



Ministry of Agriculture and Animal Welfare

Male, Maldives

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## MALDIVES AGRIBUSINESS PROGRAM

### TERMS OF REFERENCE

#### Monitoring and Evaluation Assistant

#### A. BACKGROUND

The Government of Maldives (GoM) through the Ministry of Agriculture and Animal Welfare (MoAAW) 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 MoAAW 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 Assistant (M&E Assistant). The M&E Assistant is responsible to assist project M&E Specialist in 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 preparing reporting and evaluation cycles to support the Project Director (PD).

In support of this, the M&E Assistant will work closely with the M&E Specialist, Project Component Coordinators, technical staff of Ministry of Agriculture and Animal Welfare, PIU staff and third-party

affiliated counterparts to ensure that routine data collection protocols are maintained. The M&E Assistant will also help in 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 Assistant include, but are not limited to the following:

1. Assist the M&E Specialist in developing and monitoring progress of annual work plans and budgets;
2. With Direction from the PD/ M&E specialist coordinate baseline studies, socio-economic studies, gender studies etc., based on project needs
3. Coordinate and collect data for MIS and 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; Monthly data collection, data entry & data analysis based on project requirements with ensuring from data accuracy and reliability.
4. Validation of data collected from the field and input in the MIS;
5. Collection of data and information required for targeting programme activities to reach program beneficiaries
6. 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;
7. Assisting the M&E Specialist and Project Director in preparing Weekly/Quarterly/Annual reports on project progress.
8. Support the M&E Specialist by assisting 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;
9. Assist Monitoring of project progress through field visit as may be required, offer feedback and keep regular communication with related field and technical staff;
10. Attend, participate and provide necessary inputs for preparation of deliverables in meeting, workshops and trainings;
11. Under the supervision of M&E Specialist document success stories/experiences and publish them on relevant platforms; and

12. Prepare weekly/monthly schedule of monitoring and evaluation related activities
13. Assist in maintaining a clear and transparent filing system for M& E
14. Any other duties as may be required from time to time by the PD

#### D. QUALIFICATIONS AND EXPERIENCE

1. The candidate should have
  - GCE O'level with "C Grade" in at least two subjects and a pass in Dhivehi with at least 2 years of work experience **OR**
  - GCE A'level with "D Grade" in at least two subjects and a pass in Dhivehi **OR**
  - Level 4 Certificate in Business or Administration or any program in a relevant field with a pass in Dhivehi in O'level or A'level
2. Sound understanding of Government Administrative procedures.
3. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
4. Proficiency in the use of office application (MS Word, Excel, PowerPoint), including web-based systems
5. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
6. Experience, training and knowledge in the field of monitoring, data collection and analysis will be a particular added advantage
7. The successful individual must be willing to work for extended periods without direct supervision and travel to islands within the project area.
8. Demonstrates openness to change and ability to manage complexities
9. Should have strong and proactive interpersonal communicative skills, experience in team leadership and participatory management.
10. Work experience in government or donor funded projects and other relevant institutions will be an added advantage

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 M&E Specialist 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 M& E Specialist and 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 August 2024.

This position is open to residents from Ha, Hdh and Sh Atolls and requires frequent travel to project Islands or field visits as maybe required.

## G. REMUNERATION AND OTHER BENEFITS

1. MVR 12,000.00 (Inclusive of all the allowances) per calendar month as remuneration provided depending on qualifications and experience, for the services provided by the M&E Assistant except for unauthorised leave. The M&E Assistant shall be paid for working days for which the M&E Assistant 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 Male' and field visits to islands; food, accommodation and allowance.

