
TERMS OF REFERENCE

Monitoring & Evaluation Officer – Project Management Unit (PMU)

Khyber Pakhtunkhwa Revenue Mobilization & Public Resource Management Program

Background

The Khyber Pakhtunkhwa Revenue Mobilization and Public Resource Management Program was approved by the World Bank Board on June 18, 2019 to support the implementation of the KP Government's PFM Reform Strategy. The objective of the project is to improve revenue mobilization and public resource management in the province of Khyber Pakhtunkhwa. The project has two key components, namely a results-based component (US\$100 million) and an input-based component (US\$18 million). To support implementation, the Government of Khyber Pakhtunkhwa intends to recruit a Monitoring & Evaluation Officer who will be responsible for monitoring of activities under the overall guidance of Monitoring & Evaluation Specialist of Shared Services Unit (SSU).

Scope of Work

Providing monitoring & evaluation support to the Project Management Unit (PMU).

- Develop M&E Framework keeping in view the Results Framework (RF) of project.
- Assist and guide the Line Departments in establishing sound and effective M&E mechanisms for progress on DLIs.
- Conduct trainings, awareness programs and develop guidelines required for effective implementation of M&E framework.
- Assist and advise the Coordinator in the design of Work Plan in accordance with relevant strategic objective(s) in consultation with the stakeholders
- To have knowledge of the existing data sources and instruments available and the type of evidence required to assess progress towards results
- Attain in depth knowledge of the project, and understand key parameters such as Disbursement Linked Indicators (DLIs). Monitor and analyze key parameters using M&E tools and recommend corrective actions.
- Design and support the strengthening/updating of the Results Framework (RF) to take into account any evolving circumstances, if necessary, for effective project implementation
- Prepare tools/templates according to the objective of the project in collaboration with the Line Departments/stakeholders
- Assist and guide the Line Departments in establishing sound and effective M&E mechanisms by supporting; i) third party validation, ii) collection of real-time data directly

consolidated into electronic systems and made available through management dashboards

- Interact and liaise with Donors and arrange regular Donor updates, briefings etc. in the area of M&E
- Supervise and monitor the project's overall implementation and
- Other related tasks that the Coordinator may find necessary within this context.

Profile /Qualifications

- Master's degree in Social Sciences/Management Sciences/ Computer Sciences/Project Management or a related discipline.
- Solid understanding of monitoring and evaluation tools and mechanisms and its implementation in the field as evidenced in the relevant experience.
- At least 04 years' experience in M&E after acquiring stipulated qualification, in leading related programs, at the national level or with the International Organizations / Donor projects.
- Familiarity with government departments and systems would be accorded weightage.
- Written and oral fluency in Urdu, and English. Fluency in Pushto shall be accorded due weightage
- Demonstrated Computer Skill (Proficiency in using computer desktop application MS Office (Word, Excel, and Power Point).

Reporting

The M&E Officer will work in PMU under the guidance of M&E Specialist SSU to perform the assigned tasks and will report to Coordinator PMU.

Duration of Assignment

The contract will be initially for one year extendable up to project life based on satisfactory performance