MONITORING AND EVALUATION

JOB DESCRIPTIONS

- CENTRAL AGENCIES
Government of Trinidad and Tobago

JOB DESCRIPTION
CONTRACTUAL POSITION

JOB TITLE: Monitoring and Evaluation Specialist

JOB SUMMARY:

The incumbent is required to perform monitoring and evaluation activities related to the implementation of the projects and programmes of Ministries/Departments/Agencies for the achievement of the National Development Agenda. Duties include: assisting in the selection/refinement of Monitoring and Evaluation (M&E) indicators relevant to the national monitoring and evaluation framework; assessing programmes and projects; offering recommendations for improvement of implementation mechanisms and researching best practices in M&E, including operational structures and procedures. Depending on work assignment the incumbent may be required to perform some or the full range of the duties of the position.

REPORTS TO: Senior Monitoring and Evaluation Specialist or other designated officer
SUPERVISION GIVEN TO: Support Staff of the Division/Unit

DUTIES AND RESPONSIBILITIES:

- Assists with the development of M&E systems for the coordinated design, planning, management and monitoring of programmes/projects within identified priority areas and assists Ministries/Departments/Agencies in the implementation of these systems.
- Contributes to the development and implementation of performance monitoring and evaluation strategies.
- Assists in the conduct of evaluation/impact assessment studies of key projects/programmes to ensure the achievement of development outcomes.
- Assists in the formulation of M&E recommendations for improving implementation performance and the design of policies, programmes and projects.
- Assists in the conduct of ongoing reviews of the implementation of M&E systems within Ministries/Departments/Agencies.
- Collects, compiles and analyses data from reports submitted by implementing partners and
prepares consolidated progress reports.

- Reviews M&E findings and best practices and disseminates information to stakeholders to facilitate evidence-based planning, learning and informed decision-making.
- Assists with the design, facilitation and coordination of recommended capacity building initiatives, such as workshops and training programmes for relevant stakeholders, in order to facilitate a culture of results-based management.
- Undertakes research on best practices and trends in M&E to keep abreast of modern best practices and makes recommendations for their inclusion in current and future projects, programmes and policies.
- Represents the Central Agency at meetings, conferences, courses, seminars, committee meetings and workshops.
- Prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to the monitoring and evaluation of national programmes and projects.
- Performs related work as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES**

<table>
<thead>
<tr>
<th>KNOWLEDGE:</th>
<th>SKILLS AND ABILITIES:</th>
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<tbody>
<tr>
<td>▪ Considerable knowledge of principles, techniques and methodologies used in the monitoring and evaluation of programmes and projects including quantitative, qualitative and participatory approaches and socio-economic research.</td>
<td>▪ Skill in the use of personal computers.</td>
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<tr>
<td>▪ Considerable knowledge of Logic Models/Results Chains and results based planning.</td>
<td>▪ Proficient in the use of Microsoft Office Suite and statistical software.</td>
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<td>▪ Knowledge of management principles and practices.</td>
<td>▪ Ability to use e-government technology platforms.</td>
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<td>▪ Knowledge of governance theories and practices, including methods of implementation.</td>
<td>▪ Ability to develop the overall framework for project monitoring and evaluation.</td>
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<tr>
<td>▪ Knowledge of government policies, procedures, rules and regulations.</td>
<td>▪ Ability to plan, organize, direct and co-ordinate the work of support staff engaged in M&amp;E activities.</td>
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<tr>
<td>▪ Knowledge of the organisational structures and systems of the Public Service.</td>
<td>▪ Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.</td>
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<tr>
<td>▪ Knowledge of the principles and practices involved in programme management.</td>
<td>▪ Ability to compile and analyse data and prepare comprehensive reports.</td>
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- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of four (4) years’ experience performing duties related to policy development, planning, research and monitoring and evaluation.
- Training as evidenced by the possession of a Bachelor’s degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University.
**Government of Trinidad and Tobago**

**JOB DESCRIPTION**

**CONTRACTUAL POSITION**

**JOB TITLE:** Programme Coordinator, Monitoring and Evaluation

**JOB SUMMARY:**

The incumbent is required to provide support to the Programme Director in planning, coordinating and managing the implementation of the national Monitoring and Evaluation (M&E) framework in the Public Sector. Duties include: conducting systematic and comprehensive assessment of Ministries/Departments/Agencies to ensure alignment with the National Development Agenda; developing and implementing M&E systems, strategies, policies and frameworks; leading, coordinating and participating in M&E activities; organizing the functions of a team of professional and technical employees engaged in the monitoring and evaluation of programmes and projects. Depending on work assignment the incumbent may be required to perform some or the full range of the duties of the position.

**REPORTS TO:** Programme Director, Monitoring and Evaluation or other designated officer

**SUPERVISION GIVEN TO:**
- Senior Monitoring and Evaluation Specialists (direct)
- Monitoring and Evaluation Specialists and other support staff of the Division/Unit

**DUTIES AND RESPONSIBILITIES:**

- Directs and coordinates the activities of the professional and support staff of the Division.
- Develops and implements M&E systems for programmes and projects in the Public Service; identifies obstacles to implementation and recommends appropriate solutions.
- Coordinates the selection/refinement of performance indicators relevant to national and sectoral programme and project monitoring and evaluation.
- Directs the conduct of and/or commissions evaluation/impact assessment studies of key projects/programmes being monitored.
- Participates in the process of project selection, prioritisation and budgetary allocations of funds to ensure
consistency with goals and objectives of the National Development Agenda.

- Organises and conducts mid-term and post-project evaluations and prepares periodic progress reports on projects with the support of relevant stakeholders.
- Coordinates data collection of selected national indicators under the monitoring and evaluation framework in order to assess progress and areas for improvement;
- Monitors and analyses emerging trends and developments in the private sector, civil society and external environment and the implications therein for the implementation of the National Development Agenda.
- Leads monitoring and evaluation capacity building activities, including building technical capacity of teams.
- Keeps abreast of legal requirements and government reporting regulations and advises on the enactment of appropriate legislation/regulations in the area of Monitoring and Evaluation.
- Represents the Central Agency at meetings, conferences, courses, seminars, committee meetings and workshops.
- Prepares and reviews Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation of national programmes and projects.
- Performs related work as may be required.

### KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE:

- Extensive knowledge of principles, techniques and methodologies used in the monitoring and evaluation of programmes and projects including quantitative, qualitative and participatory approaches and socio-economic research.
- Extensive knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of management principles and practices.
- Considerable knowledge of governance theories and practices, including methods of implementation.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the organizational structures and systems of the public service.
- Knowledge of the principles and practices involved in strategic planning, programme management and the integrated public management system.

#### SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite and statistical software.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to plan, organize, direct and co-ordinate professional and other support staff engaged in monitoring and evaluation activities.
| Ability to compile and analyse data and prepare comprehensive reports. |
| Ability to express ideas clearly and concisely, both in writing and orally. |
| Ability to establish and maintain effective working relationships and to interact with different stakeholders. |
| Ability to use tact and diplomacy in the performance of duties. |
| Ability to observe and maintain confidentiality in the performance of duties. |

### MINIMUM EXPERIENCE AND TRAINING:

- Minimum of eight (8) years’ experience performing duties related to policy development, planning, research and monitoring and evaluation, including a minimum of four (4) years’ experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
- Training as evidenced by the possession of a Master’s degree in one of the Social Sciences, such as Public Sector Management, Project Management, Public Policy; or in a related field from a recognised University.

**OR**

A Bachelor’s degree in one of the Social Sciences such as Public Sector Management or Project Management; or in a related field from a recognised University; supplemented by Post Graduate certification in Monitoring and Evaluation Methods and Procedures from a recognised institution.
Government of Trinidad and Tobago  

**JOB DESCRIPTION**  
**CONTRACTUAL POSITION**

**JOB TITLE:** Programme Director, Monitoring and Evaluation

**JOB SUMMARY:**

The incumbent is required to plan, organise, direct and coordinate the overall implementation and management of systems for the monitoring and evaluation of programmes and projects across all sectors in the Public Service related to the National Development Agenda. Duties include: managing the activities of a group of professionals responsible for the Monitoring and Evaluation (M&E) function; establishing and maintaining the national performance monitoring and evaluation framework, liaising with relevant stakeholders in developing priority projects and providing expert advice on the review/re-engineering of public services within the context of Public Service management systems. Depending on work assignment the incumbent may be required to perform some or the full range of the duties of the position.

**REPORTS TO:** Permanent Secretary or Head of Department/Agency or other designated officer

**SUPERVISION GIVEN TO:** Programme Coordinator, Monitoring and Evaluation (direct)  
Monitoring and Evaluation professional and support staff of the Division/Unit

**DUTIES AND RESPONSIBILITIES:**

- Plans, organises, directs and coordinates the activities of the professional and support staff of the Monitoring and Evaluation Division/Unit.
- Establishes and manages a performance monitoring and evaluation framework with specific goals, outcomes, inputs, outputs, processes, indicators, data needs and sources as well as reporting templates and frequency, for effective monitoring, reporting and updating of the progress of programmes and projects in Ministries/Departments/Agencies.
- Oversees the development and maintenance of an electronic management information system with performance indicators and targets embedded in the system for implementation and tracking.
- Develops and manages mechanisms to increase cooperation with Ministries/Departments/Agencies and guides them in developing their programmes and projects, sector-wide work plans and overall monitoring
and evaluation framework.

- Provides expert advice on the review/re-engineering of M&E practices in the public service within the context of the integrated public management system.
- Develops initiatives and strategies to address difficulties in coordinating M&E actions and to institutionalise the use of M&E practices among different institutions and agencies.
- Collaborates with the core units of the Central Agency in the development of policy.
- Liaises with stakeholders in the development of an integrated process and technical standards for programme and project monitoring and evaluation at the macro and sectoral levels.
- Collaborates with stakeholders to facilitate the development of a system for prioritizing and selecting programmes and projects and allocating Government expenditure, consistent with the National Development Agenda and in line with the integrated public management system.
- Recommends when necessary, system-wide policy reform(s) for the improvement/enhancement of functions in areas such as financial management, procurement, record keeping and information management.
- Leads the analysis of data collected in respect of the national indicator system under the monitoring and evaluation framework in order to assess progress and areas for improvement.
- Oversees the conduct of mid-term and post-project evaluations and the preparation of periodic progress reports on projects in collaboration with relevant stakeholders.
- Oversees and directs the conduct of monitoring and evaluation capacity building activities across the public sector, including building technical capacity of teams.
- Prepares budget estimates while ensuring adherence to budgetary guidelines.
- Directs analysis of M&E findings, best practices and lessons learned and the dissemination of same to national, regional and international stakeholders.
- Represents the Central Agency on various committees and at meetings, conferences, workshops and other fora as required.
- Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Central Agency.
- Performs related work as may be required.

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Extensive knowledge of principles, techniques and methodologies used in the monitoring and evaluation of programmes and projects including quantitative, qualitative and participatory approaches and socio-economic research.
- Extensive knowledge of Logic Models/Results Chains and results based planning.
- Extensive knowledge of management principles and practices.
- Extensive knowledge of governance theories and practices, including methods of implementation.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the organisational structures and systems
SKILLS AND ABILITIES:

- Knowledge of the principles and practices involved in strategic planning, programme management and public management systems.
- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite and statistical software.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to plan, organize, direct and co-ordinate professional and other support staff engaged in monitoring and evaluation activities.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of ten (10) years’ experience performing duties related to policy development, planning, project management, research and monitoring and evaluation, including a minimum of five (5) years’ experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
- Training as evidenced by the possession of a Master’s degree in one of the Social Sciences, such as Public Sector Management, Project Management, Public Policy or in a related field from a recognised University.

OR

A Bachelor’s degree in one of the Social Sciences such as Public Sector Management or Project Management; or in a related field from a recognised University; supplemented by Post Graduate certification in Monitoring and Evaluation Methods and Procedures from a recognised institution.
# Government of Trinidad and Tobago

## JOB DESCRIPTION

**CONTRACTUAL POSITION**

## JOB TITLE: Senior Monitoring and Evaluation Specialist

### JOB SUMMARY:

The incumbent is required to supervise and coordinate the Monitoring and Evaluation (M&E) activities related to implementation of the projects and programmes in Ministries/Departments/Agencies for the achievement of the National Development Agenda. Duties include: measuring progress against set targets and development outcomes, supervising and coordinating the preparation of all reports relating to M&E in relevant Ministries/Departments/Agencies; supporting the implementation of plans, policies, programmes and projects related to Government’s National Development Agenda and guiding a team responsible for the related implementation activities. Depending on work assignment the incumbent may be required to perform some or the full range of the duties of the position.

### REPORTS TO:

Programme Coordinator, Monitoring and Evaluation or other designated officer

### SUPERVISION GIVEN TO:

Monitoring and Evaluation Specialists and other support staff

### DUTIES AND RESPONSIBILITIES:

- Supervises and coordinates professional and other support staff performing M&E duties.
- Supervises the collection of routine programme monitoring data and facilitates its integration into continuous quality improvement and programme development.
- Supervises, conducts and/or commissions evaluation/impact assessment studies of key programmes and projects to ensure achievement of development outcomes and consistency with national goals and objectives.
- Assists with the formulation of M&E recommendations for improving implementation performance and enhancing the design of policies and programmes.
- Manages the maintenance of an electronic management information system with performance indicators and targets embedded in the system for implementation and tracking.
- Performs desk audits, studies and evaluations of ongoing policy and implementation processes.
- Develops operational reporting templates that facilitate the acquisition and aggregation of information on programmes.
- Establishes systems and standards for the assessment, monitoring and evaluation of projects and programmes against their objectives and expected outcomes.
- Coordinates the preparation of reports on all statutory programmes; guides staff in preparing these reports in accordance with approved reporting formats and ensures their timely submission.
- Participates in the ongoing review of the implementation of M&E Systems in Ministries/Departments/Agencies.
- Conducts workshops, training programmes, orientations, technical training, coaching and support for key stakeholders on monitoring and evaluation towards facilitating capacity building across the public service.
- Represents the Central Agency at meetings, conferences, courses, seminars, committee meetings and workshops.
- Prepares and reviews Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation of national programmes and projects.
- Performs related work as may be required.

### KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE:

- Considerable knowledge of the principles, techniques and methodologies used in the monitoring and evaluation of programmes and projects including quantitative, qualitative and participatory approaches and socio-economic research.
- Considerable knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of management principles and practices.
- Considerable knowledge of governance theories and practices, including methods of implementation.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the organisational structures and systems; and management principles and practices of the public service.
- Knowledge of the principles and practices involved in programme management.

#### SKILLS AND ABILITIES:

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite and statistical software.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team engaged in monitoring and evaluation activities.
- Ability to develop the overall framework for project monitoring and
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of six (6) years’ experience performing duties related to policy development, planning, research and monitoring and evaluation, including a minimum of three (3) years’ experience in supervising a team with responsibility for monitoring and evaluation, planning and public management.
- Training as evidenced by the possession of a Bachelor’s degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University; supplemented by postgraduate certification in Monitoring and Evaluation Methods and Procedures from a recognised institution.
MONITORING AND EVALUATION

JOB DESCRIPTIONS

LINE AGENCIES
Government of Trinidad and Tobago

JOB DESCRIPTION

CONTRACTUAL POSITION

JOB TITLE: Director, Monitoring and Evaluation

JOB SUMMARY:

The incumbent is required to plan, direct and coordinate the activities involved in the implementation of Monitoring and Evaluation (M&E) practices in a Ministry/Department/Agency. He/She is required to develop an M&E strategy system for the Ministry/Department/Agency in alignment with the national Monitoring and Evaluation system; implement measurement devices; conduct data analysis; train employees and prepare reports to ensure that all programmes and services provided by the Ministry/Department/Agency meet the requirements of the national Monitoring and Evaluation framework. The incumbent is also required to assist the Ministry/Department/Agency in adopting a continuous process improvement approach to planning, implementing and evaluating all aspects of its portfolio of programmes and services. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

REPORTS TO: Permanent Secretary/Head of Department/Agency or designated officer

SUPERVISION GIVEN TO: Monitoring and Evaluation Coordinator (direct)
Monitoring and Evaluation Officer and other support staff of the Division

DUTIES AND RESPONSIBILITIES:

- Plans, organises, directs and coordinates the activities of the professional and support staff of the Monitoring and Evaluation Division/Unit.
- Develops a comprehensive overall monitoring and evaluation toolkit and framework, including performance indicators and benchmarks in accordance with the National Performance Framework.
- Supports Senior Management in employing an impact and evidence-based approach to working so that
learnings are implemented throughout future plans and priorities.

- Directs, supervises and monitors the implementation of the M&E system of the Ministry/Department/Agency while ensuring that timely decisions on corrective actions are made and implemented.

- Directs/participates in the review of the performance of PSIP, IDF projects of Ministry/Department/Agency.

- Maintains and improves programmes and quality of service by examining compliance with required operating procedures, by monitoring the implementation of programmes and services, by investigating stakeholder complaints and proposing solutions; and by collaborating with other members of management and staff to develop new programmes and services, as well as new quality procedures, as required.

- Supervises, conducts and/or commissions evaluation/impact assessment studies of key projects/programmes.

- Conducts gap analyses; identifies critical control points and preventive measures; and suggests ways in which existing procedures can be streamlined or revised to enhance quality and consistency of all projects.

- Verifies the quality of monitoring and evaluation data produced and ensures the integrity of that data and its appropriate use.

- Reviews and submits required reports on the progress of projects undertaken – including indications of planned actions and financial statements – to relevant bodies, with assistance from M&E staff.

- Reviews and signs implementation agreements with relevant stakeholders to define the modalities for implementation and M&E.

- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.

- Ensures that all evaluation studies needed to gain timely and relevant insights into emerging areas of concern are undertaken and that the data is shared with all those involved in decision making.

- Leads initiatives that foster a joint learning process that identifies how M&E analysis could be improved further to achieve greater impact.

- Prepares budget estimates while ensuring adherence to budgetary guidelines.

- Directs/participates in the training of relevant Ministry/Department/Agency staff in M&E best practices and ensures compliance with established policies and procedures.

- Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required on matters related to monitoring and evaluation.

- Reviews and prepares, where necessary, Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation required to carry out the functions of the Ministry/Department/Agency.

- Performs other related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**

- Extensive knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.

- Extensive knowledge of management principles and practices.

- Extensive knowledge and understanding of governance theories and practices, including methods of implementation.
- Extensive knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the principles and methods involved in strategic planning, project management and public management systems.

**SKILLS AND ABILITIES:**

- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite.
- Ability to use e-government technology platforms.
- Ability to lead and motivate a team in monitoring and evaluation activities.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

**MINIMUM EXPERIENCE AND TRAINING:**

- Minimum of eight (8) years’ experience performing monitoring and evaluation work in the design, formulation and implementation of M&E systems, including a minimum of five (5) years’ experience in directing a team with responsibility for monitoring and evaluation, planning and public management.
- Training as evidenced by the possession of a Master’s degree in one of the Social Sciences, such as Public Sector Management, Project Management or Public Policy or in a related field from a recognised University.

**OR**

A Bachelor’s degree from a recognised University in one of the Social Sciences; such as Public Sector Management or Project Management or in a related field; supplemented by Post Graduate
certification in Monitoring and Evaluation Methods and Procedures from a recognised institution.
# JOB DESCRIPTION

**CONTRACTUAL POSITION**

## JOB TITLE: Monitoring and Evaluation Coordinator

### JOB SUMMARY:

The incumbent is required to direct or assist in directing, coordinate/oversee and guide the overall Monitoring and Evaluation (M&E) system for the Ministry/Department/Agency in alignment with the national Monitoring and Evaluation system. He/she is required to manage, independently or under the guidance of a Director (dependent on Ministry/Department/Agency to which assigned), a group of professionals responsible for the M&E portfolio. Duties include: ensuring that data is of high quality; collected in a timely manner; is appropriately analysed; and is consistently measured and used within the context of the Strategic and Business Plans of the Ministry/Department/Agency. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

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<tr>
<th>REPORTS TO:</th>
<th>Permanent Secretary/Head of Department/Agency, Director, Monitoring and Evaluation or other designated officer.</th>
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<tr>
<td>SUPERVISION GIVEN TO:</td>
<td>Monitoring and Evaluation Officers and other support staff of the Division/Unit.</td>
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</tbody>
</table>

### DUTIES AND RESPONSIBILITIES:

- Directs or assists in directing and coordinates the activities of professional and support staff performing M&E duties.
- Leads the development and implementation of M&E systems for the Ministry/Department/Agency, including designing frameworks and procedures for monitoring and evaluation; provides training in M&E techniques to staff of the Division/Unit in accordance with the national performance framework.
- Manages and coordinates/assists in the management and coordination of the day to day operations of the Monitoring and Evaluation (M&E) Division/Unit of the Ministry/Department/Agency.
- Monitors the performance of M&E staff to ensure that all data such as performance indicators, targets and baselines are fed into the M&E system of the Ministry/Department/Agency and prepares reports on M&E findings that are compatible with the requirements of the national performance framework.
- Coordinates/assists in the coordination of the revision of programmes and projects with key stakeholders to ensure an updated and shared understanding of the strategy and information needs of the Ministry/Department/Agency.
- Monitors and evaluates programmes and projects within the Ministry/Department/Agency and special operating agencies under the purview of the Ministry/Department/Agency.
- Identifies and designs performance questions, key indicators and targets for each project/programme component.
- Prepares analytical reports on progress of projects/programmes undertaken including indications of planned actions and financial statements to the relevant bodies.
- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Reviews and analyses evaluation reports to enable informed decision making.
- Monitors the development and execution of policies, projects and programmes to ensure alignment with the vision and strategies of the Ministry/Department/Agency.
- Reviews the performance of Public Sector Investment Programme (PSIP) and Infrastructure Development Fund (IDF) projects of the Ministry/Department/Agency.
- Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required.
- Trains/assists in training technical staff on M&E best practices and ensures compliance with established policies and procedures.
- Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Ministry/Department/Agency.
- Performs other related work as required.

**KNOWLEDGE, SKILLS AND ABILITIES**

**KNOWLEDGE:**
- Considerable knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Considerable knowledge of management principles and practices.
- Considerable knowledge and understanding of governance theories and practices, including methods of implementation.
- Considerable knowledge of Logic Models/Results Chains and results based planning.
- Considerable knowledge of government policies, procedures, rules and regulations.
- Considerable knowledge of the principles and methods involved in strategic planning, project management and public management systems.
| SKILLS AND ABILITIES: | Skill in the use of personal computers.  
| | Proficient in the use of Microsoft Office Suite.  
| | Ability to use e-government technology platforms.  
| | Ability to lead and motivate a team in monitoring and evaluation activities.  
| | Ability to develop the overall framework for project Monitoring and Evaluation.  
| | Ability to plan, organize, direct and co-ordinate the work of professional and other support staff engaged in monitoring and evaluation activities.  
| | Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.  
| | Ability to compile and analyse data and prepare comprehensive reports.  
| | Ability to express ideas clearly and concisely, both in writing and orally.  
| | Ability to establish and maintain effective working relationships and interact with different stakeholders.  
| | Ability to use tact and diplomacy in the performance of duties.  
| | Ability to observe and maintain confidentiality in the performance of duties. |

| MINIMUM EXPERIENCE AND TRAINING: | Minimum of six (6) years’ experience performing monitoring and evaluation work in the design, formulation and implementation of M&E systems, including a minimum of three (3) years’ experience in supervising a team with responsibility for monitoring and evaluation, planning and public management.  
| | Training as evidenced by the possession of a Bachelor’s degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University; supplemented by Post Graduate certification in Monitoring and Evaluation Methods and Procedures from a recognised institution. |
**Government of Trinidad and Tobago**

**JOB DESCRIPTION**

**CONTRACTUAL POSITION**

**JOB TITLE:** Monitoring and Evaluation Officer

**JOB SUMMARY:**

The incumbent is required to establish and implement or assist in the establishment and implementation of Monitoring and Evaluation (M&E) Systems for programmes/projects in a Ministry/Department/Agency. Duties include formulating programme/project outcomes, performance indicators and data capture systems; assisting in new programme/project development; conducting cost benefits and cost effectiveness analyses; maintaining M&E databases and reporting on M&E activities. Depending on work assignment, the incumbent may be required to perform some or the full range of the duties of this position.

**REPORTS TO:**

Director, Monitoring and Evaluation/Monitoring and Evaluation Coordinator or other designated officer

**SUPERVISION GIVEN TO:**

Support Staff of the Division/Unit

**DUTIES AND RESPONSIBILITIES:**

- Performs as an integral member of project teams to provide guidance, direction and advice to ensure sound, client-responsive and innovative performance monitoring/management plans.
- Drafts monitoring and evaluation sections of proposals as required, adapts and/or develops innovative tools for measurement of progress and achievements of the Ministry/Department/Agency.
- Designs and implements systems for the continuous monitoring and evaluation of the projects and programmes of the Ministry/Department/Agency.
- Identifies and designs performance questions, key indicators and targets for each project component and for each level of the objective hierarchy.
- Collects data on inputs, activities and immediate outputs and reports on their contribution to eventual outcomes.
- Liaises with and provides monitoring and evaluation information to Central M&E Agencies as required.
- Conducts field visits to obtain data in order to inform the design of performance monitoring/management plans where necessary.
Establishes and maintains monitoring and evaluation information systems or databases and ensures that resources are current, available for employees and widely disseminated.

Assists relevant staff of the Ministry/Department/Agency in the development of new projects/programmes, ensuring that all proposals include specific goals, objectives, outputs, indicators, targets and provision for adequate funding.

Participates in assessments of new projects/programmes, as needed.

Keeps abreast of monitoring and evaluation practices to ensure adherence to international monitoring and evaluation standards.

Links or assists in the linking of evaluation findings to policy formulation, planning and budgetary processes of the Ministry/Department/Agency.

Prepares and analyses monitoring and evaluation reports for management to assist in its decision-making processes.

Represents the Ministry/Department/Agency on various committees and at meetings, conferences, workshops and other fora as required.

Reviews and/or prepares Notes for Cabinet and periodic and/or ad-hoc reports on matters related to monitoring and evaluation activities of the Ministry/Department/Agency.

Performs other related work as required.

### KNOWLEDGE, SKILLS AND ABILITIES

#### KNOWLEDGE:
- Knowledge of monitoring and evaluation methodologies and principles including quantitative, qualitative and participatory approaches.
- Knowledge of management principles and practices.
- Knowledge of accountability theories and practices, including methods of implementation.
- Knowledge of logical frameworks and participatory results based planning, monitoring and evaluation.
- Some knowledge of government policies, procedures, rules and regulations.
- Some knowledge of the principles and methods involved in project management.

#### SKILLS AND ABILITIES:
- Skill in the use of personal computers.
- Proficient in the use of Microsoft Office Suite.
- Ability to use e-government technology platforms.
- Ability to develop the overall framework for project monitoring and evaluation.
- Ability to collaborate with relevant stakeholders to provide relevant information for ongoing evaluation of project activities, effects and impacts.
- Ability to compile and analyse data and prepare comprehensive reports.
- Ability to express ideas clearly and concisely, both in writing and orally.
- Ability to establish and maintain effective working relationships and interact with different stakeholders.
- Ability to use tact and diplomacy in the performance of duties.
- Ability to observe and maintain confidentiality in the performance of duties.

MINIMUM EXPERIENCE AND TRAINING:

- Minimum of two (2) years’ experience in performing duties related to monitoring and evaluation.
- Training as evidenced by the possession of a Bachelor’s degree in one of the Social Sciences, such as Public Sector Management or Project Management; or in a related field from a recognised University.