

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Monitoring & Evaluation Officer	1.2 Department/Project: Pakistan Climate Smart Agriculture (CSA) Activity	
1.3 Category/Grade: Professional - 2	1.4 Duty Station: Islamabad with frequent travel to Khyber Pakhtunkhwa, Balochistan, Sindh & Punjab	
1.5 Reporting to: Programme Manager Monitoring & Evaluation, RSPN		
2.0 Job Responsibilities		
<p>In partnership with Kaizen (intl.), RSPN is implementing a five-year USAID funded Climate Smart Agriculture (CSA) project in five agro-climatic regions in the provinces of Khyber Pakhtunkhwa, Balochistan, Sindh & Punjab. RSPN is recruiting a Monitoring & Evaluation Officer for the project focusing on improving farmers' use of climate smart management practices and technology through social mobilisation of farming communities. The CSA project will also support improving efficiency in technologies with selected firms and reach out to farmers for their adoption and sustainable use. RSPN, as an implementing partner, has a pivotal role in facilitating linkages of farmers with the private and public sectors for improved pre- and post-harvest climate smart practices. The Monitoring & Evaluation Officer will be based in Islamabad with frequent travel to project sites and overall responsible for project management and donor liaison and reporting.</p> <p>The Monitoring & Evaluation Officer CSA Activity will be responsible for the following.</p> <ol style="list-style-type: none"> i. Provide inputs for finalisation of all formats, quality assurance tools and protocols to be used for monitoring of project activities. ii. Support the Project Management Unit (PMU) in development and implementation of a strategic project plan with implementing partner Rural Support Programmes (RSPs) to promote climate-smart agriculture across the five agro-climatic zones of Pakistan. iii. Provide guidance to field teams of implementing partners to carry out CSA activities with a focus on soil health conservation and water resource management as per the agreed scope of work with Kaizen. iv. Undertake regular monitoring visits to target district for monitoring of the program activities, identify gaps in implementation and quality and provide feedback to field teams for improvement in implementation. v. Validation of data shared by field teams and share findings of validation with staff of implementing partners, project manager and senior management for corrective measures. vi. Documentation of key lessons learned and share with partners for reinforcement of best practices in program implementation and quality improvement. vii. Develop quality human interest stories and pictures with captions from the field level activities for donor reporting. viii. Develop strong reporting and data management system with the teams at assigned RSP/districts. ix. Ensure comprehensive compliance with USAID reporting requirements and timely submission of periodic reports. x. Regular review of the record keeping at the district level and support PMU in developing MOVs. xi. Any other assignment given by the Supervisor/Management. 		

3.0 Required Qualifications, Experience & Skills

3.1 Education:

Master's degree or equivalent, preferably in Economics, Developments Studies, Environmental Sciences, Agriculture, Social Sciences or related field

3.2 Experience:

- - At least three years experience of Monitoring & Evaluation of development / agriculture related projects.
- - Prior experience of USAID funded projects and relevant systems will be given preference.
- - Familiarity with climate-smart agricultural practices and technologies.
- - Excellent English writing and spoken skills.
- - Ability to travel to field areas and handle change and uncertainty.
- - Sensitivity to gender and other social issues.

3.3 Skills:

- Knowledge and understanding of monitoring and evaluation.
- Strong team building and decision-making skills.
- Excellent analytical and report writing skills.
- Excellent linguistic skills in English and Urdu, knowledge of local language(s) will be added asset.
- Computer proficient, organised, detail oriented, self-motivated, team player and able to work with minimum supervision.