

POSITION	REQUIRED BASIC & ADDITIONAL QUALIFICATIONS	EXPERIENCE	KEY RESPONSIBILITIES
SPECIALIST – MONITORING & EVALUATION	<ul style="list-style-type: none"> <li>A Bachelor's Degree or equivalent qualifications related to the field from a recognized university/institution</li> </ul>	<ul style="list-style-type: none"> <li>Minimum 05 years' experience</li> <li>Experience in designing, managing and implementing evaluations; development of evaluation tools</li> </ul>	<ul style="list-style-type: none"> <li>Preparation of Terms of Reference for Baseline and Outcome Evaluation and special studies such as Cost-benefit Assessments, Economic and Financial Analysis in relation to digital development initiatives</li> <li>Guiding, monitoring and assisting the external consultants/firms to implement external evaluations/ surveys</li> <li>Engage in survey quality assurance activities, field visits, and review deliverables</li> <li>Developing indicators and Project specific Log frames</li> <li>Designing M&amp;E tools and instruments, ensure using appropriate M&amp;E instruments for ongoing M&amp;E activities</li> <li>Undertake regular field visits to conduct M&amp;E activities and gather data/information directly from project beneficiaries</li> <li>Develop M&amp;E capacities within the organization as well as outside partner organizations</li> <li>Liaise with Program and Project managers and ensure timely collection of the monitoring data and project disbursement figures</li> </ul>

POSITION	REQUIRED BASIC & ADDITIONAL QUALIFICATIONS	EXPERIENCE	KEY RESPONSIBILITIES
SPECIALIST – MONITORING & EVALUATION			<ul style="list-style-type: none"> <li>• Preparation of regular monitoring reports and ensuring timely submission of those reports to the line ministry and various other stakeholder organizations</li> <li>• Compile special reports requested by various government organizations and ensure timely submission of these reports with required quality standards.</li> </ul>