

**Position:** **Monitoring & Evaluation (M&E) and Knowledge Management (KM) Specialist**

**Reports to:** Project Coordinator

**Supervises:** All M&E and KM activities

**Organization:** SIGHT PMU within Ministry of Agriculture (MOA)

**Duty station:** Amman, Jordan

**Mode of contract:** Rolling annual contract with a probation period of three months. The annual contract will be extendable up to the project's period based on satisfactory performance in the preceding contract assessed by the Project Coordinator.

**Background:** **The M&E and KM Specialist**

The M&E and KM Specialist has the overall responsibility for guiding and leading the overall M&E and KM strategy. S/he will lead the enhancement and operations of the existing PMU's M&E database, building up and maintaining the database necessary for the PMU to do its work efficiently and effectively and providing timely and relevant information to the project stakeholders. S/he will also work closely with the two MKS in the field as well as working closely with other PMU and FST management and technical staff.

**Job Description**

- Review the existing M&E and KM systems and build up an enhanced system of monitoring and reporting with adequate indicators to allow the project staff to effectively monitor the progress, performance and impact of project components.
- Developed a KM strategy that will leverage the data produced by the M&E system and outlines key knowledge products, links to policy engagement, and a clear communication approach.
- Develop/strengthen the overall framework for project M&E and KM - annual project reviews, participatory impact assessments, process monitoring, operations monitoring, annual data collection, lessons-learned workshops, and Knowledge products generation.
- Enhance project beneficiary database to ensure that no double counting occurs in the outreach indicators
- Ensure that project M&E and KM is carried out in accordance with the project' guidelines and procedures.
- Revise and update the project Log frame, particularly indicators and monitoring mechanisms.
- Ensure that all M&E data is disaggregated by gender and youth, where applicable.
- Be in charge of the development of, and manage the M&E system (database and e-library repository).
- Develop an M&E service pack (tracking and reporting formats for data and narrative) for the FST, service providers and PMU staff supervising and managing implementation. Based on that, assess and develop trainings in data collection

tools as needed, to ensure that appropriate measures are established and implemented to provide sufficient basis for review of project progress and for monitoring changes seen on ground.

- Support the FST, service providers and PMU in targeting and mainstreaming activities in project implementation, including providing technical assistance on mainstreaming priorities issues and project targets with respect to inclusion of women and youth, environment and climate, nutrition, etc. and ensure adequate awareness and activities in this respect, including during reporting.
- Support the PMU prepare the AWPB, including arranging regional level and project stakeholder review workshops. This work will be supported at national level by the finance manager.
- Coordinate M&E reporting between all project implementing partners (IPs) to ensure accurate data collection and entry and to avoid double counting.
- Review the quality of existing social and economic data in the project area, the methods of collecting it and the degree to which it will provide good baseline statistics for impact evaluation.
- Set up a participatory system of data collection from all project' partnership to feed into the project M&E system.
- Liaise with the FST technical staff and set up a system of periodic monitoring reports to be submitted to the PMU.
- Based on the AWPB and in particular the project budgets, design the framework for the physical and process monitoring of project activities.
- Ensure that the AWPB is aligned with project components and logframe outcomes and outputs to enhance the link between the AWPB and logframe indicators.
- Monitor, record and report physical progress of the indicators against AWPB.
- Guide staff and implementing partners in preparing their progress reports. Together, analyze these reports in terms of problems and actions needed.
- Prepare consolidated progress reports for project management to submit to the Government, IFAD and other relevant bodies, in accordance with approved reporting formats and timing.
- Organize project annual review and planning workshops involving project stakeholders to gather project results as well as lessons learnt and successful cases. These should be reflected in project reports and widely disseminated.
- Define the need for specific M&E and impact studies, design them and supervise their execution.
- Undertake regular visits to the field to support implementation of M&E and to identify where adaptations might be needed.
- Document and collect information on lessons learned, including case studies and special research.
- In collaboration with IFAD, organize the project outcome study and impact study upon the project's mid-term review and completion respectively, and follow up on its execution.

- Organize (and provide) refresher training in M&E for FST, PMU and implementing partner staff, local organizations and primary stakeholders.
- Assist, as required, the IFAD supervision and other monitoring, review and evaluation missions of project.
- Work proactively with the FST and PMU teams to identify opportunities for capturing and sharing knowledge, and disseminating information about major progress and results.
- Prepare project reports according to the requests of different donors (IFAD, FARMS, SDC, OSFL and EU).
- Adjust the FST's field visit reports and monthly reports to meet the need of the donors' reports.
- Develop and maintain knowledge dissemination events calendar, ensuring that major events are identified early. Support senior management and relevant project teams to develop and manage messages and information material to ensure the success of major events.
- Advise the project on branding and publications policy and also assist in their dissemination.
- Develop and maintain contacts with key print and electronic media (including radio, TV, news websites and blogs) to supply them with newsworthy material about the project work in the country.
- Ensure that all outreach information material to be used by the media is written in a way that concepts and issues can be readily understood by the public.
- Research and identify success stories, writes and edits media releases, and feature stories within specified timeframes, which consistently meet agreed project standards.
- Produce knowledge products including video documentaries for capturing project results and success stories
- Prepare National Factsheet/Case Studies to promote national project results and activities
- Ensure that the project web pages are updated
- Undertake any other assignments relevant to the M&E system as assigned by the Project coordinator.

**Qualifications and Experience**

- Minimum 3 years working experience in M&E preferably with rural development project and/ or funded by international organizations.
- Ability to set up and follow through on a monitoring system in a complex environment, and capacity to design and carry out relevant field level verification with data validation tools.
- Excellent IT skills, in particular Excel. Knowledge of other M&E applications/statistical software packages (MS Access, SPSS or STATA) would be an asset.

- Knowledge of participatory project implementation methodologies.
- Ability to organize and train staff.
- Knowledge of work planning, budgeting and reporting.
- Good contextual knowledge of local issues, community priorities, organizational relationships, social and cultural constraints and realities, and environmental conditions.
- Strong oral and written communication skills in English and Arabic.
- Strong social skills and open-minded
- Expected to have a creative and pragmatic approach to problem-solving and the ability to think in terms of socio-economic and administrative systems.
- Excellent analytical, report writing and presentation skills.
- Ability to work independently and with limited supervision

### **Application Process**

Interested candidates with relevant experience are invited to review and download the full Terms of Reference from MOA website([www.MOA.GOV.JO](http://www.MOA.GOV.JO)) , and submit their CVs indicating daytime telephone numbers, address and names of three referees to the email address: [sightproject@yahoo.com](mailto:sightproject@yahoo.com), no later than .... /...../2022. Only retained candidates will be contacted.