to ensure that indicators required meeting both the IFAD and internal reporting and evaluation commitments are consistently met, measured and reported.

In support of this, the M&E Specialist will work closely with the PD, Project Component Coordinators, technical staff of Ministry of Fisheries, Marine Resources and Agriculture, PIU staff and third-party affiliated counterparts to ensure that routine data collection protocols are maintained. The M&E Specialist is also in charge of coordinating communication and knowledge management (KM) related activities in close collaboration with all component managers.

C. OVERALL RESPONSIBILITY

The overall responsibilities of the Monitoring and Evaluation Specialist include, but are not limited to the following:

1. Prepare, or revise as appropriate, a comprehensive project monitoring plan, based on the project documents such as the Project Design Report (PDR), Procurement Plan, and Financial Manual, Project Implementation Manual (PIM), log frames and other relevant planning documents.
2. Lead the development of project level M&E plan and associated work plans for each component/activity as reflected in the results framework;
3. Support the PD by taking the lead in developing and monitoring progress of annual work plans and budgets;
4. Supervise or conduct baseline studies, socio-economic studies, gender studies etc., based on project needs
5. Lead the establishment of a project management information system (MIS); Acquiring data and information for specific M&E needs directly from other government offices, private sector and stakeholders particularly for indicators not requiring a survey;
6. Lead the validation of data collected from the field and input in the MIS;
7. Supervise the maintenance of the MIS system and provide training on M&E related activities to extension service staff and PIU;
8. Collection of data and information required for targeting programme activities to reach program beneficiaries;

9. Acquire data and information for specific M&E needs directly from other government offices, private sector and stakeholders particularly for indicators not requiring a survey;
10. Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and providing M&E technical assistance;
11. Ensure quality control of M&E outputs (e.g. surveys etc.), by contributing substantively to the design and field testing of the monitoring methodology, supervising the design and implementation of the survey, reviewing the participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks conducted;
12. Provide analysis of results and flag areas that can generate KM products or need intervention for mitigating risk;
13. Support the PD by taking the lead in designing and implementing communication activities under MAP to ensure high visibility of the project both within the country and internationally through various social media and web platforms, including IFAD's corporate platforms;
14. Develop and maintain a M&E database for the project including technical, financial and physical progress;
15. Maintain detailed knowledge of all relevant issues impacting M&E;
16. Oversee the identification and engagement of third party contracted consultants, researchers or partners in meeting data collection needs of the monitoring plan, where needed, including drafting of contracts;
17. Oversee and participate in evaluations and assessments;
18. Ensure mentoring and training of project team to foster capacity building on M&E and knowledge management.
19. Review M&E system/mechanism, process and procedures of the Implementing Agencies (councils and IFF) and forms and formats for project activities under its various components;
20. Monitor project progress through field visit as may be required, offer feedback and keep regular communication with related field and technical staff;
21. Attend, participate and provide necessary inputs for preparation of deliverables in meeting, workshops and trainings;

22. Serve as the focal point for providing M&E inputs on Implementation Progress Reports to the Ministry;
23. Prepare and submit M&E inputs as per the Results Framework to the consolidated quarterly/ annual project implementation progress reports meeting the deadline as per the requirement of the project to PIU and IFAD;
24. Lead the discussions with IFAD and MOFMRA on M&E, communication and KM during IFAD's supervision, implementation support missions;
25. Develop the Knowledge Management Strategy for the project, including demonstration of communication strategies and tools in selected areas;
26. Documentation of projects process and impact learnings, via development of brochures, multimedia programmes, information materials or other print material, and monographs on Agriculture management, and methodology of the project concept of community-driven and processed development
27. Promote participatory monitoring and evaluation, and transparency in planning and decision making.
28. Provide information regarding Agriculture business strategy, and income generation programmes for the farmers and vulnerable groups;
29. Sensitize the stakeholders regarding the post project sustainability.
30. Document success stories/experiences and publish them on relevant platforms; and
31. Any other duties as may be required from time to time by the PD

D. QUALIFICATIONS AND EXPERIENCE

1. A recognized graduate university degree in Agriculture, Economics, project management, business Administration or in a related field with at least 7 years' relevant work experience;
2. Experience, training and knowledge in the field of monitoring, data collection and analysis will be a particular added advantage;
3. Work experience in government or donor funded projects and other relevant institutions will be an added advantage;
4. Work experience as a M&E specialist in/with donor funded activities will be an asset;
5. Demonstrates good oral and written communication skills in substantive and technical areas;

6. Thorough knowledge or demonstrated ability to rapidly acquire knowledge about monitoring and evaluation, environmental assessments and research processes;
7. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
8. A high level of computer literacy is required. Familiarity with programs like Word, Excel, PowerPoint and SPSS are required;
9. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector;
10. Experience with the logical framework approach to monitoring as well as quantitative, qualitative and participatory monitoring approaches;
11. Strong organizational skills focusing on details and effectiveness in analyzing and resolving M&E issues;
12. Familiarity with statistical and M&E electronic reporting systems;
13. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area;
14. Demonstrates openness to change and ability to manage complexities;
15. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management;

The short-listed candidate will be requested to participate in personal interviews, submit the names and contact details of personal referees who can attest to their ability.

The successful candidate must understand the objectives and delivery mechanisms of the project. S/he must be willing to work in a team, be flexible to emerging or changing conditions, and undertake initiative to overcome challenges.

E. REPORTING REQUIREMENT

1. Report directly to the Project Director on all aspects of project management throughout the duration of the contract unless otherwise advised by the Implementing Agency;
2. Is expected to report to work on week days from 0800 – 1500 hours other than public holidays and provide services to the client for an average of 35 hours a week.;

3. Shall provide all the necessary reports and updates to the Project Director to be presented at the Steering Committee and donor agencies whenever needed; and
4. Is required to report to work in official attire.

F. SCHEDULE FOR THE ASSIGNMENT

Duration of the assignment is 12 months from the commencement of the works with potential extension based on performance. The successful candidate is expected to commence the services in January 2022.

This position is based at the PIU Office of the Ministry of Fisheries, Marine Resources and Agriculture in Male' with travel to Islands vessels or field visits as maybe required.

G. RENUMERATION AND OTHER BENEFITS

1. MVR 20,880- 24,000/- depending on qualifications and experience, per calendar month as remuneration provided depending on qualifications and experience, for the services provided by the M&E Specialist except for unauthorised leave. The M&E Specialist shall be paid for working days for which the M&E Specialist has actually attended work and signed the attendance register provided by the Implementing Agency.
2. Training and travel expenses under the PIU as budgeted under the Project and approved by implementing agency.
3. S/he shall participate in the "Maldives Retirement Pension Scheme" as required by the Maldives Pension Law and its regulations.
4. S/he will be given an allowance called "Ramadan Allowance" as per the rules of the Implementing Agency, prior to the beginning of the month of Ramadan. The allowance will be entitled only to Muslims.

H. SERVICES AND FACILITIES TO BE PROVIDED BY THE IMPLEMENTING AGENCY

1. Office space and other facilities such as computers will be provided as required.
2. Local transport for official travel between Malé and field visits to islands; food, accommodation and allowance.