

**SCOPE OF WORK**

<b>Consultant Name:</b>	TBD				
<b>Project/Activity Name:</b>	USAID/Sweden FARMA II Project {Bosnia}	<b>Activity #</b>			
<b>Assignment Title:</b>	Monitoring and Evaluation Expert / Data Analyst				
<b>Position Type:</b>	<b>Full Time</b>	X	<b>Part Time</b>		<b>STTA</b>
<b>Consultant Nationality:</b>	<b>USA</b>		<b>TCN</b>		<b>CCN</b> X
<b>Engaged By:</b>	Cardno Emerging Markets USA, Ltd.				
<b>Position Reports to:</b>	CoP / DCOP				
<b>Assignment Office:</b>	Sarajevo with travel within BiH				
<b>Assignment Period:</b>	<b>Start Date:</b> December 2018				<b>End Date:</b> December 2020
<b>Total LOE for Position:</b>	<b>Total LOE:</b>	<b>Onsite:</b>	<b>Offsite:</b>	<b>Travel:</b>	

**USAID/Sweden FARMA II - Description of Project**

USAID and the Government of Sweden have awarded Cardno Emerging Markets USA a five-year contract for implementation of the Fostering Agricultural Markets Activity II (FARMA II) project in Bosnia & Herzegovina (BiH). The purpose of the FARMA II Project is to create agricultural and agribusiness economic opportunities for BiH farmers and entrepreneurs. FARMA II will achieve this by assisting agricultural producer organizations to adopt European Union (EU) and international agricultural and food standards and new production techniques, produce new high value products and expand their access to foreign and domestic markets. The sectors currently being supported include: fruits and vegetables, medicinal and aromatic plants, honey, dairy and poultry. Specific support to sub-sectors include provision of technical assistance and training support, aiming to expand environmentally sustainable production and processing and enhance the production of value-added food products.

**Background**

The FARMA II M&E Expert is responsible for managing the collection, recording, analysis and reporting of all relevant performance and impact data and other information related to the USAID/Swedish funded FARMA II project. This includes both quantitative and qualitative data, collected in real time. The M&E Expert will be responsible for the maintenance of well-organized and up-to-date databases on all project stakeholders and all distinct project activities and their results.

The M&E Expert is responsible for implementing procedures for the collection, collation and analysis of high-quality data and evidence for all program Performance Management Indicators. The position works closely with both project components, and the cross cutting activities of the project, to ensure that the tracking of information on activities is up to date for periodic and real time reporting to USAID, the Government of Sweden and other relevant project counterparts, as required. The M&E Expert will follow well-defined procedures and maintain organized information, reporting and filing systems to clearly justify any attribution of targeted results to project supported activities.

To ensure regular, comprehensive and accurate information, the M&E Expert will also be required to maintain and further develop and regularly update/adapt the project M&E database and collection system covering all potential, current and future beneficiaries and implementing partners. The expert will also be responsible for coordinating project reporting obligations on a monthly and quarterly and annual basis.

**Scope of Work – Monitoring and Evaluation Expert**

Main tasks of the M&E Expert are anticipated to include:

- Guided by the approved FARMA II Activity Monitoring and Evaluation Plan (AMEP), the M&E expert will be responsible for collecting, collating and analyzing all relevant M&E information and data to fulfil project monitoring and evaluation requirements on a monthly, quarterly and annual basis;
- Update the FARMA II Activity M&E Plan (AMEP) and data collection procedures for FARMA II, as and when needed, in response to data collection experience, project changes and/or approved annual work plans;
- Collect, collate, analyse and present relevant M&E information directly from all FARMA II new, existing and targeted beneficiaries, certification and standards organizations, grant recipients and other relevant bodies, using a set of standardized tools for the collection and collation of all relevant information and data;
- To regularly monitor, collect, collate and analyse data and other relevant information on sales, employment, exports, and investments, using all available official sources. This information will feed into the regular M&E reports that will be provided to USAID and Embassy of Sweden;
- Manage, maintain and provide overall coordination of the FARMA II M&E Internal Database, where all relevant measurable information on activities, stakeholders, and results will be recorded;
- Provide regular support and guidance to project staff and/or experts and/or sub-contractors on the use and maintenance of the M&E database to pro-actively capture all project activities, outcomes and results within the system, in line with core performance indicators;
- Conduct annual baseline surveys and other targeted surveys, as needed, of agricultural enterprises within the FARMA II targeted sub-sectors (namely for dairy, poultry, fruit and vegetables, Medicinal and Aromatic Plants (MAP) and honey) to support the development and regular updating of the M&E database;
- Create and/or update standardized tools to collect, collate and analyze information and data from service providers sub-contracted by and/or working with FARMA II on a regular basis to support the overall M&E system;
- Work with the CoP, DCoP and Team to prepare and present M&E data and information for use in project decision-making mechanisms and sharing with core team members (and other relevant stakeholders) to guide activity and work planning;
- Coordinate the preparation, editing and presentation of project monthly, quarterly and annual reports through the collection and collation of core team contributions on a regular basis;
- Support the USAID funded Measure project in the development of Evaluation Plans, if/as required, anticipated to include (but not necessarily limited to):
  - Evaluation database management: data and information collected and stored for profiling and evaluation;
  - Key Evaluation questions, which will guide any evaluation studies preparation and based on DCED Evaluation Standards;
  - Data quality management and review processes;
  - Review and Evaluation tools and processes: what, where, how, when, who?
  - Term Reviews and End of Term Evaluation processes and methods and illustrative key evaluation questions.
- Where relevant, support the collection of all relevant information and data necessary to prepare publishable project success stories, and/or to fulfil other ad hoc reporting requirements to the client / other stakeholders;
- Collaborate with the project Communications Specialist and other relevant team members to utilize the project website and other relevant social media/communication channels to promote project supported successes to a wider audience;

- Ensure that the BiH Perform Database is quarterly / annually updated with project activities, results and progress reports, as required;
- Maintain the FARMA II project filing system including all main technical documents and reports, ensuring appropriate documents are regularly shared with the home office;
- Provide assistance to other project activities as needed, as directed by the CoP and DCoP

### **Timing and Level of Effort**

The position is a full time position which is anticipated to begin in December 2018.

### **Qualifications and skills**

- University degree in economics, statistics, communications or related discipline;
- Excellent analytical, communication, presentation and facilitation skills;
- Excellent written and oral skills in both BHS and English language;
- Excellent computer skills and proficiency in Microsoft Office applications, particularly of excel and/or database management;
- Possession of a valid driver license – B category;
- Proven ability to work in a team and under pressure;
- Willingness to travel BiH-wide as needed.

### **Professional experience**

- At least 3 years of relevant professional experience as a data analyst and/ or monitor or position where you can demonstrate use of the required skills to perform the SOW;
- Experience in the use of project logical framework analysis and/or project cycle management and/or project monitoring and evaluation tools would be an advantage.
- Experience with USAID and/or the Embassy of Sweden will be considered an advantage.

We encourage qualifying candidates to send a Cover Letter including three References and CV. At least two references should be from direct supervisors.

The closing date for the receipt of applications is **November 30, 2018**.

Cardno Emerging Markets USA, Ltd is an equal opportunity employer.

All information received will be treated with confidentiality.

Incomplete applications may not be considered.

**Only shortlisted candidates will be contacted.**