Terms of Reference

Sr. Officer Monitoring and Evaluation (M&E), WWF-Pakistan

Title of the Position: Sr. Officer Monitoring Evaluation (M&E)

Grade: C2

Reporting to: Manager M&E

Department: Programme Development

Duty Station: Head Office Lahore

Type of Contract: Long Term (subject to availability of funding)

Work Week: 5 (Monday to Friday) Days

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

Job Summary

The position will be responsible for Internal Monitoring and Evaluation functions of WWF-Pakistan’s projects and programmes.

Duties and Responsibilities

- Develop Monitoring and Evaluation Plans for various projects.
- Develop tools for field monitoring after review of project documents.
- Conduct baseline surveys and set baselines against indicators for new projects.
- Collect monthly planning and progress review sheets of ILES project from each site, 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.
- Coordination with stakeholders, consultants and project SMEs.
- Conduct field monitoring visits to project sites and develop quarterly monitoring reports.
□ Evaluate Capacity Building Trainings (if required) 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/stakeholders 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.
□ Assist M&E Unit as and when required.

Qualification and Experience

At least Master Degree in Development Studies, Environmental Sciences, Social Science or any other related subject.
At least 2 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;