

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Monitoring & Evaluation Officer (Female)	1.2 Department/Project: Programme for Improved Nutrition in Sindh (PINS): ER-3 Component (Nutrition Sensitive Interventions) of PINS	
1.3 Category/Grade: Professional - 2	1.4 Duty Station: Karachi with frequent travel to the programme areas in Sindh	
1.5 Reporting to: M&E Coordinator PINS (ER-3)		
2.0 Job Responsibilities		
<p>RSPN will be responsible for implementation and management of ER-3 (Nutrition sensitive interventions) component of EU' PINS program. Under this program key focus will be implementation of Agriculture & food security and Water and Sanitation (WASH) interventions in ten districts of Sindh through signing of sub-agreements with partner RSPs (NRSP, SRSO and TRDP). This program will complement the efforts of Government of Sindh for reduction stunting through implementation of its multi-sectoral Accelerated Action Plan for reduction of mal-nutrition and stunting in Sindh (AAP).</p> <p>Monitoring & Evaluation (M&E) Officer will be responsible for monitoring of project activities and recommend remedial measures for improvement in programme implementation. Main duties and responsibilities include:</p> <ul style="list-style-type: none"> i) Provide support to M&E Coordinator in finalization of Key Performance Indicators of the project; ii) Provide inputs for finalization of all formats, quality assurance tools and protocols to be used for monitoring of programme activities; iii) Support programme team for development of programme implementation manual especially different formats to be used for record keeping; iv) Undertake regular monitoring visits to target districts for monitoring of the programme activities, identify gaps in implementation and quality and provide feedback to partner RSPs and field team for improvement in implementation; v) Validation of data shared by partner RSPs and share findings of validation with project staff of RSPs, project manager and senior management of RSPs for corrective measures; vi) Provide support to M&E Coordinator for regular capacity building of partner RSPs for monitoring of programme activities; vii) Provide input for baseline and evaluation of the pilot innovations proposed under the programme; viii) Support M&E Coordinator for effective management of third party for baseline, midterm and end line assessment of the programme; ix) Documentation of key lessons learned and share with RSPs for reinforcement of best practices in programme implementation and quality improvement; x) Support M&E Coordinator for preparation of KPI tracking report to be submitted to the donor; xi) Any other tasks assigned by the Supervisor/Management. 		
3.0 Required Qualifications, Skill and Experience		
3.1 Education: Masters or equivalent degree in Social Sciences, Rural Development or other relevant disciplines from a recognised university.		
3.3 Skills: Strong writing, analytical and data management skills		
3.3 Experience: Minimum 2 years relevant experience in the field of Monitoring and Evaluation of development projects and programmes.		