

Terms of reference

Monitoring & Evaluation- Supervisor

Background

Government of Punjab, Planning & Development Board in collaboration with World Bank Group (WBG) and multiple implementing agencies is implementing Punjab Tourism for Economic Growth (PTEG) Project with the total project cost of USD 55 million. The project aims to promote the tourism sector by strengthening the institutional capacity through better skills development, increase private sector participation and improve infrastructure services in support of the tourism sector in the province of Punjab.

Objectives:

1. To support the Government of Punjab in implementing a cultural, heritage and tourism policy supported by comprehensive institutional reforms for effective implementation framework.
2. Leverage private sector's potential to create new economic opportunities for job creation, revenue generation, innovation, entrepreneurship and production efficiency increase.
3. To promote an environment of pluralism and tolerance in the Province through a raised awareness of a varied culture and heritage.

Major Responsibilities:

The field supervisor shall be working under the supervision of Research Associate PTEGP & will responsible for following key tasks:

- Plan and assign monthly monitoring visits and other monitoring related activities to field monitors.
- Ensure that all monitoring activities are completed on timely basis.
- Prepare and review reports as may be required. The reports include.
 - ✓ Class monitoring reports.
 - ✓ Center inspection reports
 - ✓ Employment verification reports
 - ✓ Exam assessment reports
 - ✓ Any other reports as may be required within the scope of the assignment and submit it for further reviews.
- Perform surprise visits of training service providers to gauge the performance of monitoring staff.
- Verify the Bills of the field monitors & ensure their payments within stipulated time.
- Arrange for the Transport/ Logistic & Accommodation of the field monitors in consultation with PTEGP.
- Shall be responsible for the safe custody of assignment data and assignment assets.
- Manage and resolve, in consultation with the relevant manager, the administrative issues of assigned project staff.
- Maintain Liaison for smooth execution of project between PTEGP & PSDF.
- Provide support to other team members as and when required.
- Assist the project team with various data analysis and presentations.
- Any other task assigned by officer in charge.

Qualification & Experience:

- Sixteen years of education in Business Administration, Supply Chain, Economics, Management or related field from a reputed, HEC recognized university.
 - At least 1 years of work experience in Public & Private Sector especially in the field of Monitoring & Evaluation of the projects.
 - Strong understanding of quantitative and qualitative analysis;
 - Excellent IT & Communication skills.
 - Prior experience of working in the donor /government/ funded projects, working with government departments, NGO's is highly desirable.
 - Working experience of project monitoring relating to Skills development, trainings, will be an added advantage.
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