



Terms of References (ToR's)

Inspire Pakistan

Inspire Pakistan is a non-governmental development organization registered with the Securities and Exchange Commission of Pakistan (SECP) under the companies Act 2017. The components of the organization's programmatic framework are education, human rights, refugee affairs, child protection, women and community empowerment.

Mission

"Empowering a culture of Human Rights for sustainable development"

Background

Inspire Pakistan stands as a distinguished non-profit organization dedicated to the implementation of transformative programs within the domains of education, community protection, and social cohesion. Operating in collaboration with esteemed partners such as the United Nations Refugee Agency (UNHCR) and the Deutsche Gesellschaft für Internationale Zusammenarbeit (GIZ), and under the policy direction of the government of Pakistan, Inspire Pakistan has positioned itself at the forefront of fostering positive change.

Inspire Pakistan diligently strives to elevate marginalized populations primarily of refugees and asylum seekers of by instilling a culture underpinned by human rights principles. Through its steadfast commitment to its mission, the organization envisions a future where empowerment is not just a fleeting aspiration but a catalyst for enduring and sustainable development.

The convergence of expertise, passion, and strategic partnerships has endowed Inspire Pakistan with the capacity to not only address the pressing challenges faced by refugees and asylum seekers but also to champion their integration, self-reliance, and meaningful participation within the broader societal fabric. By harnessing the potential of education, community engagement, and social cohesion, the organization is carving a path toward a more inclusive, equitable, and harmonious society.

Inspire Pakistan's multifaceted endeavors stand as a testament to the transformative power of collaborative action. Through its alignment with the donors and Government of Pakistan, the organization is positioned to continue its vital work, channeling hope, resilience, and progress to those who seek refuge and a chance to thrive. With an unwavering commitment to human rights and sustainable development, Inspire Pakistan serves as an exemplar of conscientious activism and enduring impact.

Inspire Pakistan is seeking applications for the following position(s). Eligible applicants should fill the given online application form provided on the website, attaching their updated CV and Self Disclosure Form and submit latest by **20th March 2024**. Only shortlisted candidates will be called for an interview and / or written test. Inspire Pakistan is an Equal Employment Opportunity (EEO) provider. Women and people with special needs are encouraged to apply

- **Islamabad: M & E Officer**

Detailed Job Descriptions are available in this document.

Note: Applications sent with incomplete information will not be entertained. Online application form, CV and Self Disclosure form are integral to be qualified as a successful submission.

Position Title	Monitoring and Evaluation Officer
Number of Vacancies	01
Location	Islamabad
Minimum Experience	5
Minimum Education	Bachelor's in development studies

Key Summary of Position

Monitoring and Evaluation (M&E) Officer is responsible for collecting and analyzing data on the performance and effectiveness of programs, projects, and initiatives. The M&E Officer will be responsible for designing and implementing activities of the Project; assisting the Project Manager in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, serve as the central resource for written reporting, assisting the Project Manager in collecting, organizing and updating complex sets of data; and drafting high level reports to management and donors that will provide them detailed insights and drive key decisions. Developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities, develop and ensure maintenance of information tracking systems (tracking sheets or databases) for indicators. The M & E Officer works in close collaboration with project team and operations clusters, Government officials, private sector, non-government and civil society organizations.

Roles and Responsibilities:

Monitoring and Quality Assurance:

- Responsible for the monitoring and ensuring high quality and timely inputs.
- Ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs in a cost effective and timely manner.

Implementation and Assessment:

- Responsible for designing and implementing the M&E activities of the Project
- Provision of regular update and input through monitoring of project activities
- Assess overall project implementation with respect to project objectives, outputs, and indicators.
- Provision of effective troubleshooting, suggestions for corrective measures to be undertaken, and making arrangements based on results of monitoring, where necessary.

Development and Maintenance of Evaluation:

- Develop and ensure maintenance of information tracking systems (tracking sheets or databases) for indicators.
- Producing quickly high-quality dashboards, executive summaries and other documents with a consistently flawless presentation.
- Develop and ensure adherence to a detailed implementation plan for M&E activities.
- Develop a Performance Indicator Tracking Table and use regularly with project /partner staff to examine progress towards objectives.
- Develop midterm review and final evaluation methodology, and assist with or lead project evaluations.
- Develop and Maintain a Project M & E file folder.
- Developing and maintaining the MIS of the Project and will be responsible for the collection & analysis of different data in relation to the project activities.
- Developing and implementing M&E plans for project activities.
- Developing and implementing M&E frameworks, including indicators and data collection methods.
- Develop a verification mechanism and templates for activities, equipment and other operational support and train staff on this mechanism;
- Develop and deliver a staff training on how to customize indicators and results frameworks to specific activities;
- Develop and deliver a staff training on M&E tools and their use in collecting, verifying and tracking data.
- Providing guidance and support to program staff on M&E related issues
- Participating in the development of M&E frameworks and strategies for the organization
- Collecting data from various sources, including surveys, focus groups, awareness session and interviews.



- Develop a standard set of project M&E templates for each unit of the project use to collect and track indicator data for reporting up to the project Results Management Plan (RMP);
- Identifying areas for improvement and making recommendations for changes based on the analysis of data

Compliance and Accountability:

- Ensuring that M&E activities are conducted in accordance with relevant standards and guidelines
- Ensure quality and accountability compliance and look after all the channels of complaint response mechanism.
- Ensure the compliance of AAP, AGDM, and integrity compliance.
- Assess overall project implementation with respect to project objectives, outputs and indicators;
- Provision of effective troubleshooting, suggestion for corrective measures to be undertaken, and make arrangements based on results of monitoring, where necessary;

Coordination and Reporting:

- Ensure that reporting requirements are met in a timely manner; assist with report writing and editing as needed.
- Timely collection of information and drafting of 'human interest stories' of persons impacted by the project.
- Undertake regular site visits and document project results in regular reports.
- Assist and coordinate with project teams to ensure that all necessary documentation/MoVs are available.
- Conduct regular M & E visit to field, collect data and assist in preparation of monthly/quarterly report to donors.
- Work to ensure that lessons learned and best practices are incorporated into new Program design.
- Train staff on M & E standards, guidance, resources in collaboration with the liaison for partnership and coordination.
- Assist Project Manager with other program quality initiatives, such as critical reflection events, training opportunities etc.
- Orient organization staff on M&E tools and roles and responsibilities
- Assisting the Project Manager in preparing Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis.
- Serve as the central resource for written reporting, assisting the Project Manager in collecting, organizing and updating complex sets of data; and drafting high level reports to management and donors that will provide them detailed insights and drive key decisions.
- Organize all sorts of data in a systematic way and to draft highly structured reports applying excellent analytical and writing skills.
- Regularly monitoring in-house and outside project activities such as English, computer, beautician, culinary arts, music, and tailoring classes and outreach sessions as well as being responsible for generating visit reports.
- Collaborating with program staff to ensure that data is being collected and reported accurately
- Any other duty assigned by the Supervisor.

Qualifications & Experience:

- Minimum bachelors' preferably Master's degree in a related field, especially in the social sciences, development studies social work, or any other relevant discipline, with experience of minimum 5 years.
- Negotiation and influence skills.
- Strong analytical, critical thinking, research and report writing skills as well as excellent presentation and facilitation skills.
- Independent, self-starter and creative
- Ability to work under minimum or no supervision
- Must be a team player and ready to work in and contribute to team building environment
- Team builder, appreciates cultural diversity and inclusion, safeguarding/ protection issues etc
- Computer literate with good presentation skills
- Excellent written and verbal communication skills
- Knowledge and experience in monitoring and evaluation, accountability, learning, research and evaluation methodologies, standards, and practices (preferably in relation to refugee's projects / social development and human settlement).

