

RURAL SUPPORT PROGRAMMES NETWORK (RSPN)

JOB DESCRIPTION		HR#002
1.0 Position Summary		
1.1 Position: Monitoring & Evaluation Officer	1.2 Department/Project: Balochistan Rural Development and Community Empowerment Programme (BRACE)	
1.3 Category/Grade: Professional-2	1.4 Duty Station: Islamabad with frequent travel to the project areas in rural Balochistan districts	
1.5 Reporting to: Specialist M&E, RSPN		
2.0 Job Responsibilities		
i) Institutionalisation and full implementation of the Monitoring & Evaluation (M&E) framework for the BRACE Programme developed in accordance to the RSPN M&E Manual.		
ii) Regular compilation of field monitoring information and generation of programme monitoring information for further reporting to the Specialist M&E.		
iii) Develop monthly programme monitoring reports, update and follow-up on programme monitoring action plans and submit to Specialist M&E RSPN.		
iv) Provide analysis and documentation of the progress data for periodic progress reports, newsletters, fact sheets, case studies and presentations.		
v) Undertake qualitative and quantitative analysis, assess and document the results from the outputs produced by the Programme.		
vi) Provide feedback, guidance and recommendations to the Programme Management Unit and Programme implementation staff of implementing partners for necessary corrections and improvements in programme implementation.		
vii) Coordinate with local programme teams on matters relating to M&E.		
viii) Observe and report on beneficiary selection processes and targeting strategy applied in the field.		
ix) Conduct regular field visits to locations where programme activities are being implemented on the ground.		
x) Provide full assistance and technical support in programme assessments and impact studies.		
xi) Document and report lessons learnt emerging from programme monitoring activities.		
xii) Verify programme progress reported by the BRACE Programme Manager.		
xiii) Assist the M&E Specialist in programme assessments and evaluations.		
xiv) Document and report gender issues; Ensure that all monitoring reports, assessments and studies produced under BRACE programme should be gender sensitive; Coordinate with local programme teams to collect and present gender disaggregated data.		
xv) Any other assignment given by the Supervisor/Management.		
3.0 Required Qualifications, Skill and Experience		
3.1 Education: - Master's or equivalent degree in Economics, Social Sciences, Development Studies or relevant field from a recognised university.		
3.2 Skills: - Solid understanding of development issues - Excellent English writing and speaking skills - Excellent Data analysis skills		

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- Understanding and speaking of Balochi/Pushto will be considered as added value

3.3 Experience:

- Minimum 2 years relevant experience in the field of Monitoring & Evaluation (M&E) of development projects and programmes.
- Demonstrated experience of working with rural communities especially poor and women.