

Ministry of Economy (MoEc)
Eshteghal Zaiee – Karmondena Project (EZ-Kar)
Project Implementation Unit (PIU): Staff: Terms of Reference (ToRs)

I. Overview of the Position:

Position Title:	M&E and MIS Manager
# of Positions:	1
NTA Grade/ Step:	Grade B (Exact step within this grade will be decided based on qualifications and immediately previous salary history)
Employer:	EZ-Kar PIU, MoEC
Position Duration:	Three years, but with annual contracts based on the Afghan calendar year*, with an initial probational contract of 6 months
Position Period:	(Estimated) February 2019 to December 2021
Primary Duty Station:	Kabul but with field visits to all EZ-Kar coverage cities periodically
Reporting To:	EZ-Kar PIU Executive Director
Start date:	9-01-2019
Closing date:	22-01-2019

II. Introduction to the Program:

The recent wave of returnees and the growing IDP population have put an enormous pressure on Afghanistan's inundated service delivery systems, as well as on the social, economic and physical infrastructure of the communities that host these groups. The Eshteghal Zaiee – Karmondena (EZ-Kar) is a Project that proposes to mitigate the enormous pressure caused by the displacement crises, while also enhancing the opportunities it presents for economic development. Thus EZ-Kar fits within the international context of integrating humanitarian approaches with development. There is a strong emphasis in the project on regulatory reforms at municipal and national levels to support business owners and enhance the ease of doing business, developing market-based infrastructure, and creating short and medium term economic opportunities as well as removing impediments to their re-integration. The Project Development Objective (PDO) is to provide an enabling environment for economic opportunities in cities where there is a high influx of displaced people. The EZ-Kar project will reach Afghan refugees living in Pakistan and citizens within Afghanistan in 13 cities in Afghanistan namely: Jalalabad (Nangarhar), Kabul City (Kabul Province), Kandahar City (Kandahar Province), Herat City (Herat Province), Puli Khumri (Baghlan), Maimana (Faryab), Ferozkoh/ Chaghcheran (Ghor), Khost Matun (Khost province), Asadabad (Kunar), Kunduz City (Kunduz Province), Mehtarlam (Laghman), Parun (Nuristan) and Taloqan (Takhar). The EZ-Kar is again an inter-ministerial approach to the displacement crises, with multiple implementing agencies (IAs) including the Ministry of Foreign Affairs (MoFA), the Ministry of Economy (MoEc), the Kabul Municipality (KM), and the Independent Directorate of Local Governance (ILDG).

The MoEC handles Component #5 of the EZ-Kar which includes: (a) national level regulatory reforms and (b) serving as the lead agency for the Program and thus coordinating between the four different implementing agencies for all five components. The MoEC will execute this through a Project Implementation Unit (PIU) embedded within the Ministry's Directorate of Local Services, under the Deputy Ministry for Technical Affairs.

III. Roles and Responsibilities

General: The incumbent will support the Executive Director in managing all the monitoring and evaluation (M&E), management information systems (MIS), and reporting functions for the EZ-Kar. He/she will be

directly responsible for these functions for the Component 5, but will also coordinate these functions, especially that of reporting, for all the EZ-Kar IAs.

Specific:

- Further elaborate the monitoring framework in the Project Appraisal Document (PAD), ensuring that data for all indicators in the Results Framework (RF) are adequately captured through various channels in the frequency and timelines required.
- Support & assist in developing standard M&E systems and processes across the country program, from project design to learning phases, for all program activities.
- Identify strengths and weaknesses in existing data collection and management systems and propose solutions.
- Perform field visits to ensure the quality of data collected by programs and to verify the accuracy of reported data.
- Develop, implement and review the uptake channels (including and especially monitoring forms).
- Train provincial coordinators and the PIU's monitoring staff in key aspects of monitoring and reporting, especially at the input, output and outcome levels.
- Help prepare ToRs and support procurement for external consultancies (studies/ evaluations as needed) that will help address PDO level indicators. Manage these consultancies and ensure dissemination of their final reports, and implementation of recommendations.
- Work with the MIS team in designing an efficient web-based and decentralized database that sufficiently captures all key data required both for program reporting and for ensuring program quality. Ensure that the MIS includes auto-generated reporting features for all standardized indicators.
- Ensure close coordination between the M&E and MIS teams for EZ-Kar across all the IAs, and ensure timely and accurate submissions of compiled quarterly and annual progress reports.
- Provide quality assurance to all key external reports (especially those for the President/ CEO, Parliament, MoF, donors, media etc) prior to their dissemination.
- Work with the Program Manager to ensure that the most updated input and output data, and final reports of evaluations/ studies are disseminated through workshops and through the EZ-Kar's social media pages.
- Directly manage the M&E, MIS and reporting staff of the PIU. This includes support in their recruitment, work planning and supervision, mentoring and capacity building, performance evaluations, and quality assurance.
- Prepare short, medium- and long-term work plans for the monitoring/MIS and reporting functions of the PIU, and with the approval of the leadership, ensure that these are executed in a timely manner.
- Coordinate monitoring of project activities, ensuring that activities are carried out or as planned or adjusted/adapted as needed.
- Lead and coordinate the preparation of quarterly project reports in collaboration with all implementing agencies of the project.
- Together with the other two Managers of the PIU, undertake secretariat functions for the Project Technical Committee
- Oversee the functionality of the online grievance registry and ensure that the grievances received towards the project are registered/logged and any systemic and outstanding grievances are flagged for management's action.
- Any other responsibilities that may be reasonably required by the Executive Director and/or Deputy Minister.

IV. Key Qualification Requirements:

Academic:

A Master's Degree in Computer Science and/or Social Sciences, Public Administration, Public Policy, Project Management or similar fields is preferable. A Bachelor's Degree in Computer Science or one of the stated disciplines or similar is required. (Note: Exceptionally a Bachelor's Degree in other disciplines will also be considered provided the work experience of the candidate(s) is considered ideal).

Work Experience:

A minimum of 6 years of overall work experience, of which a minimum of 3 full years post-completion of the Bachelor's Degree is required. Also required is a minimum of 4 full years working in positions with similar/ directly related MIS and M&E functions, and a minimum of 2 full years with managerial responsibilities included.

Other Requirements:

- Managerial and leadership capacity
- Familiar with most commonly used software such as SQL Server, Visual Studio, MS Office (especially Word, Excel, Access, and PowerPoint), particularly data base management programs.
- Experience in Software Management Projects as Supervisor/Manager.
- Working fluency in English
- Fluency in Dari or Pashto
- Ability to work under pressure and with frequency changing priorities
- Ability to work with minimal supervision and be self-motivated
- Ability to work with teams both as lead and as member
- Willingness to travel to all of the Program cities

Submission Guideline

All qualified applicants are hereby requested, to send their updated CV's, copies of educational credentials attested and evaluated by ministry of higher education, and work experience contracts to the following emails.

Please refrain from sending extra and unnecessary documents, certificates and recommendation letters.

In case if you have any questions and or queries, please contact Mr. Matiullah Jahed
0774248590

Submission Email

To: moec.consultants@gmail.com & CC: hr.moec.ezkar@gmail.com