

**Government of the Commonwealth of Dominica**  
**MINISTRY OF BLUE AND GREEN ECONOMY, AGRICULTURE AND NATIONAL FOOD**  
**SECURITY (MBGANFS)**

**Emergency Agricultural Livelihoods and Climate Resilience Project (EALCRP)**

**Project Implementation Unit - Staff Terms of Reference**

<b>Component C</b>
<b>C1.5: Position – Monitoring and Evaluation Officer</b>
<b>PROCUREMENT PLAN -SELECTION METHOD: IC (IND)</b>
<b>DUTY STATION: MBGANFS-Project Implementation Unit OFFICE IN ROSEAU</b>

**General Description**

1. The Emergency Agricultural Livelihoods and Climate Resilience Project (EALCRP) is being executed as part of an overall development partner initiative to support medium and long-term recovery in Dominica from the devastating effects of Hurricane Maria in September 17<sup>th</sup>, 2017. This overall program of support complements and is aligned with other development partner initiatives and fills critical gaps.
2. EALCRP contributes directly to Dominica’s National Agricultural Policy and Action Plan 2016–2025 that identified several key needs for agricultural development, including a more modernized agriculture sector, increased farm productivity, and overall climate resilience of the country’s agriculture and food systems. By enhancing the climate-resilience feature of agriculture, the project contributes to the country’s Low-Carbon Climate-Resilient Development Strategy 2012–2020 that serves as the programmatic nexus for capturing conventional and innovative sources of financing and facilitates Dominica’s transition to a climate-resilient economy.
3. A Project Implementation Unit (PIU) has been established within the MBGANFS to coordinate the day-to-day management and execution of the project. The PIU will work in close coordination with an Implementation Support Team (IST) established within the MOF, which will be responsible for fiduciary aspects of the project and advisory responsibility for safeguards aspects. The PIU reports directly to the PSMBGANFS, and in direct communication with the technical divisions of the MBGANFS and the Ministry of Environment, Rural Modernization and Kalinago Upliftment (MERMKU).

## **Objective**

The M&E Officer will assume full responsibility for execution of the Monitoring and Evaluation function of the project at all levels. He/she will be supervised directly by the PIU Agriculture Specialist. Emphasis will be placed on:

- (i) execution of the formulated Indicator Identity Sheets (IIS) that has been developed in compliance with the Results Framework and executed in alignment of the M&E Manual developed based on a results-based monitoring approach,
- (ii) monitoring the gathering; aggregation; verification of data quality; analysis and generation of report/presentation from data analyzed to facilitate evidence-based decision making using the Indicator Analysis Sheet (IAS) tool;
- (iii) tracking progress of activities on Smartsheet and KOBO Tool Box Platform in collaboration with the Agriculture Information Technology Officer (AITO);
- (iv) update monthly the M&E Matrix capturing indicators from the Results Framework, selected output indicators from the Smartsheet and key financial indicators;
- (v) coordinate with Extension and Livestock Units of the technical divisions of the MBGANFS to gather, aggregate and verify data requested to populate the IASs developed for EALCRP.
- (vi) collaborate with the Agriculture Specialist and the Agriculture Information Technology Officer to implement the Agriculture Information Management System.

## **Key Responsibilities**

The M&E Officer will carry out the following tasks:

### ***M&E Coordination***

- Coordinate closely and provide the necessary support to the Agriculture Specialist established within the PIU with regard to overall project monitoring. This includes the provision of standardized project data to be consolidated at the PIU level by the Agriculture Specialist;
- Conduct joint work and coordinate activities with the PIU and MBGANFS technical team to ensure coordination of activities.
- Coordinate to implement the Information Management System.

### ***Systems Monitoring***

- Monitor the Project's key performance indicators (results framework indicator, key output Smartsheet indicators and key financial indicators), coordinate and lead the reports' preparation according to the M&E Plan;
- Update monthly the M&E Matrix
- Set up operational arrangements for collecting, aggregating, verifying, analyzing, and reporting project data.

### ***Data management and analysis***

- Regular quality assurance of collected data to ensure its accuracy and validity;

- Coordinate timely information collection to ensure timely, accurate and complete programmatic reporting;
- Review information flows according to the project cycle;
- Work closely with the PIU technical team to ensure that the results of monitoring and evaluation in the field are efficient and effective;
- Undertake field visits together to monitor data collection approaches to ensure compliance with operational procedures.
- Design not later than 30 days after collection of each Result Framework indicator an Indicator Analysis Sheet (IAS)

### ***Communication and Reporting***

- Assist the Project Manager in preparing periodic programmatic and management reports project components in a standard reporting format required by the World Bank, including reporting the Results Framework on a semiannual basis;
- Provide strategic information to the Agricultural Specialist to guarantee that reports submitted to the Project Manager are accurate, timely and complete;
- Prepare weekly, monthly, quarterly and annual M&E reports, and assist in the preparation of the annual work plans;
- Assist in improving communication and information sharing between different stakeholders;
- Perform other duties as assigned by PIU Project Manager;
- Produce an Annual M&E report = (compilation of all Indicators Analysis Sheets prepared over the year)

### **Required skills and experience**

#### *Education*

- First Degree in Agriculture or Social Sciences (Statistics, Economics, Business Administration, Management), and/or a related field showing quantitative and qualitative data analysis competences.

#### *Experience*

- Minimum 3 years of relevant professional experience in Project Monitoring and Evaluation or relevant connected fields;
- Demonstrated experience in implementing M&E systems including results frameworks, project management, and program/project evaluations;
- Adequate capacity to produce accurate reports on time;
- Ability to work within a team and interact effectively with collaborative agencies/departments and development partners;
- Knowledge and practical experience with software applications (Word, Excel, PowerPoint, and Internet, as well as social science analytical software (SPSS and /or Stata, preferably);
- Basic knowledge of KOBO Tool Box Platform;
- Proficiency in English.

**DURATION OF SERVICES**

The estimated period of the services will be 12 Months to commence in November 2021. The contract extension will depend on performance and funds availability.

**DUTY STATION**

The M&E Officer will work full time in the project office located in the MBGANFS where an adequate space and equipment will be provided to perform his/her work.

**SUPERVISED BY** – M&E OFFICER will be supervised by the Agricultural Specialist

**REPORT** The M&E Officer will report to the PIU Project Manager.