

## **Terms of Reference for Deputy Director Monitoring & Evaluation**

### **Overall Job Objective:**

The Deputy Director Monitoring & Evaluation will contribute to the effective implementation of the Accelerated Action Plan for Reduction of Stunting & Malnourishment by overseeing and managing a system for regular monitoring, evaluation, and reporting of activities being taken up through this plan. The M&E Deputy Director will support effective implementation of the AAP by providing support for strengthening and carrying out Monitoring & Evaluation activities for the different sectoral interventions and then consolidating into one overarching report on the progress of the AAP.

### **Objectives of the Assignment:**

The Deputy Director Monitoring & Evaluation shall be in charge of all monitoring, evaluation, and reporting activities of the Programme. S/he will work under the direct supervision of the Program Coordinator for AAP and will be responsible for designing and guiding the overall nutrition information management system in the province of Sindh, monitoring and evaluation and implementation of related monitoring and evaluation activities within the Programme.

S/he will provide timely and relevant information to the program management team and all other stakeholders. This requires close coordination and communication with the entire team including primary stakeholders within each sector and P&D at the province and district levels, external consultants, steering and coordination committees, and field staff. S/he will be responsible for the development of all related information/tools/guidelines/log frames/work plans/field monitoring plans for all the relevant sectors to be approved by the Task Force. The incumbent will ensure that the AAP Secretariat for Stunting works as a central data collection unit for all the sectors participating in the AAP and will ensure the analysis of data. S/he will generate evidence-based reports for the senior level management for policy decisions.

### **Duties and responsibilities:**

The scope of work is intended to describe the general nature and level of work to be performed by the Deputy Director M&E. Following may not be an exhaustive list of all job functions, skills, knowledge, efforts, or working conditions associated with the job. Deputy Director M&E shall be responsible to:

1. Review the available nutrition related information systems and lead and guide the process of integrating the existing reporting systems into one basic system and update accordingly;
2. Based on the detailed review of the existing reporting system, develop a comprehensive system for Task Force Secretariat and the other sectors that provides key information in a timely manner and hence allows decision makers the required programs adjustments;
3. Establish a monitoring system that allows regular feedback from the field for all the relevant sectors. Prepare and finalize the M&E guidelines, procedures and reporting formats, monitoring indicators and checklists for the different levels

and for the different service providers; ensure and facilitate the allocation of financial and human resources required to perform a satisfactory monitoring system;

4. Examine in detail the compatibility of the electronic format of the monitoring and evaluation system with various initiatives of all relevant sectors and propose strategies for facilitating the digitization of monitoring and evaluation system for decision-making process by integrating the Program's interventions with other sectoral services;
5. Facilitate for a regular monitoring and reporting on agreed project and performance indicators and prepare regular reports;
6. Identify information requirements of different primary stakeholders and facilitate the preparation of reports to meet reporting requirements;
7. Contribute to the development of the Annual Work Plan of the different sectors, ensuring alignment with sectoral logical frameworks, agreement on annual targets and inclusion of M&E activities in the work plan with budgeting;
8. Development of an overall M&E strategy/framework for the AAP to ensure that all the sectors are able to achieve the annual targets;
9. The Deputy Director M&E office at AAP secretariat will be serving as a central data collection unit for the different sectors contributing to reducing the stunting rate in the province of Sindh;
10. Coordinate and ensure the preparation and finalization of all project reports.
11. Serve as key technical liaison to consultants or organizations that shall be contracted to monitor or evaluate the impacts of the NSP and partner services. Review the reports such as baselines, intermediate, progress and end-of-project reports and suggest course corrections for improvements.
12. Ensure Key Performance Indicators :
  - A) Ensure the achievement of reduction of open defecation practices, stock taking of nutritious fish production, and enhancement of contraceptive prevalence rate;
  - B) Effective vaccination and drenching to the livestock of poor households for food security, public health and enhanced animal productivity;
  - C) Review the sensitization of nutrition concept in the curriculum;
  - D) Undertake regular visits to the service delivery areas, to monitor the quality of services provided, compliance of SOPs/Guidelines issued from time to time and to identify where adaptations might be needed;

E) Oversee and assist in, implementation of and training for the Nutrition Management Information System (MIS) database as part of the DHIS;

13. Have a close liaison with the program implementation units of the different sectors;
14. Conduct any other function and responsibility, which may be assigned by the Program Coordinator Nutrition Task Force Secretariat.

### **Institutional Arrangements and Reporting**

The Deputy Director M&E specialist shall be reporting to the Program Coordinator for AAP on a day to day basis through submission of regular updates/reports. Her/His office would be established in the premises of Task Force Secretariat where s/he would perform her/his assigned duties.

### **Qualification:**

- At least master's degree in social sciences, Economics, Business Management or any other relevant degree from Higher Education Commission recognized University.

### **Experience:**

- At least 05 years of professional experience in the field of Monitoring and Evaluation on development programs /projects with prior experience of developing and implementing M&E strategies /Frameworks. The Candidate should have knowledge of major quantitative and qualitative monitoring methodologies and proven ability to design monitoring instrumentational tools with extensive experience in the design and implementation of capacity building activities in M&E.

### **Skills**

- With a strong emphasis on data analytics and statistics and must have strong report writing skills.

### **Contract Period**

The duration of service of Deputy Director M&E shall be for One (01) year and contract may be extended further on need-cum performance basis.