

**SOCIAL PROTECTION STRATEGY UNIT  
CHIEF MINISTER'S SECRETARIAT  
GOVERNMENT OF SINDH**

**TERMS OF REFERENCES  
MONITORING & EVALUATION SPECIALIST**

**1. BACKGROUND**

Government of Sindh under its Sindh Enhancing Response for Reduction of Stunting Project, aims to contribute to a significant improvement in nutrition in the province, by increasing and expanding coverage of multi-sectoral interventions. It comprises objectives and expected outcomes related to the underlying causes (by sectors) of stunting: health, population, sanitation and hygiene, agriculture, social protection and education.

A pilot nutrition-focused Conditional Cash Transfer (CCT) programme in targeted districts and is being led by the newly-established Social Protection Strategy Unity (SPSU) at the Chief Minister's Secretariat. The pilot aims to increase the uptake of existing health and nutrition services focused on the first 1000 days of life including ante-natal check-ups, safe deliveries, post-natal care, growth monitoring and immunization of children through the provision of a regular and predictable cash transfer at various trigger points. The pilot will help to develop the nascent capacity of the SPSU and offer lessons for scaling up. Key mandates and functions of the SPSU include project design, social protection operations such as social mobilization, communication, enrolment, compliance verification, payment, and grievance redress through the provincial Social Registry, as well as monitoring, evaluation and lesson-learning and planning for scaling up.

**OVERALL JOB OBJECTIVE**

To lead monitoring and evolution relating to SPSU programmatic activities, particularly with reference to the Health and Nutrition CCT.

**PROFILE OF THE POSITION**

Monitoring and Evaluation (M&E) Specialist is responsible for the design of the monitoring & evaluation framework of SPSU under the direction of the Project Director and Coordinator CM Social Protection, and the implementation of this frame work with respect to the Health and Nutrition CCT.

**RESPONSIBILITIES**

Monitoring and evaluation (M&E) Specialist roles and responsibilities include:

- Develop and implement a monitoring and evaluation system, clearly describing relevant key performance indicators, their source of information, quality controls mechanism and reporting frequency.
- Efficiently track and disseminate monthly progress or project indicators through collection of data from multiple sources, such as District Health Information System, Project MIS etc., over the life of the project.

- Assist in the development of project management information system (MIS) for prompt archiving and retrieval of data and information.
- Prepare and implement a robust, context-specific system of data collection, quality controls analysis and dissemination.
- Perform data analysis to identify trend and extract meaningful information from the data required for collaborative learning and adaptation of the program.
- Prepare quarterly/annual reports in collaboration with other technical team members, comprising significant findings and data-driven recommendations.
- Cultivate strategic M&E relationship with the programme team for incorporating learning from programme data and adapting intervention as needed.
- Provide data support in preparing content related to knowledge management and information dissemination.
- Ensure data quality checks through frequent validations during the life of the project.
- Ensure protection of data participants' confidentially during all M&E activities implementation and dissemination.

## **QUALIFICATION AND EXPERIENCE**

- Master's degree in Social Sciences, Economics, Public/Business Administration, Information Management and / or related analytical disciplines;
- Minimum experience of 10 years in public and/or private sector with provincial/national/international organization(s) demonstrating evidence of monitoring and evaluation;
- Should have developed and implemented monitoring and evaluation plans and strategies;
- Should have excellent command on MS office and MIS based M&E tools;
- Written and oral fluency in Urdu and English. Knowledge of regional language (Sindhi) will be considered a big plus;
- Proven ability to work in a collaborative, multi-tier team environment; and good communication, people management, and writing skills.