

TRUSTEES OF AGRICULTURAL PROMOTION PROGRAMME



TORS FOR MONITORING AND EVALUATION OFFICER

DUTIES & RESPONSIBILITIES

- Implement and monitor donor funded projects
- Develop and Implement monitoring and evaluation systems for projects
- Support Project's M & E data collection and management systems in line with the M & E framework
- Ensure the integrity and quality of data in support of Project's M & E programme.
- Maintain up to date project databases that are accessible to all project staff.
- Proactively demonstrate the value of M & E data by generating insightful *analytical reports* that add value to Project's interpretation of that data.
- Provide technical advice and support in the design and delivery of monitoring and evaluation initiatives to ensure rigorous methodologies are applied across Projects
- Strengthen Project research, evaluation and monitoring practices by: Provision of Guidance and training on data collection and evaluation tools; Implementation of user-friendly means of data collection and analysis

SKILLS, KNOWLEDGE AND EXPERIENCE REQUIRED

- At-least 2 years' work experience in monitoring and evaluation including designing and managing of results based M & E Systems for donor funded projects
- University Degree in Agricultural Economics, Social Sciences, Project Planning, Monitoring and Evaluation.
- Those with experience in survey implementation and have advanced statistical research will have an added advantage.

- Knowledge and experience with qualitative and quantitative data collection and analysis approaches
- Knowledge of and experience with impact assessment methods
- Strong analytical, training, supervision and writing skills
- Strong IT skills - knowledge and experience in designing databases using Excel, Access and knowledge of SPSS and other statistical packages is highly desirable
- Self-starter with initiative and confidence to lead in their designated field – can work independently and prioritize own work load
- Excellent team player