

## **Terms and References for M&E Officer**

- Develop required monitoring system and formats for regular monitoring of project activities at different levels in line with the DMF and the M&E plan
- Support the IT expert in setting up program monitoring systems for activities and results and ensure the accuracy of data
- Monitoring and Evaluation of progress and performance against planned work against DMF.
- Plan for and manage periodic evaluation activities for the project
- Provide technical advice on performance indicators and ensure that realistic mid-term and end-term project targets are defined; provide timely and required information for periodic review reports for the ministerial steering committee and other stakeholders.
- Visit project areas for field monitoring of activities and suggest required action
- Work closely with the MOHNIM across the project area to ensure that relevant data for measuring project performance is collected (based on project indicators)
- Arrange dissemination of information obtained from reviews, monitoring and evaluation and other publications of relevant organizations.
- Build capacity within the project for M&E function
- Perform any other duties and responsibilities as assigned by the Project Director/Deputy Project Director.
- This TOR is subjected for revision from time to time.