

**TOR for engagement of Monitoring & Evaluation Expert Green Landscape Implementation Unit of FAO-  
GEF assisted Green-Ag Project in Uttarakhand**

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- 1. Name of Post** : **Monitoring and Evaluation Expert**
- 2. Number of posts** : **1 (One)**
- 3. Duty Station** : **Green Landscape Implementation Unit (GLIU) Office, Kotdwar**
- 4. Pay** : **45000 INR per month (Yearly increment based on performance @ 0%, 5%, 8%)**
- 5. Contract Duration** : **11 months contract, extended based on performance and availability of budget.**
- 6. Essential Qualification** :
  - 6.1. Educational** :
    - Post Graduate or equivalent degree in Statistics /Economics/Agricultural Economics/Agri-Statistics/Development Studies or related field.
  - 6.2. Experience** :

**Essential**

    - He/She should have at least 05 years of experience related to Monitoring and Evaluation in rural development/watershed /livelihood projects.
    - Having experience in externally aided /National/International/Government Projects.

**Desirable**

    - Higher qualification in Statistics / Economics.
    - Additional qualification in relevant subject.
    - Proficiency in M&E methodologies, tools and data management software.
    - Excellent analytical and problem-solving skills and strong organizational, communication and interpersonal skills.
    - Ability to work effectively in a team interacts persuasively with a range of stakeholders, and travel extensively.
    - Fluency in Hindi and English.
    - Working knowledge of local language.
- 7. Age Limit:** - 24 to 50 Years till December, 2024.
- 8. Duties and Responsibilities:** - Under the direct supervision of the Deputy Project Director, the Monitoring and Evaluation Expert will undertake the following duties-
  - Develop indicators for tracking regular progress of the project based on the Results Framework.
  - Perform qualitative and quantitative analysis of data collected by the project team to report project results.
  - Review and discuss assessment, evaluation or monitoring results with GLIU and SPMU.
  - Support the training of GLIU staff on Prodoc based strategic result framework of GEF-6.
  - Prepare the Project implementation report under the Guidance of Deputy Project Director.
  - Provide assistance in preparation of outcome budgeting and economic survey.

- Monitor the monthly, quarterly, six monthly and annual reports on project MIS/dashboard.
- Prepare the monthly, quarterly, six monthly and annual reports on project formats.
- Contributing to knowledge sharing and best practices under the project in the division under the guidance of the Deputy Project Director.
- Field visit in project areas and submission of visit report.
- Provide assistance in preparation of the annual work plans and budgets for different component activities according to budget.
- Participate in team meetings/ briefings, communication/presentations to conceptualize and propose for assessing project impacts and process indicators.
- Popularizing participatory monitoring and evaluation and Sensitizing the stakeholders regarding project sustainability.
- Empowering and promoting the community in maintenance of assets and Documentation of success stories/experiences.
- Create a system to periodically assess project indicators and monitoring tools for the Green Landscape Implementation Unit (GLIU) and SPMU.
- Support the operational partner (SPMU and the GLIU) define methodologies, timelines and quality assurance of the project monitoring framework.
- Contribute to addressing cross-cutting issues such as gender, generational and intercultural approaches, knowledge/ communication planning.
- Other duties to be performed as per requirement of the project at GLIU level.

**9. Key Performance Indicators: -**

<p><b>Expected Outputs:</b></p> <ul style="list-style-type: none"> <li>• Tasks described above carried out satisfactorily and certified.</li> <li>• Monthly Report/ Final Report and attachments submitted and cleared.</li> </ul>	<p><b>Required completion dates:</b></p> <ul style="list-style-type: none"> <li>• Monthly/Final Report – Upon completion of the assignment.</li> </ul>
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