



**SOCIETY FOR CLIMATE RESILIENT  
AGRICULTURE IN MIZORAM (SCRAM)  
Advertisement No : 01/2020-2021**



**ToR of the Staff of Project Management Unit (PMU)**

**Manager-Planning and M&E**

**Salary: Rs. 1,00,000/- pm**

**Qualification:** Postgraduate degree in Agriculture Economics/Statistics/Economics

**Experience:**

- About 5-7 years of experience in rural development projects specifically in developing M&E frameworks, data analysis and report preparation
- Experience in establishing systems for preparation of AWPB.
- Experience in undertaking research/studies related to impact assessment to evaluate project performance
- Prior experience of working in and/or familiarity with development issues in the North East will be an advantage.

**Location of Job:** SCRAM- PMU, Mizoram

**Reporting Line:** State Project Director (SPD) of FOCUS, SCRAM

**Job Description:**

- Consolidating and finalizing the AWPB and Procurement plan for all stakeholders including districts and the state level.
- Establishing a computerized management information system including developing formats and procedures for data collection taking into account the disaggregation of data by gender and youth.
- Collating and analyzing data from the DMUs and providing inputs to SPD on project performance and preparing semi-annual and annual progress reports for submission to IFAD.
- Preparing and submitting quarterly reports to the Governing Council and Project Management Committee of SCRAM.
- Designing questionnaire, undertaking annual outcome surveys and preparing reports based on the results of the survey.
- Undertaking studies/survey/case studies of outputs, outcome and impact with approval from the management and as per AWPB.
- Supporting the agencies engaged by FAO for conducting Baseline and Endline surveys.
- Collating data and analyzing data for submission of information related to ORMS (RIMS)

reporting.

- Collating data required for preparation of a Project Completion Report.
- Ensuring mainstreaming of gender in M&E work.
- Coordinating with the Manager-Gender and Community Institutions to ensure all activities follow the principles of the Gender Strategy.
- Ensuring capture of knowledge related to M&E in coordination with the Knowledge Management Manager
- Any other task assigned by the SPD.