

Terms of Reference	
Type	Manager (Monitoring & Evaluation)
Division	Monitoring & Evaluation, Knowledge Management & Safeguards
Mode of employment	Contractual
Role	M&E and MIS (SPIU)
Location	Aizawl (Mizoram)
Reports to	Joint Project Director – Convergence & M&E
Salary per month	Rs. 1,00,000/-
General description of task(s) and objectives to be achieved	
I. Background FOCUS 2.0 (Fostering Climate Resilient Upland Farming Systems) is a six-year, externally aided project supported by the United Nations - International Fund for Agricultural Development (IFAD). The project is designed to strengthen climate-resilient, market-led farming systems across all districts of Mizoram. Building on lessons learned from Phase 1, FOCUS 2.0 adopts a cluster-based approach (Zau) to enhance agricultural production and market access, ensuring that production is driven by market demand. FOCUS 2.0 promotes sustainable land use, integrated farming practices, and inclusive value chain development. The project emphasises convergence with relevant government schemes and encourages deeper community engagement to build resilient livelihoods and drive equitable rural transformation. By adopting a market-led production system, the project aims to meet both local and national demands for agricultural products while ensuring climate resilience. The project is implemented by the Planning and Programme Implementation Department in Mizoram and focuses on facilitating transformative changes in the farming systems through innovative approaches and strategic partnerships. II. Overall objective of role The Manager (Monitoring & Evaluation and MIS) is responsible for guiding the overall M&E strategy implementation within the Project and vis-a-vis partners, plus providing timely and relevant information to the Joint Project Director upon analysis of data. This requires close coordination and communication with the Project Partners, component leads, and field staff as well as consultants of M&E-related external missions. Critical tasks for the Manager (M&E) is to ensure a highly effective, fully functional, and robust project management information system (MIS), prepare AWPB, provide technical leadership for the impact evaluations and prepare reports as per the requirements of IFAD.	

III. Roles and responsibilities

A. Monitoring and Evaluation

- Develop and implement a **comprehensive M&E plan**, aligned with the project log-frame and IFAD's guidelines, to ensure timely, reliable, and effective performance monitoring.
- Lead the design, development, and management of a **Project Management Information System (PMIS)** that integrates data across all components and supports real-time updates and reporting.
- Ensure the timely preparation and submission of **quarterly, semi-annual, and annual progress reports**, as well as thematic and technical reports, as required by IFAD and the Government of Mizoram.
- Conduct regular **data analysis and interpretation** to generate insights for evidence-based project management and present findings during review and planning meetings.
- Establish and maintain a robust **information flow mechanism** between community-level institutions, DPIU, and SPIU to support timely data exchange, feedback, and follow-up.
- Conduct regular **field visits** to verify the accuracy and completeness of reported data and gather direct feedback from beneficiaries on the effectiveness and relevance of project interventions.
- Prepare and oversee **Terms of Reference (ToRs)** for key studies and surveys, including baseline, midline, endline, and thematic evaluations, ensuring use of appropriate methodologies and tools.
- Coordinate with contracted survey agencies to ensure timely, high-quality delivery of outputs that inform project learning, reporting, and impact assessment.

B. Planning and Reporting

- Coordinate the preparation of the Annual Work Plan and Budget (AWPB) in close collaboration with project teams and technical specialists, ensuring alignment with project objectives and performance targets.
- Prepare and submit consolidated data tables, including updates for the Operational Results Management System (ORMS) and project log-frame indicators, in line with IFAD's reporting requirements.
- Identify implementation delays or bottlenecks and advise the Project Director on corrective actions and risk mitigation strategies.

C. Capacity Building and Human Resource Management

- Supervise and mentor all M&E staff at the SPIU and DPIU levels.
- Provide ongoing **technical support and capacity building** to Monitoring and Planning Associates (MPAs), Community Resource Persons (CRPs), and other field-level staff to ensure high-quality data collection and MIS usage.

D. Knowledge Management and Participatory Reviews

- Organise regular **planning and review workshops** at state, district, and community levels to incorporate field-level feedback and promote adaptive management.
- Facilitate the documentation and sharing of **good practices, success stories, and lessons learned** to support learning and scaling across project areas.

E. SECAP Compliance

- Ensure integration of and compliance with IFAD's **Social, Environmental, and Climate Assessment Procedures (SECAP)** across all project activities and components.
- Monitor safeguards-related indicators and support the screening, mitigation, and reporting of environmental and social risks, with a focus on gender equality, climate resilience, and inclusion.

F. Flow of Information and Field Verification

- Facilitate a seamless and systematic flow of information from community institutions to DPIU and SPIU and back, ensuring feedback loops are functional and responsive.
- Organize routine field visits to verify the validity, accuracy, and completeness of data and gather feedback from beneficiaries on the effectiveness and satisfaction with project interventions.

G. Studies, Surveys and Evaluations

- Prepare Terms of Reference (ToRs) for periodic studies, including baseline, midline, endline, and thematic surveys, outlining appropriate methodologies.
- Coordinate with selected agencies and ensure timely, reliable delivery of survey outputs aligned with project needs.

Qualifications and timeline

IV. Required qualifications and experience

Educational Background

- Master's degree in Economics, Business Management, Statistics, or a related field from a recognized institution.

Professional Experience

- A minimum of 5 years of overall professional experience in the development sector.
- At least 5 years of demonstrated experience in the planning, design, and implementation of Monitoring & Evaluation systems, and/or in Communication and Knowledge Management.
- Proven experience in facilitating learning-oriented analysis of M&E data with multiple

stakeholders and in managing large-scale agricultural surveys and data analysis.

Technical Competencies

- Sound understanding of M&E methods, including quantitative, qualitative, and participatory approaches.
- Strong skills in data management, interpretation, and analysis.
- Proficiency in statistical software such as Excel, STATA, and R, and in data collection platforms/tools.

Communication and Interpersonal Skills

- Strong verbal and written communication skills in Mizo and English
- Excellent report writing skills.
- Good interpersonal skills with the ability to work collaboratively across a range of institutions and disciplines.

Team and Coordination Skills

- Ability to lead and work effectively within multi-disciplinary teams, and to facilitate collaboration among colleagues at different levels of the project.

Desirable Attributes (Preferred)

- Prior experience in managing M&E and Knowledge Management functions within development projects, particularly those financed by multilateral funding agencies.
- Familiarity with IFAD's planning and reporting procedures.
- Preference will be given to candidates with prior experience in IFAD-supported projects in a similar capacity

V. Duration and timeline

The position is envisaged for the entire project period. The selected candidate will be offered an initial contract of 1 year, which would be renewed depending on performance and continued need.