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**Municipal Services  
Delivery Program**



## Sindh Municipal Services Delivery Program (MSDP)

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02

### Job Description of Director Monitoring and Evaluation

**Issue Date:**  
Feb, 2017

<b>Job Title</b>	Director Monitoring and Evaluation (M&E)	<b>Department / Division</b>	Monitoring and Evaluation (M&E)
<b>Location</b>	PMU, Head Office, Karachi	<b>Grade</b>	Equivalent to 19
<b>Reporting to</b>	Program Director (PD)	<b>Reporting Positions</b>	Deputy Director M&E
<b>Terms of Service</b>	Contract		Deputy Director MIS

### 1.0. Statement of Position

The Director Monitoring and Evaluation shall be responsible for the monitoring and evaluation of all functional areas of the Sindh MSDP on result based assessment and to analyze the output of this evaluation and present the findings to Program Director or PSC.

### 2.0. Duties and Responsibilities

#### 2.1. Program Implementation and Infrastructure

- Developing and implementing a Monitoring & Evaluation (M&E) system for the MSDP.
- Developing close working relationship with MSDP staff, GOS, USAID, P&DD, Urban development sector and other key stakeholders.
- Providing technical support in developing and monitoring progress towards programmatic indicators to the Program Director and M&E staff.
- Developing and implementing cost-effective and efficient data collection systems
- Establishing the organisational structure for M&E coordination and management across MSDP areas, as described in PC-1.
- Ensure program activities are accordingly planned and directed to achieve affirmed targets and standards for MSDP.
- Ensure accomplishment of goals and objectives within prescribed time frame and available resources.
- Contribute to the achievement of Program objectives by ensuring timely delivery of high quality M&E outputs.
- Promote evidence based decision making within the Program.
- Developing the framework and procedures for the evaluation of program and project activities on result oriented logical framework analysis.

- Seek guidance from, and help the Program Director and Program Steering Committee in course correction, promotion of learning and creation of accountability.
- Trigger and coordinate progress review meetings, circulate minutes and follow-up and report on proposed actions.

## **2.2. Coordination and Relations**

- Coordinate with relevant clients, Government agencies, Non-Governmental Organizations and contractors for their input as and when required.
- Effectively liaise with P&DD, SCIP, Urban Units, other provincial departments, Planning Commission, USAID, Media, civil society organizations and politicians to ensure coordinate, market the program and build partnership.
- Assure the program and its mission and services are consistently presented in effective manner for positive image to relevant stakeholders.
- Manage communications with both high profile stakeholders and common citizens to establish a shared vision of the Program and its objectives.
- Ensure easy and wider access to M&E outputs.

## **2.3. Administration and Human Resource**

- Responsible for administration of monitoring and evaluation unit.
- Finding technical problems of M&E Unit that may occurs and arrange to solve them.
- Study the progress reports of M&E Unit and forwarded with the comments / suggestion to PD.
- Build capacity of PMU and ZMC/ MC/TC staff in monitoring and evaluation processes and tools.
- Procure and manage M&E consultants in accordance with the approved policies and procedures for effective delivery of services.
- Ensure timely recruitment of vacant positions and availability of budget and other resources.
- Manage staff and provide coaching and support in their career development.
- Ensure appropriate employees training where needed.
- Schedule of staff and contractors to ensure safe and competent delivery of services.

## **3.0. Additional Job Functions**

The Director Monitoring and Evaluation shall exercise such other powers and perform such other duties as may be assigned to him, from time to time, by Program Director, and shall be responsible for prompt and proper implementation of his instructions.

## **4.0. Preferred Qualification and Experience**

- MBA/MPA, Master’s degree in Economics/ Demography/ Statistics/ Public Health or from a reputed foreign/local University recognized by HEC.
- Degree courses in Monitoring & Evaluation, Organizational Studies, Information Design, Statistics, Economics and related fields will definitely be a plus.
- Minimum of 15 years or 10 year experience of working in the development sector with at least five years experience of working in M&E capacity at senior level. M&E experience in the urban development context will be preferred.
- Candidate has direct experience of monitoring projects and interacting and delivery to a host of stakeholders.
- The candidate should ideally be under 50 years of age; however age may be relaxed in exceptional/ experienced cases.

### 5.0. Knowledge and Skills

- **Complex Analyst** – Comfortable analyzing complex data in order to inform policy decisions and present conclusions in a clear and concise way.
- **Coordination** - Adjusting actions in relation to others' actions.
- **Time Management** - Managing one's own time and the time of others.
- **Evaluation Design** – Proficient in concept of evaluation design. Has managed and worked on complex and important survey assignments with organizations of repute.
- **Reporting** – Demonstrate strong verbal and written English Skills. Has been presenting ideas in a return format to management or public audience, research papers, or prepared draft for government, donor agencies or commercial organizations.
- **Computer Proficiency** – Possesses good command of MS Office, email, a statistical software and a database software.

### 6.0. Disclaimer

The preceding job description has been designed to indicate the general nature and level of work performed by employees within this classification. It is not designed to contain or be interpreted as a comprehensive inventory of all duties and responsibilities of employees to this job.

	Name	Designation	Signature with date
Issued By			
Reviewed by			
Approved By			