

**TERMS OF REFERENCE**  
**Package MAF/IC-04: Monitoring and Evaluation Specialist**

Contracting Authority: Department of Planning and Finance, Ministry of Agriculture and Forestry (MAF)  
Location: Vientiane Capital

**INTRODUCTION**

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The Government of the Lao People's Democratic Republic (GoL) received a US\$ 25 million credit from World Bank to implement the Agriculture Competitiveness Project (ACP). The objective of the ACP is to enhance the competitiveness of selected agricultural value chains in the project areas. The project comprises the following four components: (a) Improved Agricultural Efficiency and Sustainability, (b) Enhanced Agricultural Competitiveness, (c) Project Management, and (d) Contingent Emergency Response and it will be implemented over 6 years from 2018 to 2024 in five project provinces, including Khammouane, Bolikhamxay, Xayabouly, Vientiane Province, and Vientiane Capital. The project implementing agencies include Ministries of Agriculture and Forestry (MOF), Ministry of Industry and Commerce (MOIC), and the five project provinces.

**Objectives of the assignment**

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The Monitoring and Evaluation Specialist will serve as the main focal person for all monitoring and evaluation related activities for LACP. She/he will assist and report to the National Project Director regarding the Monitoring and evaluation of activities implemented by the project. The M&E Specialist's responsibility is to coordinate and support M&E system, Review Project result framework and prepare the log frame matrix to all the project activities to be conducted in accordance with the Results Framework. In particular, the M&E Specialist will assist all consultants across the project components and subcomponents and ensure that the M&E is properly operated with full and correct information entered in a timely manner by field staff. Key results of the Specialist are (1) - Setting M&E system of the project to align with budgeting; (2) - Reviewing Project log frame Indicators and preparing log frame matrix; (3)-Support and review baseline, midterm and final Impact Assessment Studies; (4) self-monitors performance in relation to the performance monitoring system and takes corrective action when needed to ensure that targets are met.

**Scope of the assignment**

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Specific duties and responsibilities include:

- Assist in developing and reviewing the project level Monitoring & Evaluation (M&E) plan and associated workplans for each component/activity (as reflected in the results framework); Be responsible for sourcing data and information for specific M&E needs directly from other agencies etc. (such as budgets, staff capacity and other internal data) particularly for indicators not requiring a survey;
- Support technical work such as reviewing M&E system and methods, carrying out training needs, designing M&E tools and advising M&E technical assistance;
- Oversee and participate in baseline, midterm and final Impact Assessment Studies;

- Ensure quality control of M&E outputs (e.g. surveys etc.), including by contributing substantively to the design and field testing of the monitoring methodology, review, assist design and implementation of the survey, participatory data collection methods and protocols, data verification techniques, and other technical evaluation and analytical tasks conducted under the programme;
- Closely cooperate and coordinate with consultants in components and subcomponents and at Provincial level for the design, quality, development and completion of all assessments, analytical reports, case studies, success stories;
- Review and provide advice related to log frames and indicators and matrix log- frame submitted by the provincial level;
- Ensure the incorporation of information on provincial level indicators into national project level and Project budgeting reports and provide recommendations to the LACP National Project Director;
- Assist and train focal points for provincial level M&E and national level M&E;
- Develop and maintain an M&E database for the programme and contribute to the maintenance of a database of LACP;
- Maintain a detailed knowledge of all relevant issues impacting on field Monitoring & Evaluation;
- Coordinate and cooperate with all focal points in line agencies involved in the project for promoting information sharing on all aspects related to project activities among stakeholders;
- Ensure mentoring and training of project team to foster capacity building on M&E knowledge;
- Review monitoring and evaluation system/mechanism, process and procedures, forms and formats for project activities and budgeting system under its various components;
- Monitor project progress through field visit, offer feedback and keep regular communication with related provincial and central level staff;
- Attend, participate and provide necessary inputs for preparation of and during project meeting, Workshops and trainings;
- Serve as focal point for providing M&E inputs on Interim Progress Reports; Prepare and submit M&E inputs as per the Results Framework to the consolidated monthly, quarterly and annual project progress reports meeting the deadline as required; and
- Accomplish others tasks related for preparing, monitoring, evaluation as assigned by the National Programme Director.

### **Reporting**

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The M&E Specialist will work under the supervision and report directly to the National Project Director.

### **Duration**

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This assignment will last for a minimum of 3 years. The contract will need to be reconfirmed annually as *recommended by the Project Director*. There will be a 3-month probation period beginning at the commencement of the position.

### **Experience and qualifications**

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The selection of this position will be primarily based on the following criteria:

- Minimum 10 years working experience in Agriculture and Project management; with at least five years' experience with externally financed projects
- At least a Master's degree in Agricultural Sciences, Social Science, Management in, or related field
- Excellent communication skills, including email management
- Excellent word processing skills (MS Word, MS Excel) and database software (SPSS) as well as GIS mapping capacity
- Written and spoken fluency in the English language is required.

**Source of information**

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