

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



**Ministry of Fisheries, Marine Resources, and Agriculture**  
Male', Republic of Maldives



## **MALDIVES AGRIBUSINESS PROGRAM**

### **TERMS OF REFERENCE**

#### **Monitoring and Evaluation Officer**

#### **A. BACKGROUND**

The Government of Maldives (GoM) through the Ministry of Fisheries, Marine Resources and Agriculture (MoFMRA) is initiating the implementation of the Maldives Agriculture Program (MAP) with the support of International Fund for Agriculture Development (IFAD). The Program will be managed with the support of an Implementing Partner, by the Project Implementation Unit (PIU) set-up within the MoFMRA in accordance to the guidelines provided by the design report, 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, increased income, secured food and nutrition for their household demands and deliver produce to connected markets.

#### **B. OBJECTIVES OF ASSIGNMENT AND OVERALL RESPONSIBILITY**

The Project Implementation Unit wishes to contract a Monitoring and Evaluation Officer (M&E Officer). The M & E Officer is responsible for formulating and coordinating the systematic monitoring of the progress and impact of the project, focused on the design, implementation and reporting of a project monitoring plan. Responsibilities also include preparation of annual work plans and supporting reporting and evaluation cycles. 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 Officer will work closely with the Project Director, 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.

## C. OVERALL RESPONSIBILITY

The overall responsibilities of the Monitoring and Evaluation Officer 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 and oversee the review of project level M&E plan and associated work plans for each component/activity as reflected in the results framework;
3. Support the Project Director, and Component Coordinator by taking the lead in developing and monitoring progress of annual work plans and budgets
4. Conducting baseline studies, socio-economic studies, gender studies etc., required for the project areas
5. Collection of prescribed necessary data and information required for targeting programme activities to reach program beneficiaries
6. 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;
7. Support technical work such as reviewing M&E methods, carrying out training needs, designing M&E tools and providing M&E technical assistance;
8. Ensure quality control of M&E outputs (e.g. surveys etc.), including by contributing substantively to the design and field testing of the monitoring methodology, review, supervise design and implementation of the survey, participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks conducted;
9. Develop and maintain a M&E database for the project including technical, financial and physical progress;
10. Maintain detailed knowledge of all relevant issues impacting M&E;
11. Develop Terms of References (ToRs) for M&E tasks to be carried out for consulting firms (e.g. the design of surveys, evaluations (mid-term and final evaluation), etc. using a combination of quantitative and qualitative methods;
12. 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;
13. Oversee and participate in evaluations and assessments;



14. Ensuring mentoring and training of project team to foster capacity building on M&E and knowledge management.
15. Review M&E system/mechanism, process and procedures of the Implementing Agencies and forms and formats for project activities under its various components;
16. Monitor project progress through field visit as may be required, offer feedback and keep regular communication with related field and technical staff;
17. Attend, participate and provide necessary inputs for preparation of deliverables in meeting, workshops and trainings;
18. Serve as focal point for providing M&E inputs on Implementation Progress Reports to the Ministry;
19. 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;
20. Prepare consolidated progress reports for project management to submit to the relevant stakeholders, in accordance with approved reporting formats and schedule to create a better learning environment
21. Support other relevant staff of the project in coordinating the preparation and consolidation of annual work plans and budgets, monthly and quarterly, project reports and other deliverables;
22. Review monitoring reports, analyze them for impact evaluation and to identify the causes of potential bottlenecks in project implementation and make recommendations;
23. Tracking progress made on the Project's Results Framework during project implementation;
24. Support M&E missions of the IFAD;
25. Undertake relevant field visits to ensure achievement of the objectives of the programme
26. Coordination with (i) Component Coordinators, PIU staff including, Procurement and Account Officer, Financial Management Specialist; and (ii) Establish and ensure efficient and satisfactory reporting progress on Monitoring and Evaluation Framework against the indicators established in the, project action plans.
27. Reporting to the Project Director and IFAD on the overall performance of the project as part of PIU's periodic progress reporting all aspects of the project throughout the duration of the project.
28. Develop the Knowledge Management Strategy for the project, including demonstration of communication strategies and tools in selected areas
29. 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

30. Popularize participatory monitoring and evaluation, and promote transparency in planning and decision making.
31. Providing information regarding Agriculture business strategy, and income generation programmes for the farmers and vulnerable groups.
32. Sensitizing the stakeholders regarding the post project sustainability.
33. Documentation of success stories/experiences
34. Any other duties as may be required from time to time by the Project Director, and Component Coordinators

#### **D. QUALIFICATIONS AND EXPERIENCE**

1. A recognized graduate university degree in Agriculture, Economics, project management, business Administration or in a related field
2. At least 10 years' work experience in working in the Maldives in the field of monitoring and evaluation relating to natural resource management initiatives and/or project cycle management; experience, training and knowledge in the field of Agriculture monitoring, including both 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; work experience as a M&E specialist in/donor funded activities will be an asset;
4. Demonstrates good oral and written communication skills in substantive and technical areas
5. Thorough knowledge or demonstrated ability to rapidly acquire knowledge about monitoring and evaluation, environmental assessments and research processes
6. Excellent writing, editing and analytical skills and capability of working independently. Fluent in written and spoken English and Dhivehi;
7. A high level of computer literacy is required. Familiarity with programs like Word, Excel, PowerPoint and SPSS are required.
8. Ability to interact with multiple staff in the relevant agencies and respond to and liaise with stakeholders from industry and private sector
9. Experience with the logical framework approach to monitoring as well as quantitative, qualitative and participatory monitoring approaches;



10. Ability to draw out the information collected to deliver relevant knowledge-sharing products to stakeholders;
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 and Project Coordinator on all aspects of Project Management throughout the duration of the contract unless otherwise advised by the Implementing Agency.
2. The Monitoring and Evaluation Officer 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. The Monitoring and Evaluation Officer shall provide all the necessary reports and updates to the Project Director to be presented at the Steering Committee and donor agencies whenever needed.
4. The Monitoring and Evaluation Officer 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 February 2020.

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 18,560-25,600 depending on qualifications and experience, per calendar month as remuneration for the services provided depending on qualifications and experience, for the services provided by the Monitoring and Evaluation Officer except for unauthorised leave. The M&E Officer shall be paid for Working Days for which the M&E Officer 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.

