**SoW, Monitoring & Evaluation Officer**

**Introduction (brief description of the organization and project):**

**Job Summary**:

Based in\_\_\_\_\_\_\_\_\_\_\_ the Monitoring & Evaluation Officer regional day-to-day M&E activities to ensure that Agricultural Growth Program-Livestock Market Development (AGP-LMD) project maintain adequate level and coverage of output and outcomes indicators. The M&E Officer/casher will be the key focal person in respective regions to ensure that M&E data are of the required quality and archived based on sound M&E practices. The M&E Officer/Casher provide direct technical support to livestock value chain actors in M&E data ranging from data collection, M&E planning, tracking periodic data through drafting consolidated M&E reporting. The M&E Officer/casher will be supervised by \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ and report to the \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Specific Duties and Responsibilities:**

* Manage and maintain performance monitoring systems and processes in the region;
* Responsible for the planning process and activity monitoring reporting at regional level incorporating implementing partners and lead technical team.
* Responsible for the collection and analysis of regional quality data of project activities, outcomes and impacts.
* Monitor participants’ and clients’ selection processes for different project activities undertaken in the specialists region,
* Provide general and administrative assistance to the implementation of regional level project activities’: establishment, verification and collection of attendance sheets, assure basic on-site administrative activities and controls.
* Regional data collection, recording, record keeping and analysis for ad hoc and periodic reports for the project’s management and USAID based on the project’s performance management plan;
* Design and carry out outcome and impact assessments to assess project interventions, outcomes and impact with project assisted beneficiaries
* Participate in the development of M&E data collection tracking tools;
* Regular progress and performance monitoring on the achievement of LMD’s targets and results on all the projects performance indicators,
* Coordinate with head office to ensure data needs and reporting requirements are met,
* In close collaboration with the \_\_\_\_\_\_\_\_\_\_\_\_, provide hands on training to AGP-LMD staff on M&E,
* Facilitate local and domestic consultants’ visits to respective regions as related to lessons learned, knowledge management, and impact and outcome assessment and mid-term and end evaluations.
* Conduct periodic data collection, verification, and analysis of AGP-LMD innovation grantees, and report to the \_\_\_\_\_\_\_\_\_\_ any significant deviations from the agreed upon M&E data stipulated on the grants agreement.
* Responsible for identifying 2-3 success stories per quarter demonstrating the success of beneficiaries or value chain drivers as a result of the Project intervention.
* Support documentation of verification documents and evidence for the project implementation.
* Closely work with AGP- LMD M&E team on activities related to monitoring and evaluation.
* Maintain petty cash, pay small payments as per the organization rules and regulation
* Replenish petty cash on time when it is at its minimum balance
* Handle perdium payment on workshops and meetings

**Required Qualifications**

* University Degree in Agriculture, Economics, Agricultural Business Management and other livestock related fields or a BSc with 5 years of relevant work experience,
* A minimum of 5 years of Leading Monitoring and Evaluation experience in the region. Previous experience in USAID programs is an advantage.
* Experience in working in the livestock sector is considered an advantage.
* Master the regional language both orally and in writing,
* Master the English Language both orally and in writing.
* Knowledge and skills in the use of M&E tools, techniques, documentation
* Proven track record in the use of spreadsheets and computer spreadsheet based monitoring and reporting tables and tools.
* Proven capacity to work independently and to take initiatives