

1. ToR-Monitoring, Reporting, and Knowledge Management Specialist

The Monitoring Reporting and Knowledge Management Specialist (MRKMS) shall be responsible for the documentation, reporting, and Knowledge management of the SEP-supported Capacity Development and Financing to Migrant Workers Project. Reporting to the Enterprise Development Specialist/Project Coordinator (EDS/PC), the MRKMS shall carry out all the activities required to achieve the project goals. The following are key activities that the MRKMS shall undertake under this contract.

Scope of the work

1. Design and Implement M&E System:

- Develop and implement the M&E plan of the project to generate regular information related to the progress of the project.
- Develop required indicators with SEP MEAL team for data collection and design data collection tools/templates in Ms. Excel, and assist field Coordinators with regular data collection/generation.
- Provide technical support to project staff on implementing the M&E plan and logical framework.
- Liaise with Area Offices to collect and analyze data and to determine progress achieved.

2. Project Information Management

- Track the project's output and outcome level results on a periodic basis in close coordination with the project implementing team as well as with SEP.
- 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, PowerPoint presentations, etc.
- Update and maintain the project database.

3. Capacity Development in M&E

- Provide technical support to the focal persons of Partner SFACLs members for all M&E-related activities.
- Train Field Coordinator on M&E concepts, skills, and tools for smooth data generation and reporting.
- Work closely with the Project Coordinator and PIU of SKBBL for proper data collection and reporting.

4. Quality Assurance

- Review field-level assessment reports, baseline studies, and evaluation reports.
- Ensure that reports from partner SFACLs are complete, valid, and meet the quality requirements.

5. Reporting and Documentation

- Prepare the project periodic progress report and submit it to the EDS/PC.
- Assist Field Coordinators to prepare periodic reports of projects by providing M&E-related information.
- Collect and/or assist to collect case stories, best practice documentation, and lesson learned, and update and manage that information in project reports and other knowledge products.
- Work closely with the Skill for Employment-UKaid to ensure that lessons learned from project evaluations are documented properly.
- Contribute to developing and managing knowledge products (knowledge management) of the project.

6. General responsibility:

- Prepare a monitoring field visit plan and conduct monitoring visits as and when required.
- Conduct regular monitoring of the project's interventions to ensure the quality delivery of inputs and contribute to generating expected results.
- Work closely with the project team member and relevant stakeholders for monitoring and evaluation of project interventions.
- Prepare project-related reports in coordination with the EDS/PC.
- Assist to organize and facilitate various events such as meetings, workshops, conferences, and seminars.
- Carry out other duties and responsibilities as assigned by EDS/PC and SKBBL.