



**SOCIETY FOR CLIMATE RESILIENT  
AGRICULTURE IN MIZORAM (SCRAM)**



**Advertisement No.: 06/2020-2021**

**ToRs of the Staff of District Management Unit (DMU)**

**2. Assistant Manager – Planning, MIS, M&E and Knowledge Management**

**Salary per month :Rs50,000.00 (fixed)**

**Location of Job:** SCRAM- DMU(Champhai/Kolasib/Serchhip/Mamit District)

**Reporting Line:** District Project Manager (DPM)  
(Champhai/Kolasib/Serchhip/Mamit District)

**Qualifications & Experience:** Formal Academic-Masters degree in areas like Economics, Rural Development, Anthropology, Agriculture Extension, Communication, Computer Science, Social Sciences, NRM and other relevant discipline.

**Relevant Training -** Proficient in MS Office particularly MS Word and Excel

**Work Experience -** Minimum 3-5 years of professional experience in the area of MIS, developing, implementing and management of projects preferably with international funding agencies like IFAD, World Bank etc. with at least two years of experience in participatory planning, M&E processes, MIS and Knowledge Management.

Proven experience with the logical framework approach and other strategic planning approaches, M&E methods and approaches (including quantitative, qualitative and participatory), training in M&E development and implementation, facilitating learning oriented analysis sessions of M&E data with multiple stakeholders, information analysis and report writing.

**Preferred Skills:** Good communication skills; Knowledge of audio visual tools including web sites/portals; Proactive and work with minimum supervision

***Job Description:***

**MIS related**

- Ensuring that field data from the district is gathered and registered and also ensuring that quality of data entered for initial statistical analysis.
- Collecting data from field on a monthly basis and ensuring entry of data and prepare analytical tables for data interpretation

- Refining, if necessary, the methods for regular information collection and for special studies arising from project needs in consultation with Manager – Planning and M&E at DMU and
- Assisting the agency engaged by FAO and Deputy Manger MIS in developing a MIS System
- Support in developing website and hosting and updating the same on regular basis to facilitate PMU
- Monitoring and checking that the data coming from the field is complete in every manner.

### **Knowledge Management related**

- Undertaking review visits to the project villages, identifying issues constraining implementation and preparing case studies/ Success stories detailing these issues.
- Preparing case studies containing best practices emerging in implementation of project activities and undertake dissemination of the best practices for replication within the project area.
- Preparing project related technical briefs and supporting M&E team in preparing six monthly and annual progress reports with inputs from concerned professional staff.
- Identifying and documenting learning sites from the project.
- Organising learning events, exchange visits and exposure programmes for the communities
- To work closely with sector specialists i.e. Deputy Mangers – Agriculture, Horticulture, Veterinary and Soil and Water and preparing technical briefs on different subjects and case studies
- Preparation and of advocacy and policy reform within the jhum and settled agriculture related activities with other staff and partners for pursuing the agenda on advocacy and policy reform.
- Acting as a focal point for all knowledge management activities in the district with inputs from other professional staff related to knowledge generation, knowledge dissemination and tracking uptake of relevant knowledge.
- Review, sort and compile technical papers, case studies, project reports, compendiums etc. by subject and location prepared by the project team based on the field demonstrations
- Assist in sourcing and disseminating specific knowledge based materials on various focus areas of the project
- Provide assistance in designing the portal for FOCUS through which the project can share the vital information/technology learnt through field demonstrations and otherwise;
- Work with the senior management technical team on themes that give impetus to the project work and team building

## **Planning and M&E related**

- Providing support in building MIS in collaboration with the Manager MIS & KM at DMU level
- Review and collate District Office AWP, data collection activities, survey work, preparation of various progress reports and analytical sessions and facilitate these at all levels
- Undertake routine field checking of the work of enumerators and other M&E related field staff, supervise quality in the field and ensure data accuracy and completeness
- Supervise the generation of District level AWP
- Support project management staff and technical staff in incorporating gender issues, poverty issues in the project M&E system (performance questions, indicators, sampling, methods, procedures, analysis of implementation and impact)
- Facilitate all field staff and project component managers to communicate information from the field to the appropriate decision-making forum on the performance of activities undertaken in all sub components, processes and impacts
- Coordinate, facilitate and undertake process monitoring activities and communicate the results systematically to the management
- Work closely with the PMU and the District Office to undertake RIMS, Annual Outcome and other surveys and participate in the training programmes of staff for these surveys
- Participate in the development, regular revision and updating of the information system in coordination with Manager MIS related to progress with the project component to be monitored, identify problems and assess impact accurately
- Actively seek to understand problems and unexpected positive/negative impacts, discussing these with primary stakeholders and senior management
- Responsible and accountable for preparation of District AWPB, updating the MIS, keep the M&E system up and running and linking M&E to Knowledge Management
- Review, sort and compile technical papers, case studies, project reports, compendiums etc. by subject and location prepared by the project team based on the field demonstrations
- Assist in developing knowledge bank links for the in-house and external capacity building events undertaken by the project
- Assist in sourcing and disseminating specific knowledge based materials that promotes gender participation and empowerment of women beneficiaries
- Provide assistance in designing the portal for FOCUS through which the project can share the vital information/technology learnt through field

demonstrations and otherwise; and seek attention of other resourceful institutions/credible professionals willing to partner with the project.

### **Collaborative responsibilities**

- Align project interventions to ensure compliance with the targeting and gender strategy of project
- Proactively collaborate with project partners and stakeholders in carrying out identified activities under project like vocational training, innovation linkages, facilitating rural finance etc.
- Participate actively in staff self appraisal exercise undertaken by HR for addressing capacity building needs and career growth aspects

### **Other responsibilities**

- Make regular field visits to support VCs/ FIGs/ SHGs/ Lead Farmers and project staff for preparation of business plans, interaction with interested business partners and coordination with concerned stakeholders
- Follow the Code of Conduct including formal dress code to maintain the decorum of the Project
- Give prompt response to telephone calls, SMSs, e-mails and other communications related to tasks and responsibilities
- Any other task assigned by the project as per requirements.