

RURAL LIVELIHOOD PROJECT ZHEMGANG

Terms of Reference for M&E Officer

Job Title : M&E Officer (equivalent to Chief level)

Job Location : RLP PMU Office Zhemgang

INTRODUCTION/RATIONAL

The Rural Livelihood Project (RLP) Phase II based in Zhemgang HELVETAS Swiss Inter-cooperation has commenced from January 2012 which will end in December 2015, but extended till June 2016. The project goal is to contribute to an improved livelihood of rural poor in Bhutan through pro-poor, holistic, community-driven and participatory approaches, with specific objective to reduce poverty in selected Gewogs of Zhemgang and Sarpang Dzongkhags through market chain facilitation skills, capacity building and promotion of good governance through local decision-making. The Project areas are in 2 dzongkhags; Zhemgang : Phangkhar, Ngangla, Bjoka, Goshing, Bardo, Shingkar and Sarpang : Chhudzom (Doban), Jigmechholing, Gakidling, Singye.

The post of Monitoring and Evaluation (M&E) Officer has remained filled only for 17 months (Oct 2012- Feb 2014). The MTR mission highlighted this situation is one of the causes for the underperformance of the project in the components 2, 3 and 4. It further is among the reasons for non-satisfactory monitoring, evaluation and reporting. Thus the MTR has recommended for immediate action to place the M&E Officer and the Project Steering Committee approved. Based on these decisions and direction of the Project Steering Committee and the Helvetas Swiss Inter-Cooperation, this post is to be filled through contract.

PURPOSE, DUTIES AND RESPONSIBILITIES

Purpose: To assist or facilitate the Project Manager in planning coordinating, monitoring, evaluating and implementing the activities of the Rural Livelihood Project. He/She shall work under the supervision of Project Manager.

Duties and Responsibilities

- Assist Project Manager for overall project implementation and improve planning, monitoring and reporting in the remaining time of RLP Phase II
- Formulate plans, guidelines, and strategies related to the project activities
- Support PM to prepare and finalize annual work plan budget and activities of both PMU and overall project plan.
- Carry out supervision and monitoring of the project activities through regular visits and progress reporting
- Shall carryout component Outcome 4 activities.
- Coordinate with other component managers and implementers in the project and outside the government on project.
- Prepare reports of project activities as required by the government/donor agencies and maintain a systematic documentation of RLP activities
- Maintain systematic records on the results of RLP against the indicators in the Pro Doc (gender segregated data)
- Maintain and operate PlaMS for RLP, RLP's indicators mentioned in the Logical Framework are adapted to PlaMS and the reporting requirements of HELVETAS are clearly defined and adapted to fit to PlaMS
- Conduct study in the specific project areas wherever required
- Assure that the project accounting provides expenses statements on activity, output and outcome level whenever required
- Engage actively in knowledge sharing and stay informed about developments
- Assist PM to create 5th Component of the project
- Carry out any other job assigned by the Project Manager

QUALIFICATION & KNOWLEDGE REQUIREMENT

- Minimum Bachelors, Masters and Post Masters would be preferred
- Minimum of 10 years experience in related field
- Training in the fields of Monitoring and Evaluation, Agriculture, Livestock and Forestry and other related fields

- Fluent in Dzongkha and English (oral and written). Should be conversant in government/sectoral policies, rules, regulations, programmes and projects.
- Should possess management and supervisory skills and be able to understand goals and objectives, outputs and benefits of programmes/projects.
- Good computer skills (proficient user of MS-Office programmes).

COMPLEXITY OF WORK

- Involves in analytical thinking about decision to be made with regard to the specific programme.
- Major decision regarding critical matters and issues made with consent and approval of the chief program officer;
- Carry out tasks as instructed by PM and at the same time should be able to propose constructive views in the implementation of project activities.
- Responsible and accountable for all decisions taken pertaining to the specific project under his/her area.
- The PM requires his/her assistance in planning, developing and carrying out vital project activities essential to the goal and mission of the project

TERM

He/She will be on contract commencing from July 2014 for one year and may extend based on performance till project is completed that is Dec 2015 or till June 2016 if project is extended.

SALARY

The salary will be reviewed if the civil service pay is revised by the government. The salary does not include TA/DA and other allowances which would be paid according to the BCRS 2012 rule.

Particulars	Estimate	Remarks
Basic salary	25610	
30% contract allowance	7683	
Total salary per month	33,293	