Terms of Reference (TORs) for

DATA ANALYTICS/QUALITY ASSURANCE

Position title: Manager, Monitoring & Reporting (M&R)

Duration: Contractual Initially for 3 years' extendable performance based Contract.

Location: NDRMF Headquarters, Islamabad, Pakistan

Reports to: Group Head, Data Analytics/Quality Assurance

A. Purpose of the Role / Scope of Work:

The Manager Monitoring & Reporting (M&R) will be responsible for leading the monitoring and reporting functions within the NDRMF. This role involves overseeing the collection, analysis, and dissemination of data related to the performance of the Fund's programs and initiatives. The Manager M&R will ensure that accurate, timely, and actionable reports are generated to inform decision-making and to meet the needs of various stakeholders, including donors, partners, and internal management.

B. Duties / Responsibilities:

a) Strategic M&R Planning:
- Develop and implement the M&R framework aligned with NDRMF's business strategy for 2023-33.
- The framework shall be based on technology and digitally driven processes and tools ensuring collection of data, accurate compilation of results and effective reporting.
- Design and establish key performance indicators (KPIs) and monitoring tools to track the progress of programs and projects.
- Develop technology based Monitoring & Evaluation system in consultations with MIS team and preparing new and evolving tools.
- Develop a system for data gathering and data analytics for ensuring continuous performance improvements.
- Ensure that monitoring systems are integrated with the organization's broader strategic planning and operational processes.

b) Program/Project Monitoring:
- Oversee the monitoring of ongoing projects, ensuring that data collection is conducted systematically and consistently across all programs.
- Conduct regular field visits and assessments to verify data and ensure compliance with M&R standards.
- Identify gaps in program implementation and propose corrective actions to improve performance.

c) Data Analysis and Reporting:
- Analyze monitoring data to generate insights on program effectiveness, efficiency, and impact and continuous improvements.
- Prepare high-quality reports, including monthly, quarterly, and annual performance reports, for internal and external stakeholders.
- Coordinate with the communications team to develop data-driven narratives and visuals that effectively communicate NDRMF's achievements and challenges.

d) Stakeholder Reporting:
- Collaborate with program managers and other relevant departments to ensure that reporting requirements are met for all stakeholders, including donors and government agencies.
- Ensure that reports are tailored to the needs of different audiences and that they comply with donor-specific reporting formats and timelines.
- Engage with stakeholders to discuss findings from monitoring activities and to gather feedback for continuous improvement.

e) Capacity Building:
- Build the capacity of NDRMF staff and implementing partners in monitoring methodologies and best practices.
- Conduct training sessions and workshops to enhance the M&R skills of project teams and stakeholders.

f) Knowledge Management:
- Develop and manage the organization's knowledge management system to document and disseminate lessons learned and best practices.
- Promote a culture of learning within the organization by sharing M&R findings and encouraging reflective practice.

g) Compliance and Quality Assurance:
- Ensure that all monitoring activities adhere to the highest standards of quality and ethical practices.
- Regularly review and update M&R policies and procedures to align with industry best practices and donor requirements.

C. Knowledge/Skills/Qualifications/Experience:

a) **Education**:
- A Master's degree in Monitoring & Evaluation, Business Administration, Development Studies, Social Sciences, or a related field. A PhD or other advanced degrees will be an added advantage.

b) **Experience**:
- At least 07 years of professional experience with 03-05 years in monitoring and reporting roles, preferably in disaster risk management or development sectors.

- Demonstrated experience in designing and implementing technology driven monitoring systems, frameworks, and tools.
- Strong analytical and problem-solving skills, with the ability to interpret complex data and generate actionable insights.
- Excellent communication and report writing skills, with proficiency in data visualization tools.
- Experience in capacity building and training of staff on M&R practices.
- Proficiency in M&R software and tools (e.g., SPSS, STATA, Excel, etc.).
- Ability to work collaboratively in a multicultural environment and manage relationships with diverse stakeholders.