

## STTA Terms of Reference

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**Job title:** M&E Analyst

**Dates & duration:** October 2020 - May 2021. Total up to 8 months.

**Location(s):**

Dili, with frequent travel (50% of the time) to Baucau, Bobonaro and Viqueque municipalities

**Reports to:**

Kristine Larsen, Gender and M&E Specialist

**ARF Discipline Category and Job Level (if applicable):**

n/a

**TOMAK Contract Representative:**

Kathryn Lee, TOMAK Program Manager

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### Background

#### TOMAK

To'os Ba Moris Diak Program (TOMAK) is a A\$25 million, 5-year agricultural livelihoods program funded by the Australian Government in Timor-Leste. Its goal is to ensure rural households live more prosperous and sustainable lives. TOMAK will achieve this through parallel and linked interventions that aim to:

- Establish a foundation of food security and good nutrition for targeted rural communities.
- Build capacity so these communities can confidently and ably engage in profitable agricultural markets.

Component 1 (Food Security and Nutrition) promotes nutrition-sensitive agriculture (NSA) approaches to improve the availability and utilisation of nutritious food. On the supply-side, this involves promoting improved production, storage, processing, preservation, and preparation of nutritious food; improved household purchasing and investment power; and more inclusive decision-making around nutrition within the home. On the demand-side it involves working to influence the behaviour of households towards better nutritional practice through social and behaviour change communication (SBCC) approaches.

Component 2 (Market System Development) promotes the development of commercial agriculture following a market system development approach, focussing on selected higher-potential value chains. Initial crops being targeted include mung beans, peanuts, red rice and shallot/ onions. SBCC approaches are also being applied under Component 2 to promote profit-seeking and self-advancement behaviours.

Gender is embedded in the planning, implementation and monitoring of activities across the Program, promoting gender equality and women's economic empowerment.

The primary target area for Phase 1 covers inland mid-altitude suku (villages) with reasonable agricultural potential, located in Baucau, Viqueque and Bobonaro municipalities.

## The Assignment

Over the last 4 years TOMAK has rolled out implementation of a number of MRM-related tools, including:

- A Beneficiary and Activity Database (B&AD) that manages and reports activity and beneficiary-centred data from program activities, including those managed directly by TOMAK and those managed by key implementing partners.
- A Crop Monitoring System (CMS) that manages and reports detailed crop production data generated from TOMAK's field demplot program, with 2 main parameters: crop area (in m<sup>2</sup>) and amount of crop harvested (in kg).
- A number of surveys to evaluate the impact of various interventions implemented through Component 1 & 2 activities.

All applications make heavy use of ONA online surveys and Power-BI dashboards.

The main objective of this role is to ensure quality data from Component 2 activities is collected and inputted into the CMS. This will be done by identifying the key challenges in field data collection, monitoring and reporting, and by facilitating appropriate trainings/capacity building activities for TOMAK field staff and Agricultural Extension Workers (AEWs) from the Ministry of Agriculture & Fisheries (MAF). A secondary objective is to make an assessment of this existing database structure and identify possible areas for adjustment. The M&E Analyst will be responsible for conducting regular data quality checks for both the CMS and the B&AD.

## Overview of Assignment

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### Assignment responsibilities:

- a. Assessment of data collection procedures at field level and identification of training needs.
- b. Training of TOMAK field staff (Project Officers) as well as MAF AEWs in field data collection, monitoring and reporting. Frequent field travel (50% of the time).
- c. Assessment of existing database structure (Power-BI, ONA, collection forms).
- d. Conduct regular data quality checks of data inputted in to the CMS and the B&AD.

### Timeline:

A total of 8 months, planned to start from October 2020 – May 2021.

### Skills and experience required:

- a. Timorese national or resident living in Timor Leste.
- b. Academic degree in Monitoring and Evaluation, Econometrics, Analytics, Mathematics or related field, or at least 4 years' experience with data base or with M&E systems.
- c. Very strong analytical skills and highly proficient in working with numbers including calculating areas (m<sup>2</sup>) and volumes (kg).
- d. Fluent in Tetum, good English written and spoken skills.
- e. Strong computer skills; especially with databases. Sound knowledge of Microsoft office applications (Outlook, Excel, Word and PPT). Experience working with Power-BI is preferable but not required.
- f. Experience working with agriculture programs is desired.