Terms of Reference (ToRs)
Research Analyst – Monitoring & Evaluation

Position Title: Research Analyst – Monitoring & Evaluation (RA-M&E)
Location: Islamabad – NDRMF Office
Number of Positions: 02
Duration: 06 months (extendable based on performance and need)
Reporting to: Manager – Monitoring & Evaluation

Background

The National Disaster Risk Management Fund (NDRMF) is committed to strengthening Pakistan's resilience and to reduce the socio economic and fiscal vulnerability of populations against natural and human-induced hazards through evidence-based interventions. The M&E Department plays a central role in ensuring accountability, learning, and performance improvement across the Fund's operations by embedding robust monitoring systems and evaluation frameworks. The RA-M&E will support the department in enhancing performance tracking, documentation, data analysis, and learning across funded initiatives.

Objectives of the Role

The RA-M&E will support the design, implementation, and documentation of the M&E framework and its application across projects. The role entails contributing to data collection, synthesis, reporting, and evaluation processes. The RA will assist the M&E team in ensuring that evidence-based insights inform project management and strategic decision-making, while maintaining compliance with internal quality standards and donor requirements.

Key Responsibilities

1. **Data Management & Monitoring Support**
   - Support in the collection, cleaning, and consolidation of M&E data from implementing partners.
   - Assist in updating and maintaining project performance tracking tools and dashboards.
   - Participate in the development of data collection instruments and validation protocols.
2. **Documentation & Reporting**
   - Draft monthly, quarterly, and annual M&E reports, briefs, and knowledge products.

- o Ensure timely compilation of field monitoring reports and evaluation summaries.
- o Contribute to donor reporting through generation of evidence-based narratives and data inputs.

3. **Field Monitoring & Quality Assurance**
    - o Provide logistical and analytical support to field visits, including checklist development and data gathering.
    - o Support the implementation of data verification and spot-check protocols.
    - o Document key findings from monitoring missions and generate actionable recommendations.

4. **Learning, Evaluation & Analysis**
    - o Contribute to learning reviews, evaluation studies, and outcome tracking efforts.
    - o Conduct desk reviews, data triangulation, and basic statistical analysis as required.
    - o Assist in designing results frameworks and outcome monitoring matrices.

5. **System Strengthening & Digital Tools**
    - o Support efforts in digitizing M&E workflows and adopting new tools for real-time tracking.
    - o Assist with testing, updating, and managing online data portals and GIS-enabled systems.
    - o Coordinate with the MIS/IT unit for troubleshooting data management issues.

6. **Stakeholder Engagement & Capacity Support**
    - o Support in organizing M&E-related workshops, learning sessions, and capacity-building initiatives.
    - o Provide technical backstopping to implementing partners on M&E guidelines and tools.
    - o Maintain effective communication with internal departments for streamlined reporting processes.

7. **Other Responsibilities**
    - o Perform any other tasks assigned by the Manager – M&E in alignment with departmental objectives.
    - o Ensure confidentiality, data integrity, and compliance with NDRMF's M&E protocols.

Qualifications

- **Education:**
  master's degree in economics, Statistics, Development Studies, Project Management, Public Policy, Social Sciences, or a related field.

- **Experience:**
  - Candidates having a minimum of 2 years of relevant professional experience in project management, monitoring & evaluation, or data analytics roles will be preferred.
  - Familiarity with risk management, development, disaster risk management, or climate change sectors is desirable.
- **Skills:**
  - Strong analytical and quantitative skills, including use of Excel, Power BI, knowledge of KoboToolbox or statistical software (SPSS, STATA).
  - Excellent communication skills (written and verbal) in English; Urdu proficiency is an asset.
  - Proficiency in report writing, visualization, and synthesis of quantitative and qualitative findings.
  - Demonstrated ability to work in cross-functional teams and multi-stakeholder environments.
  - Strong organizational skills and ability to handle multiple assignments under tight deadlines.
  - Familiarity with logical frameworks, key performance indicators, and results-based management principles.

Travel

- Willingness to travel for field monitoring, verification, and evaluation missions across Pakistan.