

B. POST - Monitoring and Evaluation Officer

Roles and Responsibilities

1. Develop annual M&E plan in line with the BFL M&E Framework with close consultation with BFL Project Director
2. Monitor project progress and participate in the production of progress reports ensuring that they meet the necessary reporting requirements and standards set by BFL Fund Secretariat.
3. Oversee and ensure the implementation of the BFL M&E framework.
4. Align BFL M&E requirements with those of RGoB systems, and ensure that both RGoB and BFL M&E requirements are effectively coordinated and addressed;
5. Ensure that a periodic Monitoring and Evaluation of BFL conservation milestones are carried out and reported.
6. Wherever required, coordinate with consultants and closely observe the impact assessment works to ensure quality of findings;
7. Oversee and guide designing of surveys/assessments commissioned for monitoring and evaluating BFL activities.
8. Conduct evaluation studies for some BFL activities in order to assess the progress of conservation milestones
9. Facilitate annual reviews of the conservation milestones and produce analytical reports from these annual reviews;
10. Liaise with stakeholders through the BFL Project Director and other responsible parties for implementation of BFL activities in matters related to M&E and knowledge resources management;
11. Facilitate knowledge generation by supporting the documentation of emerging good practices and lessons learnt;
12. Visit project sites as and when required to appraise project progress on the ground and validate written progress reports;
13. Coordinate monitoring and evaluation of all activities across all project components;
14. Facilitate information flow for publication on BFL and other relevant websites for BFL publicity.

C. SUPERVISION AND SERVICE CONTRACT FOR THE BFL M&E OFFICER AND THE PROJECT COORDINATION OFFICER.

- The BFL M&E Officer and the Project Coordination Officer will be under the direct supervision of the Project Director.
- The BFL M&E Officer and the Project Coordination Officer shall be appointed for an initial term of 5 years with the possibility of extension based on the performance and delivery of the required outputs.