

## **MONITORING & EVALUATION (M&E) SPECIALIST**

***The M&E Specialist will assist the Unit in monitoring and evaluation of program activities taking into consideration the role of implementing agencies and target departments. The monitoring and evaluation specialist will provide recommendations to support the gap in the progress achieved so as to ensure that progress of the Program is on track.***

### **Background:**

Program Support Unit (PSU) established in the P&D Board to implement Punjab Resource Improvement and Digital Effectiveness (PRIDE) Program. It is a five year program funded by International Development Association (IDA) – World Bank Group with objectives to strengthen Public Financial Management (PFM) Systems and revenue mobilization in the Punjab Province to promote coherent PFM systems. The Program will also support the GoPb's Development response to COVID-19 challenges. The PSU in the P&D Board is responsible to coordinate implementation of activities under the P&D Board.

The PSU will be staffed with individual consultants, having expertise in selected areas and will be headed by a Unit Head. Monitoring & Evaluation (M&E) Specialist will be one of the individual consultants with following credentials;

### **Qualification and Experience:**

- Master's degree or equivalent in Project Management, Contract Administration, Finance, Business Administration, or related discipline from a reputed/recognized university with at least 8 (eight) years of relevant work experience.
- OR Bachelor's degree or equivalent in Project Management, Contract Administration, Finance, Business Administration or related discipline from a reputed/recognized university with at least 10 (ten) years of relevant work experience.
- Knowledge of essential M&E tools e.g. MS Project, PRIMAVERA, Base camp, PERT, Logical Framework etc. is highly desirable

### **Main Responsibilities:**

- Development of quarterly reporting frameworks, aimed at i) capturing the quantitative achievements vis-à-vis the project results framework; and, ii) capturing qualitative data related to process indicators and establishment of delivery mechanisms and other unintended consequences of the project;
- Develop an M&E plan that defines each indicator, its source of data, frequency of data collection and the mechanism for collation;
- Identify needs for capacity development in the area of M&E and undertake training sessions of field staff and other implementing partners as required;
- Ensure revision of the M&E framework as required;
- Guidance evaluation policies, procedures and practices to project managers concerned with evaluation, consultants and/or members of the evaluation team;

- Institutionalize a mechanism of quick/rough evaluations that assess project performance on a regular basis; lessons learned to guide implementation modalities Follow up on the implementation of evaluation recommendations;
- Ensuring the optimal use of evaluations by providing guidance in the preparation of a timely management response to all mandatory evaluations and by developing a communication plan;
- Collaboration and coordination with other relevant stakeholders, government agencies, NGOs, and other organizations on Monitoring and Evaluation issues;
- Ensuring the optimal use of M&E data to guide policy changes and timely course correction as required;
- Ensure information dissemination in a timely manner by developing a communication plan;
- Any other task related to the assignment.