

**PROGRAMME PERFORMANCE & OUTCOME MONITORING UNIT
(PPOMU) under the
Finance Department, Government of Odisha**

**DRAFT TERMS OF REFERENCE
Monitoring & Evaluation Specialist**

INTRODUCTION

There is growing public attention towards inclusive socio-economic development reflected in increasing outlay of government allocation to such schemes. From employment promotion through the Mahatma Gandhi National Rural Employment Guarantee Scheme (MGNREGS) to urban infrastructure through the Jawaharlal Nehru Urban Renewal Mission (JNNURM) etc, there are several national schemes in operation at present. Apart from these, there are several state programmes such as Mamta (for nutrition), Ambulance scheme (for hospital access) as well as investments in roads, ports and other infrastructure to develop certain key areas / sectors, reduce inequity and promote holistic growth.

While there is increasing funds available for these schemes, Odisha (like most other states) is facing challenges in effectively utilising these funds as well as demonstrating linked outcomes and impacts. In order to improve this, the Government of Odisha has mandated outcome budgeting from 2010-11 for key departments.

PROGRAMME PERFORMANCE AND OUTCOME MONITORING UNIT (PPOMU)

In order to make systems more efficient for monitoring and oversight of these development schemes, the Finance Department, Government of Odisha has established a 'Programme Performance & Outcome Monitoring Unit' (PPOMU), to function as its Monitoring & Evaluation (M&E) wing. The PPOMU will be conducting concurrent monitoring and evaluation as well as impact assessment of flagship national and state schemes being taken up by key departments in Odisha.

SCOPE OF WORK

Working closely with Team Leader and other officials in the PPMOU, Finance and concerned Department(s), the M&E Specialist will:

1. Define and develop monitoring framework, indicators and tools for concurrent monitoring of programmes;
2. Develop Terms of Reference (ToR) and monitoring M&E activities to be carried out by external agencies;
3. Work with external agencies to develop and apply different M&E and learning methods (including monitoring systems, tools for data collection and analysis,

- evaluations and participatory reviews) and systems for using it in decision-making to improve impact of Development Programmes.
4. Review information collected through the monitoring process and identify changes required in framework or tools to be used.
 5. Support external agencies to establish and effectively roll-out M&E framework to capture data and process
 6. Assist external agencies to plan, review, reflect, learn and re-appraise their work.
 7. Document lessons learned, and ensure they are stored in an easily accessible way in the information system or web-portal.
 8. Establish mechanisms to enable PPOMU to assist implementing departments / units in regular reporting
 9. Liaisons with departments to ensure the M&E activities are carried out as per plan and avoid duplication.
 10. Ensure the periodic Monitoring and Evaluation of Development Schemes based on Baseline, Mid-Term and End-Term survey.
 11. Ensure the development of M&E capacity across the departments and agencies to facilitate learning and the sharing of lessons learned;
 12. Undertake any other reasonable duties as may be requested from time to time.

EXPERTISE & EXPERIENCE

The Preferred Candidate would be a Post Graduate Degree in Social Sciences / Social Work / M.Sc. in Statistics / MBA or other relevant degree with atleast 10 years of experience. S/he should possess specialized knowledge of different M&E techniques and have a good understanding and experience of Monitoring & Evaluating in development programmes. S/he should demonstrate solid analytical and research skills, both in qualitative and quantitative approaches with good writing skills (including for research and publication). The candidate should have good IT skills including MS Office (Word, Excel, Power Point and Access) and ideally a statistical package.

The maximum age limit for the position is 40 years as on 1 August 2012.

REMUNERATION

An all inclusive monthly remuneration of Rs.60,000 – Rs.75,000 shall be provided for this position.

DURATION

The duration of this contract shall be for 3 years, subject to annual appraisals. The contract may be extended further based on performance and mutual agreement.

REPORTING

The Monitoring & Evaluation Specialist will report to the Team Leader, PPOMU.