Terms of Reference
Monitoring and Evaluation Officer
WWF-Pakistan

Reporting to: Sr. M&E Officer Organic Cotton Programme
Project: Carrefour Organic Cotton Project
Grade: Officer (C-3)
Duty Station: Khairpur Sindh
Employment Contract: Long Term Annual Renewable
Work Week: 5 (Monday to Friday) Days
Work Hours: 0830 hrs to 1715 hrs (40 Hours)

Job Summary

The position is based in project office Khairpur Sindh. The M&E Officer will be responsible for M&E and quality assurance functions at the project level.

Duties and Responsibilities

- Assist the team in developing data collection tools as per donor requirements
- Develop M&E plan and tools after review of project documents and collect data against the indicators of monitoring plan periodically.
- Conduct field monitoring visits to project sites
- Review farmers list and also verify sample based information from the field.
- Maintain records of project documents and keep MOVs of achievements.
- Collect and consolidate the progress of the project against targets of Work Plan
- Conduct meetings with project partners/stakeholders/farmers to assess their role in the implementation of the projects and suggest recommendations to improve the implementation of the project.
- Assess the impacts of the projects on the socio economic conditions of the target communities
- Assess the adoption of organic cotton production standards and other best management practices (BMPs) by project farmers.
- Any other activity assigned by Sr. Officer M&E and Project Manager

Selection Criteria

- Master Degree in Agriculture/Social Sciences/Development Studies
- Experience of working in Agriculture sector projects will be an asset
- Experience in M&E of donors’ funded projects will be an advantage.
- Good report writing and data analysis skills will be preferred

Skills & Attributes

- Demonstrated ability to plan, implementation & manage M&E functions;
- Sound skills in developing data collection formats and protocols
☐ Data Entry, Analysis & Report Writing;
☐ Personnel management skills and experience;
☐ Good problem-solving skills and results orientation;
☐ 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;

HR department : Signature / Date---------------------------------------------
Senior Director Operations : Signature / Date-------------------------------------
Acknowledged by Employee : Signature / Date-------------------------------------

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