**TERMS OF REFERENCE**

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| **Position** | **Reporting and Evaluation Officer**  |
| **Number of Position/s** | 1  |
| **Location** | Central office or Project Management Team Office in Vientiane with travel to provinces, districts and Kumban |
| **Supervisor** | Head of M&E Division/Executive Director |
| **Technical Counsellor**  | Head of M&E, Project management Team, Consultants |
| **Close coordination with**  | PMT members/Heads of Divisions and LN and district coordinator and YG |
| **Duration** | A one-year contract with an initial probation period of 3 months Renewal subject to annual performance review, PRF organisational requirements, and budget |

1. **SUMMARY OF ROLE**

This position will supervise Program data validation and verification for reporting against project development objective, outcome and output level indicators set in the Results Frameworks and prepare a final draft (Semi and Annual Project Implementation Progress Reports and Project Completion Reports, Information Sheets and Brochures to be reviewed by Head of Division, PMT and ED before submission to donors and public disclosure.

1. **ROLES AND RESPONSIBILITIES (COVER KEY TASKS)**
2. ***Management and Oversight***
3. Take a lead in updating the achievement targets indicators in RF and providing key reliable data for project management and donors;
4. Lead the preparation of key project reports (English and in Lao version) with inputs from the all PMT divisions and units to ensure that the contents and information provided the different reports are sufficient, accurate and consistent with the POM, M&E Guidelines and requirements;
5. Ensure that regular monitoring of physical progress and funds disbursements for implementation of sub-projects and Livelihood and Nutrition (LN) activities;
6. Supervise and analyse regular data collection throughout the project life time and ensure quality of the data by random verifications and validations, all key data related to target achievements under each component of the project and other cross cutting and fiduciary aspects including gender, social and environmental safeguards; and
7. Provide assistance to external consultants to undertake baseline and end line assessments, special studies, including: project Impact Evaluation, Technical and Cost Effectiveness Studies, beneficiaries’ assessment, LN impact evaluation, etc.
8. ***Capacity Building***
9. Provide support and training to PRF staffs at National, Province, District level and Kuban levels on M&E system, Program result framework (achievement indicators, including LN indicators) including M&E process and techniques;
10. Develop the project’s report format, database and M&E tools and provide training on data collection and entry using the forms and report writing to concerned staff.
11. ***Communication, Collaboration & Team Work***
12. Work closely with the MIS Officer to ensure that MIS system captures all data on target achievement and inform the heads of divisions about the issues occurring in each period;
13. Communicate and share data with Government representatives regarding government funded subprojects;
14. Ensure that data or approved reports are updated, disclosed and uploaded onto the PRF’s website;
15. Upon instruction of M&E Head of Division, release approved reports and data to concerned parties (Administrative Board, PMT, donors, GoL and development partners, etc).
16. ***Monitoring Analysis and Reporting***
17. Provide the outcomes of the data analysis and ensure that reports (in both Lao and English) are completed and submitted according to the agreed deadlines;
18. Ensure that all findings and recommendations related to the environmental or social impacts are recorded in the progress and completion reports;
19. Follow up inputs for project progress reports and completion report from all Divisions of PMT and from the District Offices as needed.
20. ***Other***
21. Promote and explain PRF principles and processes to GoL representatives, donors, concerned parties and NGOs;
22. Accomplish other tasks as requested by Supervisor, according to Program needs.
23. **POSITION REQUIREMENTS**

###### Qualifications and experience

* A university degree in rural development/social sciences, Computer Engineering and Systems, economics, or related subject;
* Excellent data processing and trend analysis skill and report writing skill in both Lao and English languages;
* At least 3 years of experience in working with development project, experience on data analysis and report writing or related experience both Lao and English languages, including the result framework preparation and outcome evaluation;
* Understand work related the monitoring and evaluation of livelihood and nutrition activities;
* Strong analytical and reporting skills and a good interpersonal skill;
* Understand/knowledge of policy and economic development of Laos and other countries.

###### Personal attributes

* Fluency in written and spoken English and Lao is essential;
* Comprehensive computer skills: in particular MS Word, Excel, PowerPoint and Database software, and online data analysis skill;
* Comprehensive computer skills: in particular MS Word, Excel, power point, SPSS program, basis of website design, email and the internet;
* Working knowledge of project planning and implementation;
* Familiarity with government and international project operations disciplines is an asset;
* Excellent Communication and social skills;
* Ability to work independently and as part of a team;
* Willingness to regularly work in rural areas;
* Women and small ethnic group members are encouraged to apply.