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Terms of Reference

Coordinator Monitoring, Evaluation and Safeguards (M&E and ESSF)

Title of the Position: Coordinator Monitoring, Evaluation and Safeguards (M&E and ESSF)

Grade: C1

Reporting to: Manager M&E and Coordinator Safeguards

Department: Programme Development

Duty Station: Regional Office Islamabad

Type of Contract: Long Term (Annual Renewable)

Work Week: 5 (Monday to Friday) Days

Work Hours: 0830 hrs to 1715 hrs (40 Hours)

Project Context:

WWF-Pakistan in partnership with Australian Government awarded project “South Asia Water Security Initiative (SAWASI)” plan to engage stakeholders in Islamabad and Rawalpindi to 1)improve access to safe water and sanitation services for targeted communities through site specific interventions, 2)ensure community resilience to climate change and other water related shocks through a mix of locally suitable options and 3) build capacity of key stakeholders on urban water management as well as educating and sensitizing local communities

Job Summary

The position will be responsible for taking the lead in the execution of Internal Monitoring, Evaluation and social and environmental safeguard functions of SAWASI project. The details of job responsibilities include but are not limited to the following:

Duties and Responsibilities

- Develop Monitoring and Evaluation Plan for the project and ensure its implementation during the project life.
- Develop tools for field monitoring after review of project documents.
- Conduct baseline surveys and set baselines against indicators.
- Collect monthly planning and progress from the project team, consolidate the data and share with the project management on monthly basis
- Conduct quarterly field monitoring visits to the project sites and prepare quarterly monitoring reports.
- Conduct relevant risk screening against WWF process and substantive standards and polices
- Have an in-depth understanding of WWF's Environmental and Social Safeguards Framework (ESSF)
- Rollout community level Grievance Resolution Mechanism (GRM) in selected project sites
- Conduct trainings and sessions on ESSF and GRM with project communities
- Maintain a community complaints log and deal with community complaints as and when they arise
- Have bi-annual feedback sessions with communities to gauge potential problems and concerns on project activities
- Coordination with stakeholders, consultants and partners.
- Develop and maintain a centralized database for the project
- Evaluate Capacity Building Trainings and prepare training evaluation reports.
- Maintain records of project documents and keep MOVs of achievements.
- Collect and consolidate the progress of the project against targets of Work Plan and Indicators of Logical Framework on agreed frequencies.
- Assist Technical Teams and Programme Development Department in developing new projects.
- Conduct meetings with project partners to assess their role in the implementation of the projects.
- Assist project teams in data analysis and Results Based Reporting.
- Identify gaps (if any) and make recommendations for improvements in project's designing and implementation process.

Qualification and Experience

At least Master Degree in Development Studies, Environmental Sciences, Social Science or any other related subject.

At least 3 years of work experience in M&E of Donor's funded projects

Experience in M&E of water sector projects will be an advantage.

Skills & Attributes

Demonstrated ability to plan, implementation & manage M&E functions.

Sound skills in developing data collection formats and protocols

Advanced data analysis skills

Good English language reading, writing and speaking skills;

Demonstrated interpersonal communication and leadership skills;

Adheres to WWF's values, which are: Passionate & Optimistic, Challenging & Inspiring, Credible & Accountable, and Persevering & Delivering Results;

Proficiency in the use of computer office applications on word processing and spread sheet;