TERMS OF REFERENCE – INDIVIDUAL CONTRACTOR AGREEMENT

This vacancy is open for locally residing Pakistani nationals ONLY.

Vacancy No: ITC/ICA/05/2024

<table>
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<tr>
<th>Assignment Title</th>
<th>Monitoring and Evaluation Lead</th>
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<tbody>
<tr>
<td>Category/Grade</td>
<td>UNOPS – LICA 10</td>
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<tr>
<td>Requesting Division / Section</td>
<td>Sector and Enterprise Competitiveness Section (DECI/SEC)</td>
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<tr>
<td>Duty station</td>
<td>Islamabad, Pakistan</td>
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<tr>
<td>Duration</td>
<td>ASAP, until December 2024, with possibility of extension</td>
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<td>Application period</td>
<td>01 March – 17 March 2024</td>
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BACKGROUND

The Growth for Rural Advancement and Sustainable Progress (GRASP) – funded by the European Union (EU) and implemented by the International Trade Centre (ITC) – will contribute to the reduction of poverty through development of rural SMEs in selected districts within two provinces of Pakistan: Balochistan and Sindh. GRASP will focus on selected product lines within livestock and horticulture. GRASP will take a holistic approach to building SME competitiveness in agribusiness value chains starting from a deep understanding of markets and working back through the value chain to enable SMEs and ultimately producers to create and capture additional value. To do this, GRASP will intervene in three main ways:

- Improving the eco-system for rural SME development through building institutional capacity and improving the business environment
- Building production and quality of primary products through support to SME agribusiness service providers and business intermediary organizations in rural areas
- Increasing added-value and marketed volumes through developing value chains and supporting SMEs to improve management, increase access to finance, apply sustainable technology to add value and improve quality and reduce waste throughout the system.

At the impact level, GRASP will create employment and income opportunities in rural areas of Sindh and Balochistan. Outcome and outputs of GRASP include measurable improvement in the business environment for SMEs, improved agricultural productivity in selected areas, better access for farmers to market information and agricultural services, increase in revenue and financing for selected SMEs and increased value added and adoption of environmentally sustainable technology. GRASP has a very strong focus on women's economic empowerment.

The M&E Lead will be instrumental in aligning GRASP’s monitoring and evaluation with project’s strategic objectives. This role involves close coordination with ITC staff, partners, and various stakeholders including the federal government, and the European Union for effective data collection and result reporting. The Lead will manage the monitoring framework, oversee project data and reporting, and support impact reporting. The M&E Lead will also oversee the Management Information System (MIS) architecture, guiding provincial ITC staff and partner MIS staff on system updates and handling, ensuring effective data management, and reporting processes, and providing technical support and training on MIS use. This role is crucial in the project's data-driven decision-making framework.

The outputs expected from this job are:

- Create and implement a smooth progress reporting flow through effective MIS aligning with GRASP objectives and closely working with ITC’s Geneva and Provincial Offices.
- Develop and maintain strategic partnerships for effective monitoring and evaluation, coordinating with Islamabad, Karachi, and Quetta based partner teams for unified data collection and reporting.
• Closely collaborate with the Provincial Leads, Chief Technical Advisor, and sector leads to enhance linkages and coherence in monitoring and evaluation across GRASP.
• Guide and support the M&E and MIS teams of ITC and partners on monitoring, quality assurance, and result reporting.
• Lead capacity building initiatives across ITC and partner teams, emphasizing best practices in M&E and promoting a culture of continuous improvement and knowledge sharing.

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<th>FUNCTIONS</th>
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<td><strong>Under the direct supervision of the Programme Management Unit (PMU) Lead and in close collaboration with the Programme Management Officer based in Geneva, the M&amp;E Lead will be responsible for the following duties:</strong></td>
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**Data Analysis and Reporting**
- Coordinate monitoring and reporting activities for the GRASP project in close collaboration with the provincial teams.
- Conduct comprehensive analysis of regular project data, ensuring alignment with GRASP’s results frameworks; Identify trends, challenges, and opportunities to deliver project targets.
- Generate required reports offering valuable insights for decision-making, emphasizing both quantitative and qualitative aspects of GRASP results and to support strategic planning and adjustments in project implementation.
- Ensure accuracy and timeliness in reporting progress to stakeholders, reflecting the true status and achievements of the project.

**MIS Design, Oversight and Guidance**
- Manage, optimize and update the MIS architecture to align with project needs.
- Provide guidance to ITC’s provincial MIS staff and Pakistan Poverty Alleviation Fund (PPAF) MIS team on system updates for improved data management.
- Ensure efficient and accurate data handling and reporting processes within the MIS.
- Oversee the integration of M&E activities with the MIS to ensure seamless data flow and reporting.

**Quality Assurance of Data**
- Implement and maintain quality assurance processes for data collection and reporting.
- Ensure the reliability and accuracy of all project data.
- Regularly review and validate data to confirm its integrity and consistency.
- Develop and enforce standards and protocols for data handling and processing.
- Collaborate with team members to identify and address any data discrepancies or issues.

**Field Monitoring & Quality Assurance**
- Oversee and standardize field monitoring processes, ensuring agreed tools and visit plans;
- Develop and implement guidelines for field monitoring to maintain quality and reliability of feedback.
- Collaborate with provincial ITC teams and partners to streamline field monitoring processes.
- Guide ITC and PPAF MIS teams on accurate and efficient integration of monitoring data into the MIS system with the ability to generate alerts for relevant office holders.
- Regularly review and analyze field monitoring reports to inform strategic adjustments in M&E practices.

**Monitoring Framework Management**
- Update monitoring framework of GRASP tailored to new Logical Framework Approach (LFA) indicators.
- Implement result-based monitoring tools and techniques to ensure effective and systematic tracking of project progress including data on outcome indicators.
Closely work with project team and partners to ensure monitoring practices are smoothly implemented and relevant to all.

Stakeholder Engagement for M&E
- Plan, coordinate, facilitate, and report M&E Technical Working Group meetings involving ITC staff and partners; ensure group’s recommendations are implemented for better monitoring & evaluation of GRASP.
- Serve as the primary point of contact for all M&E-related queries and discussions with stakeholders.
- Actively engage with ITC teams in Pakistan and Geneva to ensure M&E activities align with project needs.
- Facilitate regular communication and feedback sessions with staff and partners to gather insights and expectations, incorporating stakeholder feedback into M&E planning and strategy development.

Create strong M&E voice for ITC in GRASP
- Explore and integrate cutting-edge M&E methodologies to boost project impact and operational efficiency.
- Foster a culture of innovation within the M&E team, encouraging creative problem-solving and experimentation.
- Stay abreast of industry trends and best practices in M&E to continually refine and improve GRASP’s approaches.
- Collaborate with technical experts and partners to test and implement innovative M&E strategies, including piloting tools and technologies in monitoring and evaluation for enhanced data collection and analysis.

Training and Capacity Building
- Organize training programs for ITC and partner teams focusing on M&E best practices.
- Develop comprehensive training modules on data management and MIS usage.
- Facilitate hands-on workshops and sessions to enhance team skills in effective M&E strategies, ensuring continuous skill development.

KEY DELIVERABLE AND MONITORING / PROGRESS CONTROLS
The M&E Lead will play a crucial role in ensuring the effective monitoring, evaluation, and reporting of the GRASP project. This includes comprehensive data analysis, MIS management, and ensuring the quality and integration of field monitoring data. The position requires constant collaboration with both internal teams and external stakeholders to ensure alignment of M&E activities with project goals.

RECRUITMENT QUALIFICATIONS
Minimum of education and qualifications (level and fields of study)
Master’s degree or equivalent in business administration, project management, public administration, economics, or related field. A first-level university degree in the specified field of studies with two additional years of relevant work experience may be accepted in lieu of the advanced university degree.

Qualification in Information Technology Systems or Computer Science is an advantage.

Minimum experience (nature, length and field of experience)
A minimum of five (5) years of experience in development projects monitoring, evaluation, and reporting
Experience in EU-funded projects is an advantage.
Experience in result-based management is an advantage.
Experience in designing M&E systems and result reporting tools.
Experience in data analytics is an asset.
**Minimum language requirement**
Knowledge of local languages such as Urdu, Sindhi, and Balochi is an asset.

**Mandatory skills**
- Understanding of project result-based management and coordination.

**Desirable Skills and knowledge**
- Knowledge of reporting and monitoring for public/ private agri value chain projects.
- Knowledge of challenges and opportunities for reporting and monitoring in the context for agriculture/rural SME development in Pakistan.
- Understanding of business environment, climate change issues, gender, and public & private institutions relating to SME and agricultural development.

**Critical job-specific competencies**

**ITC core values:** Professionalism, Integrity, Respect for Diversity

**Professionalism:** Ability to identify key strategic issues, opportunities and risks. Ability to generate and communicate broad and compelling organizational direction. Ability to communicate clearly links between the Organization’s strategy and the work unit’s goals. Demonstrated ability to provide innovative technical leadership by performing and/or overseeing the planning, development, and management of operation. Demonstrated ability to negotiate and apply good judgment. Shows pride in work and in achievements; demonstrates professional competence and mastery of subject matter; is conscientious and efficient in meeting commitments, observing deadlines and achieving results; is motivated by professional rather than personal concerns; shows persistence when faced with difficult problems or challenges; remains calm in stressful situations.

**Communication:** Speaks and writes clearly and effectively; listens to others, correctly interprets messages from others and responds appropriately; asks questions to clarify, and exhibits interest in having two-way communication; tailors language, tone, style and format to match audience; demonstrates openness in sharing information and keeping people informed.

**Accountability:** Takes ownership of all responsibilities and honours commitments; delivers outputs for which one has responsibility within prescribed time, cost and quality standards; operates in compliance with organizational regulations and rules; supports subordinates, provides oversight and takes responsibility for delegated assignments; takes personal responsibility for his/her own shortcomings and those of the work unit, where applicable.

**Technological Awareness:** Keeps abreast of available technology; understands applicability and limitation of technology to the work of the office; actively seeks to apply technology to appropriate tasks; shows willingness to learn new technology.

**Managerial Competencies**

**Leadership:** Serves as a role model that other people want to follow; empowers others to translate vision into results; is proactive in developing strategies to accomplish objectives; establishes and maintains relationships with a broad range of people to understand needs and gain support; anticipates and resolves conflicts by pursuing mutually agreeable solutions; drives for change and improvements; does not accept the status quo; shows the courage to take unpopular stands. Provides leadership and takes responsibility for incorporating gender perspectives and ensuring the equal participation of women and men in all areas of work; demonstrates knowledge of strategies and commitment to the goal of gender balance in staffing.

**ADDITIONAL INFORMATION**
For information on how to apply please [click here](#). Applicants will be contacted only if they are under serious consideration. Applications received after the deadline will not be accepted.