

Regional PMU level Staff

Regional Monitoring and Evaluation Officers (two officers - one each for the mid-western and far-western regions)

Working under the general supervision of the Government of Nepal's designated Regional Coordinator for the Nepal Agriculture and Food Security Project and direct technical supervision of the FAO Monitoring and Evaluation Specialist and in close coordination with the regional-level AFSP coordination unit, the Regional Project Monitoring Officer will have the overall responsibility of supporting and supervising the planning, implementation and management of activities related to monitoring and evaluation, contributing to the outputs of all project components for the assigned region. He/she will be responsible for the regular flow of acceptable reports from District Agriculture Officers and field teams for use at the regional level and for further reporting to the national level PMU. It is expected that he/she will spend considerable time in the field visiting and interacting with the DADO, DLSO and DPHO and District Public Health Office and talking to production/beneficiary groups, field teams and other stakeholders.

Overall, he/she will be responsible for establishing a project information system, periodic monitoring indicators and a report preparation system for the planned and implemented activities of the project, covering all components at the regional level.

Specifically, his/her tasks will include, for the assigned region and as per the agreed approach at the central level, the following:

- Implement the agreed information handling system to be followed by the Department of Agriculture and Livestock Services at regional levels and identify and report on opportunities to improve them.
- Assemble, analyse and produce periodic progress reports.
- Implement the agreed monitoring and evaluation system covering all components of the project including FFS and different field-level training and contribute to the identification of ways for its further improvement.
- Work closely with the project technical staff at the district level to set up and implement group and community-level monitoring and evaluation systems including those related to FFS and follow-up support programmes in connection with the local-level institutions such as VDC, DDC and district line agencies.
- Contribute to the development of methodology for participatory resource mapping and group/community level participatory development planning and monitoring systems.
- Assist central, regional and district-level Agriculture Development and Livestock Service Offices including the DDCs/VDCs in the project districts in analysing information on agreed output indicators (e.g. production and marketing, and public

and private-sector activities related) and include them as a part of the monitoring system.

- Facilitate the reporting channel of the established monitoring and evaluation system linking key stakeholders for necessary feedback in order that management decisions may be taken for implementing corrective measures.
- Provide support in establishing baseline information for project-related activities.
- Assist in the implementation of data collection, storing and monitoring of reporting formats and institutionalize them at DADO, DLSO, PMU levels.
- Assist in orienting the project district and regional-level stakeholders towards the adoption of Participatory Benefit Monitoring and Evaluation methods with clearly defined indicators and steps to follow.
- Assist the Project Monitoring and Evaluation Specialist in the design of a monitoring system that covers a value chain of production, processing and marketing.
- Assist in making the information system monitoring indicators user-friendly.
- Support in surveys to document progress made by the project in people's participation and changes brought about in the living conditions of the beneficiaries targeted by the project.
- Provide support for conducting impact studies.
- Recommend improvement based on findings from implemented activities.
- Submit a work plan and monthly progress report as per the format developed by the project.
- Undertake any other tasks as assigned by the Project Monitoring and Evaluation Specialist.

In the course of undertaking the above-mentioned tasks, he/she will be operationally accountable to the regional PMU and FAO.

Qualifications and Experience:

Minimum Bachelor level education in Agriculture or Livestock or natural resources management or Agri-Economics or Rural development or Development studies with preferably five years of experience in design and establishment of monitoring and evaluation system in the field of agriculture, livestock and nutrition development programs with knowledge for the design of indicators, database system and reporting. He/she should have good computer skills of MS word, MS excel and MS PowerPoint, web based information management. The candidate should have adequate competence in communication, planning and reporting in English language. Experience with similar internationally funded development project will be an advantage.