

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

I. Overview of the Position:

Position Title:	Senior Monitoring/ Reporting Officer
# of Positions:	Two (2)
NTA Grade/ Step:	Grade C (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) April 2019 to December 2021
Primary Duty Station:	Kabul but with field visits to all EZ-Kar coverage cities periodically
Reporting To:	M&E & MIS Manager

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 Eshiteghal 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's 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

- Support the M&E & MIS Manager in preparing a general monitoring plan for the Component 5 of the EZ-Kar, and a detailed and specific monitoring plan for the current/ upcoming fiscal year. The plan should cover both headquarters and field activities, frequency, tools to be used, reporting chains, data uptake channels etc.

- Support the M&E & MIS Manager in preparing and piloting monitoring tools to respond to (a) all indicators in the Results Framework, (b) all reporting requirements from Government key stakeholders, (c) all management information requirements by the PIU, (d) quality checks/assurance, and (e) checks for adherence to financing/grant agreements, operations manuals etc.
- Train and mentor the field monitoring officers in the use of the approved tools, analysis of monitoring data and in compiling information for reports.
- Prepare drafts of the weekly and monthly internal quantitative/ output-based reports for quick review of the management
- Prepare the MoEC sections of the quarterly progress reports and submit the same to the Manager within 20 days of the close of each reporting quarter.
- Compile the inputs for the quarterly progress reports from all the three other IAs and check for accuracy, and consistency with past reporting and other data available. Highlight to the Manager any significant deviations, gaps, errors in the reporting, and help work with the IAs in addressing these in a timely manner.
- Coordinate with the M&E units of the IAs and provide inputs and feedback in their M&E plans to make sure that they address the M&E and reporting requirements of EZ-Kar.
- Support the management in conducting periodic monitoring of the EZ-Kar' implementation and prepare quarterly monitoring reports, aside from the quarterly progress reports.
- Prepare quarterly updates for the full approved Results Framework (RF) of the EZ-Kar.
- Support the Manager in procuring and managing external consultancies/ studies/ evaluations/ assessments as may be needed to respond to PDO level indicators in the RF.
- Support the Manager to prepare for Implementation Support Mission (ISM) M&E, MIS, Grievance Handling sessions, including data collection, analysis, reporting, presentation preparations, attendance and participation in the sessions.
- Review and provide support to the M&E Units of the other EZ-Kar IAs for preparation for the ISMs.
- Any other responsibilities that may be reasonably required by the M&E MIS Manager and/or Executive Director.

IV. Key Qualification Requirements:

Academic:

A Bachelor's Degree in Development, Social Sciences, Economics, Business Administration 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). A Master's degree will be an advantage.

Work Experience:

A minimum of 5 years of overall work experience, of which a minimum of 1 full year post-completion of the Bachelor's Degree is required. Also required is a minimum of 3 full years working in positions in monitoring & evaluation and reporting functions and a minimum of 1 year working directly with Government or NGO development program monitoring is required.

Other Requirements:

- Excellent understanding of monitoring frameworks, RFs and log frames
- Good experience with evaluations/studies/ researches in development projects
- Good analytical skills and basic understanding of MIS/ databases
- Working fluency in spoken and written English
- Fluency in Dari and/or Pashto
- Working fluency in MS Office (including Word, PowerPoint, Excel)
- Ability to work under pressure and with frequency changing priorities

- Ability to work with minimal supervision and be self-motivated

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

◆