

Smallholder Agribusiness Partnerships Program

Terms of Reference (TOR)

Consultant (Monitoring, Evaluation and Knowledge Management)

Scope of the Work and Number of Staff Supervised

The Smallholder Agribusiness Partnerships Programme (SAPP) is funded by the International Fund for Agricultural Development (IFAD), a specialized United Nations Agency whose mission is to enable poor rural people to overcome poverty. The Goal of the Programme is to contribute to Sri Lanka's smallholder poverty reduction and competitiveness.

The Consultant (Monitoring, Evaluation and Knowledge Management) is responsible for assisting the Deputy Manager (Monitoring and Evaluation) in documenting any proposed change to the project Performance Monitoring Plan (PMP) and/or indicators and multipliers and develop the progress reports to be presented to IFAD. S/he will monitor the collection of data, cleaning and analyze the collected data for a validation and appropriate use. Also s/he will assist to develop a detailed M&E plan for projects which articulates, inter alia, methodology and resources for collecting data, responsibility for data analysis, evaluation of resources needed for data management process, developed required reports, and giving required explanations for higher level management in GOSL and IFAD. The incumbent will be responsible for enabling the programme partners, companies, FOs and PFIs, to become effective participants in the programme M&E system and will also be responsible for supervising the updating of Management Information System (MIS) in the Programme Management Unit (PMU). Also s/he should advise programme partners in establishing their results measurement systems and, jointly with such partners, select the most appropriate methods to meet the information needs of the PMU and of different partners. Learning and Knowledge Management (KM) would be a key underlining theme of the SAPP. The main purpose of KM processes within SAPP would be to ensure that knowledge generated is systematically identified, analyzed, documented, used to improve programme performance, communicated to policy makers to inform Government's policy making process, and shared with key stakeholders. The consultant would be expected to provide opportunities for considerable learning at the policy and operational level given that it would include certain novel features to pro-poor business partnering and rural financing. She/he will directly report to the Programme Director (PD) and should involve in supporting Deputy Manager and Programme Officers in M&E division in the Programme Management Unit (PMU) and supervision of field staff.

A. Duties and Responsibilities

Specifically, the incumbent will be required to:

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Master IFAD key documents such as Financial Agreement (FA), Programme Design Report (PDR), Logical Framework Approach (LFA) and Programme Implementation Manual (PIM) etc., in connection with business development, implementation and on operational activities.

1. Develop monitoring and evaluation frameworks for all projects implemented by the programme.
2. Analyze and evaluate field data to ensure achievements of the objectives of projects.
3. Prepare final progress reports, presentations and written products on the findings of most significant stories of projects and report them to both IFAD and relevant authorities of the government.
4. Identify of problems, causes of potential bottlenecks in implementation, and provide specific corrective measures to take management decisions.
5. Prepare M&E and KM action plans of the programme.
6. Preparation of KM materials using the data derived through M&E reporting system take necessary actions to communicate them as lessons learned to different types of national and international media.
7. Organizing events for knowledge sharing and promoting the programme activities.
8. Attend to identify, initiate and assist for important technical studies/policy and advocacy work to be conducted to ensure smooth 4P implementation.
9. Assist to preparation of PMU reports (annual reports, quarterly and monthly progress reports and other routine reports).
10. Promote a results-based approach to monitoring and evaluation, emphasizing results and impacts.
11. Include a sustainability plan for the project activities in the final report and an exit strategy that guarantee the sustainability and continuity of activities inside the communities.
12. Identify policy interventions and report accordingly to engage with advocacy and policy related initiatives to streamline partnerships of the value chains.
13. Assist in preparing Annual Work Plan and Budget (AWPB) and effecting necessary adjustments consolidating the relevant inputs provided.
14. Facilitate evaluation teams (baseline, interim, phase-out evaluations and annual outcome surveys) and follow-up on their recommendations.
15. Any other related duties assigned by the PD.

B. Qualifications/Experience Required

Master or higher degree from a recognized university in Statistics, Economics, Agricultural Technology and Management, Development Studies or related subject which has strong relationship with Agriculture, Agri-Business Management or Agro-Economics with minimum 5 years of experience. The basic degree on Agriculture and Agribusiness or Agricultural economics is highly preferred.

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Note: Working experience in a similar capacity in a donor funded project is desirable.

C. Process of Selection

- **Method of Selection:** Relevant Experience: 50%, Qualifications: 30%, Interview and Presentation Performance: 20%.
- Applicants those who obtain more than 55 marks out of 80 for their relevant Experience and Qualifications will be shortlisted.
- Conducting interview and presentation for the short listed applicants to select the most suitable applicant for the contract.

D. Location:

The Consultant (Monitoring, Evaluation and Knowledge Management) will be based in Colombo with extensive travelling to project areas i.e. island wide

E. Duration of Services

The incumbent will be appointed for the program period i.e. 30 June 2023, subject to annual renewal based on the performance. . Initial contract period is one year subject to the renewal.

F. Consultancy Fee

Negotiable