



GOVERNMENT OF GILGIT BALTISTAN
PLANNING AND DEVELOPMENT DEPARTMENT
ECONOMIC TRANSFORMATION INITIATIVE



ToR and Eligibility Criteria for Monitoring & Evaluation Officer

| Position Details | |
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| Position Title | M&E Officer |
| No. of Position | 01 |
| Project | Economic Transformation Initiative Gilgit-Baltistan (ETI-GB) |
| Duty Station | Programme Coordination Unit, ETI-GB |
| Reporting | Lead M&E, Communication, Knowledge Management |
| Duration | Contractual, initially for one year; extendable subject to satisfactory performance. |
| Remuneration | Negotiable (Market Competitive based on applicant's experience and skills) |
| Key Duties | |
| <ol style="list-style-type: none">1. Collection and analysis of data on programme achievements and impact, based on a set of gender disaggregated indicators in line with the programme logical framework and stakeholders' information needs.2. Update & implement Monitoring and Evaluation Framework and M&E Plan in consultation with all the implementing partners.3. Coordinate with regional teams, implementing partners and line departments in preparation and monitoring the implementation of the AWPB4. Develop and implement processes and guidelines for systematic capture of knowledge, good practices and innovation, and the sharing and use of same to improve programme implementation, including the development of the AWPB.5. Assist Communication Officer in provision of data for handling internal communications and external communications, providing information and assist in preparing reports for ETI-GB.6. Develop or assist in the planning, development and commissioning of surveys, ad hoc studies, participatory needs assessments and undertake program evaluations with internal and external stakeholders.7. Setting up a chain of command and custody of data and ensuring the integrity of project data, including data extraction, storage, manipulation, processing and analysis.8. Prepare periodic reports of the activities and disseminate them to stakeholders according to the agreed upon policies.9. Produce frequent monitoring and evaluation progress reports with status of results and provide systematic information to top management for informed decisions.10. Assist all stakeholders in implementation of the M&E activities and train stakeholders in key aspect of M&E11. Develop MER plan in line with the IFAD Operations & Results Management System (ORMS). | |
| Qualification, Skills and Experience Required. | |
| <ul style="list-style-type: none">• Sixteen years of education in Statistics, Economics or related field with minimum Five years' relevant experience in M&E for internationally funded projects.• Knowledge of data collection and field monitoring of development projects/schemes is required.• Experience in commissioning, conducting, and reporting on Evaluations is highly preferred. Knowledge of databases and/or programming language e.g. SQL/Python is a plus.• Proficient MS Office applications (Word, Excel, PowerPoint).• Good oral and written communication skills in English & Urdu, including report-writing. | |



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ToR and Eligibility Criteria for Communication Officer

| Position Details | |
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| Position Title | Communication Officer |
| No. of Position | 01 |
| Project | Economic Transformation Initiative Gilgit-Baltistan (ETI-GB) |
| Duty Station | Programme Coordination Unit |
| Reporting | Lead M&E/C&KM/Youth/Gender |
| Duration | Contractual, initially for one year; extendable subject to satisfactory performance. |
| Remuneration | Negotiable |
| Key Duties | |
| <p>Job Purpose: Reporting to Lead M&E/C&KM/Youth/Gender, he/she will provide support in matters related to communication and media. Coordinate with all RCUs, line departments, implementing partners and media (print/electronic) to highlight programme successes and disseminate relevant information to stakeholders.</p> | |
| <p>Responsibilities:</p> <p>a. Communication and ETI Promotional Strategy Assist Lead M&E/C&KM, in establishing a robust and effective ETI-GB communication and promotional strategy.</p> <p>b. Program Communications for information and awareness The Communication Officer will work closely with the ETIGB Program Sections, RCUs, Line Departments, and IPs to ensure that relevant program materials such as Human-Interest Stories, donor reports, factsheets, infographs etc. are developed and disseminated to donors, Government, and target beneficiaries through relevant media and network channels.</p> <p>c. Media Relations Develop and maintain contact in establishing a fair relationship with the stakeholder of media and communication, for propagation and dissemination of information and achievements of the ETI-GB Programme. Specific tasks would involve:</p> <ul style="list-style-type: none">▪ Draft and edit articles, case studies, success stories, press releases, human interest stories and other information materials.▪ Collaborate with the media by organizing project site visits, facilitate photo coverage and TV footage and utilizing both web-based and traditional media as appropriate.▪ Monitor and evaluate the use and effectiveness of media materials. Maintain a library of media coverage, clippings etc.▪ Collection and compilation of data from field to document case studies, success stories and blogging.▪ Collection of photographs for a comparison of pre-and post-intervention and formation of effective comparison of ETI intervention.▪ Develop press releases highlighting project major events and ensure timely printing of press release in local and national newspapers, as appropriate under the guidance of the Lead M&E.▪ Assist in producing internal and external communications material including videos, case studies, photo essays and documentaries. <p>d. Communication Products Develop a variety of communication products which include, but are not limited to, taking photographs of activities, clips for documentary, collecting success stories, beneficiaries' feedback and quotes. Maintain a photo bank (footage) and share it with M&E and management for programme communication. All publications like monthly, quarterly, bi-annual and annual reports, with leaflets, brochures etc. shall also be dealt with by the incumbent.</p> <p>e. Knowledge Management Develop and maintain repository and knowledge archives for further/future references and knowledge sharing with programme stakeholders</p> | |

f. Branding and Communication

Ensure timely and quality production of branding materials such as periodicals, annual and donor reports, supplements, calendars, briefing notes, Human Interest Stories, picture stories, videos, etc. The Communications Officer will develop and archive communication materials, including digital, such as publications, press releases and clippings, photographs, audio-visual materials, documentaries, web resources etc.

g. Events/ Seminar/ Workshops

Support programme sections, RCUs and IPs in organizing workshops, seminars, events and project review meetings including agendas and meeting minutes. Work closely with program team and extend all possible support to them in ensuring use of communication protocols in all kinds of events.

h. M&E

Monitor and evaluate impact of communication materials and advocacy events/campaigns to target audiences.

i. Any other tasked assigned by supervisor

Qualification, Skills and Experience Required.

QUALIFICATION

Education:

Sixteen years of academic education (Degree) from HEC recognized institute in Business Administration/ Management (Marketing) and Social Sciences i.e. Communication/Media/Graphic studies/Journalism/public relations) or any other relevant degree

Work Experience

- At least 5 years' experience in developing promotional material, communications/graphics, and developing case-studies, etc.
- Work with National and INGO, media group/firm/Institutions.
- Experience of communications within a high-profile global organization and utilizing a range of new and traditional media. Proven Demonstrated and extensive social media experience will be an added advantage.

Demonstrated Skills:

- Be a team player and quick learner
- Excellent written and oral English communication skills and proficiency in Urdu are required.
- He/she should have advanced working knowledge of MS Office (Word, PowerPoint, Excel and Publisher)
- Advance photography and videography are an added advantage.
- Candidates with design and layout skills and adept in using Adobe Photoshop, Pagemaker and In-page are an added advantage.
- Demonstrated and extensive social media experience is an added advantage

Salary:

Marked based competitive salary will be offered based on experience and expertise of the applicant



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ToR and Eligibility Criteria for Procurement Assistant

| Position Details | |
|---|--|
| Position Title | Procurement Assistant |
| No. of Position | 01 |
| Project | Economic Transformation Initiative Gilgit-Baltistan (ETI-GB) |
| Duty Station | Programme Coordination Unit |
| Reporting | Procurement Officer |
| Duration | Contractual, initially for one year; extendable subject to satisfactory performance. |
| Remuneration | Negotiable |
| Key Duties | |
| <ul style="list-style-type: none">• Assist and ensuring that all procurement activities are in conformity with the procurement regulations and procedures applicable to the fall projects• Assist and ensuring that all procurement of goods and services are in compliance with the provisions of the Financing Agreement, IFAD Procurement Guidelines and PPRA.• Follow up on delivery of goods and services and negotiate with vendors as appropriate.• Assist Procurement Officer in draft bid invitations and related correspondence, compile offers, prepare summary of bids including information on price and conditions of offer, and draft the adjudication reports with recommendations for decision-making.• Maintain and update the suppliers' database, including completion of the supplier evaluation forms for all suppliers contracted by ETIGB.• Assist Procurement Officer in updating Procurement Tracking System to monitor procurement record.• Assist Procurement Officer in preparation of all the necessary documentation for tenders (ITBs, RFQs), communication with Procurement Officer according to the PPRA and IFAD procurement procedures;• Assist the Procurement Officer in maintaining current up to date Procurement documents• Researching pricing obtaining quotes locally on low value items• Assist PO to coordinate with the selected bidder to ensure completion of delivery as per agreed timeframe.• Assist PO in administrative process throughout the duration of the preparation of the all documentation until the award of the contract• Maintain appropriated records to ensure that procurement process, decision, and contractual agreement are accurately documented for accountability and audit purpose.• Assure proper filing of all procurement related documentation.• Perform other duties and responsibilities as required. | |
| Qualification, Skills and Experience Required. | |
| <ul style="list-style-type: none">• Sixteen years of education in Business Administration, Public Administration, Commerce, Accounting, Supply Chain Management or any other relevant field with atleast 2 years relevant post qualification experience of the field or fourteen years of education on above disciplines with 4 years post qualification relevant experience of the field.• Relevant work experience with UN and/or other international development organizations is an advantage• Knowledge of PPRA and IFAD/World Bank Procurement Procedures is highly desirable• Good working knowledge of MS Office application (Word, Excel and Power Point)• Excellent organizational skills and ability to prioritize and meet deadlines | |



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ToR and Eligibility Criteria for Monitoring & Evaluation Assistant

| Position Details | |
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| Position Title | M & E Assistant |
| No. of Position | 01 (the competent authority can decrease or increase) |
| Project | Economic Transformation Initiative Gilgit-Baltistan (ETI-GB) |
| Duty Station | Regional Coordination Unit Gilgit |
| Reporting | M & E Officer |
| Duration | Contractual, initially for one year; extendable subject to satisfactory performance. |
| Remuneration | Negotiable |
| Key Duties | |
| <ul style="list-style-type: none">• Field monitoring visits to under implementation schemes (ILD/FMR), social mobilization activities (household/village profiles and value chain (FOs/VPGs) activities and data collection.• Data collection of result chain, success stories, case studies for ETI-GB.• Formulate draft analysis and reports for M&E Officer.• Assist M&E team both at RCU and PCU level in data collection and reporting evidences against program activities.• Support in logistics of field data collection tools and manage log of all incoming data.• Help M&E Coordinator/Officer to cross-check evidences and other means of verification for the progress reported in monthly and quarterly reports.• Organize all data evidences for activities completed at field level of their districts.• Help to prepare various data summaries and perform data entry of feedback forms for various trainings/orientations completed at RCU level.• Provide support to arrange in-house orientation to district staff on upcoming data collection surveys and studies.• Attend coordination meetings with agriculture department, agriculture extension, agri research and WMD.• Performs other tasks as per ETI M&E Framework. | |
| Qualification, Skills and Experience Required. | |
| <ul style="list-style-type: none">• Sixteen years of education in Statistics, Economics or related field with two-years' relevant experience in M&E, or Fourteen years of education in Statistics, Economics or related field with four years' relevant experience in M&E.• Proficient MS Office applications (Word, Excel, PowerPoint)• Knowledge of data collection and field monitoring of development projects/schemes is preferred. Knowledge of databases and/or programming language e.g. SQL/Python is a plus. | |