

## Terms of reference: Monitoring and Evaluation Specialist

The RCU M&E Specialist will assume full responsibility for overseeing monitoring and evaluation aspects of the CSERP program at regional level. He/she will report directly to and execute other tasks identified by the RCU Coordinator.

### **Responsibilities of the Monitoring and Evaluation Specialist**

#### **Monitoring and Evaluation at Regional Level**

- 1) Implement the project monitoring and evaluation strategy, as established at central level (PCU), and recommend any possible changes based on the lessons learned at regional/ local level ;
- 2) Ensure that the established guidelines on project monitoring and evaluation for different project components are respected;
- 3) Identify information requirements of components concerning planning, monitoring and evaluation;
- 4) Review the performance indicators and reports produced by different stakeholders and suggest necessary changes;
- 5) Monitor and report on the performance of the CSERP program in the region and suggest measures to improve the monitoring system;
- 6) Provide support to the PCU M&E expert to develop better performance indicators, and agree on reporting requirements;
- 7) Assist the RCU coordinator in preparing periodic reports on the activities, schedule, and financial status of all project components in a standard reporting format as required by the government and the World Bank;
- 8) Set up operational arrangements for collecting, analyzing, and reporting project data, and for investing in capacity building, to sustain the Monitoring and Evaluation function;
- 9) Coordinate with the RCU staff on meeting the monitoring and evaluation requirements;
- 10) Coordinate with communities, service providers, and local governments in the region to ensure a long-term approach to participatory monitoring and evaluation process;
- 11) Assist in improving communication and information sharing between different stakeholders.
- 12) Work closely with the CCUs that belong to the region in order to ensure that the results of monitoring and evaluation in the field are efficient and effective;.
- 13) Assess, at regional level, training needs relevant to monitoring, evaluation and management information systems and provide, if required, training to local stakeholders;
- 14) Coordinate and assist in all institutional strengthening and capacity building activities in monitoring and evaluation for local government, communities, CSERP staff, and other stakeholders;
- 15) Prepare TORs for special studies when necessary (e.g. Impact monitoring and evaluation studies);

- 16) Prepare quarterly and annual reports, and assist in the preparation of the annual work plans;
- 17) Undertake field visits to a sample of micro-projects in the region, on a periodic basis, to ensure compliance with operational procedures and assess progress.

#### **Overall Office Management (including Information Systems)**

- 1) Responsible for the overall administrative management of the project office, under the supervision and guidance of the RCU coordinator (including petty cash);
- 2) Assist in the setting-up and implementation of the management information system (MIS) database for the project, at regional level;
- 3) Coordinate, whenever possible with local vendors, in resolving hardware problems in the MIS system;
- 4) Ensure reliable MIS data communication between the RCU and the CCUs that are part of the region.
- 5) Work with RCU staff to ensure consistency and compatibility of information formats, to assist collection and dissemination of data within and outside the project;
- 6) Provide overall support to the RCU staff to prepare their periodic work-plans, as per the request of the RCU Coordinator and the PCU;
- 7) Continuously evaluate the MIS and consult with project staff and other project stakeholders to assure that it meets their needs; recommend changes or additions to the MIS, when deemed necessary.
- 8) Help the RCU staff with timely accurate data storage and dissemination of information;
- 9) Develop MIS reports as required by the RCU Coordinator.

#### **Necessary qualifications:**

- Bachelor or Master Degree in Human Resources, Social Science, Statistics, Economics, Public Policy, in a field related to the terms of reference;
- Minimum 5 years of relevant professional experience in project management, project monitoring and evaluation and relevant connected fields;
- Experience in working with international organizations and a good knowledge of NGOs and other local development agencies will be considered an asset;
- Familiarity with contractual financing procedures;
- Good communication and social skills;
- Computer skills (Word, Excel, Access) and MIS systems;
- Fluency in Croatian and working knowledge of English.

**Working conditions:**

The Monitoring and Evaluation Specialist will be stationed in the RCU office in Sisak, but should be ready to travel to various project sites throughout the region of assignment, hold numerous meetings and work under pressure.