**Terms of Reference**

***Monitoring and Evaluation Officer***

***for***

***Mizoram Health Systems Strengthening Project***

**Background**

The Department of Health and Family Welfare, Government of Mizoram is implementing Mizoram Health Systems Strengthening Project (MHSSP) with financial and technical assistance from the World Bank. The Project with support from World Bank aims to improve the management, quality, accessibility and delivery of health services in the state of Mizoram. The Project Management Unit (PMU) established under the Project Director is responsible for overall supervision, overseeing day to day project implementation and co-ordination with other stakeholder agencies.

**Project Objective**

The Project Development Objective (PDO) is “to improve management capacity and quality of health services in Mizoram.” The project aims to improve the quality of and access to health delivery system as well as strengthening of governance and management capacity. The project will target investments towards health facilities and interventions across the state over the five-year project duration. The project will accomplish these objectives through implementation of four components:

1. Strengthen management and accountability through Internal Performance Agreements.
2. Improve the design and management of the state health insurance programs
3. Enhance the quality of health services and support innovations.
4. Contingent Emergency Response Component.

**Scope of work:**

The Monitoring and Evaluation Officer (M&EO) will be responsible for the planning, coordination and implementation of all project monitoring and evaluation activities; and for ensuring the quality and adequacy of the project monitoring for achieving the Project Development Objectives (PDO) and indicators described in project results framework. The M&EO will act as the main coordinator for the effective implementation of the Environmental Social Management Framework. He/ She will be responsible to lead overall monitoring and evaluation related task in the project through designing and implementing monitoring system for collecting/tracking regular progress updates and inform to management through formal reporting aspects. He/She will be the focal point for all monitoring and evaluation related activities including the point person for gathering data from respective directorates, MHIS and NHM. He/ she will be a core member of Project Management Unit and shall report to the Project Director, MHSSP.

**Job Description:**

1. **Design and Implement M&E System:**

• Develop and implement M&E plan of project to generate regular information related to progress of the project.

• Develop common indicators for data collection, design data collection tools/ templates, and assist for regular data collection/generation process.

• Provide technical support to project staff on implementing M&E plan and logical framework.

• Liaise with project management to collect and analyze data and to determine progress achieved.

1. **Project Information Management**

* Track PDO indicators, project's output and outcome level results on the periodic basis in close coordination with project's implementing team as well as with project agencies.
* Collect, check, verify and compile data from the field as stipulated in the M&E plan.
* Review and compile monitoring reports, project progress reports, evaluation reports, photographs, case studies video documentaries, power point presentation, etc.
* Update and maintain the project database.
* Update Project Director on monthly basis on progress made in each component of the project.

1. **Capacity Development in M&E**

• Provide technical support to staff members for all M&E related activities.

• Train staff members on M&E concepts, skills and tools.

• Work closely with implementing team for enhancing their capacity for proper data collection and reporting.

• Contribute to design TOR, training materials, communication materials related to project and M&E System.

1. **Quality Assurance**

• Take ethics approval for the studies under the project

* Review field level assessment reports, baseline studies and evaluation reports.

• Ensure that reports from partners/consultants are complete and meet the quality requirements.

• Undertake the quality control of project's implementing strategies and approaches.

1. **Reporting and Documentation**

• Prepare guidelines and protocols for data collection and analysis

Prepare the M&E unit's periodic progress report and submit to supervisor.

• Assist project team to prepare period reports of project through providing M&E related information.

• Collect and/or assist to collect case story, best practice documentation, lesson learn; and update and manage those information in project's reports and other knowledge products.

• Work closely with the project to ensure that lessons learned from project evaluations are documented properly.

• Contribute for developing and managing knowledge products (knowledge management) of project.

1. **General responsibility:**

• Prepare monitoring field visit plan and conduct monitoring visit as and when required.

• Conduct regular monitoring to project's interventions to insure the quality delivery of inputs and contribute for generating expected results.

• Participate in internal and external monitoring mission.

• Work closely with the project team member and relevant stakeholders for monitoring and evaluation of project interventions.

• Assist to organize and facilitate various events such as meetings, workshops, conferences, and seminars.

• Carry out other duties and responsibilities as reasonably assigned by the Project Director or other superiors.

**Qualifications:**

1. Master’s degree from recognized university preferably in statistics/ social sciences/ management
2. At least five (5) years of experience in monitoring and evaluation, results based management, data management.
3. Excellent writing and analytical skill in drafting concept notes and reports
4. Understanding and knowledge of basic computer applications such as MS Words, Excel and data base management.
5. Experience of working with survey tools/ CAPI will be given preference

**Salary and Contract term:**

* The assignment is on purely contractual basis. The tenure will be co-terminus with the project duration. The contract will be for one year at a time, and extended based on satisfactory performance.
* Consolidated Pay of Rs. 60,000/- (Rupees sixty thousand) per month with 5 percent increment on extension of contract.
* Duration of the assignment is for 48 months.

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