

## SAMPLE TERMS OF REFERENCE

# CwC Research and Monitoring & Evaluation (M&E) Officer

### SCOPE OF WORK

These officers are deployed within a cluster(s), individual agency or the larger CwC working group and are instrumental in information and communication needs assessment, and in monitoring and evaluation in relation to CwC initiatives undertaken by the working group and its members. They may also undertake or coordinate research in relation to CwC.

The CwC Research and Monitoring & Evaluation Officer deployed within a cluster(s), individual agency or the larger CwC Working Group, initially up to 4 to 6 weeks, with a possible extension of several months, to lead in the following capacities:

#### 1. INFORMATION NEEDS ASSESSMENT

- Lead in the design and implementation of comprehensive information and communication needs assessment, identifying gaps and defining opportunities for intervention. This includes coordinating Humanitarian Communications Specialists deployed, media assistance organizations and CDAC-CwC Coordinator(s), and equally important, Inter-Agency Needs Assessment leads, [REACH Initiative](#) and [ACAPS](#) to make sure questions on information needs are also part of the relevant multi-sector, inter-agency assessments.
- A part of this information needs assessment also includes, in coordination with media assistance organizations such as Internews, BBC Media Action or IMS, the assessment of local media infrastructure, their current operational situation, and their equipment, training and resources needed.
- The information needs assessment will also include the assessment of access to mobile phones, Internet, social media, and traditional forms of communication (e.g. participatory theatre, storytelling, music, dance etc.) that may be culture and context specific, including assessing the level of trust of these channels. Access to information among more vulnerable groups like women and girls, elderly and people with disabilities will be factored in.

#### 2. RESEARCH AND DESIGN

- Lead in the design and implementation of an ongoing research and M&E strategy, ensure it is implemented affectively by CDAC-Network members and partners, and develop a plan for providing timely and relevant information to project stakeholders in order for them to adjust strategy during implementation phase.
- Guide the process for identifying and designing key indicators for CwC projects that make up the overall strategy, including ways of recording and reporting progress (or lack of) against strategic goals and specific program objectives. Ensure targets are measured against a baseline and there are clear parameters for measuring project/s performance.

## SAMPLE TERMS OF REFERENCE

# CwC Research and Monitoring & Evaluation (M&E) Officer

- Coordinate the Research and M&E strategy with other M&E specialists in the CDAC-Network who may also be deployed in the response and develop templates for progress reports.

### **3. MANAGEMENT AND MENTORING**

- Hire, train, mentor and supervise local research and assessment teams.

### **4. IMPLEMENTATION OF M&E**

- Review and analyse monitoring reports in terms of progress and action needed. Prepare consolidated reports on M&E data and analysis for CDAC-Network members and recommend actions to be taken if strategy needs to be adjusted.
- Collaborate with CDAC-Network agency staff on the ground, and implementing partners including media development organizations and local media on qualitative monitoring to provide relevant information for ongoing evaluation of CwC interventions, effects and impacts.
- On behalf of CDAC-Network members and/or CwC Working Group and in collaboration with humanitarian partners on the ground, analyze, produce and strategically disseminate and present reader-friendly, results-oriented reports on the findings of the needs assessment studies on CwC to be shared widely in country and to larger audiences.
- Foster participatory monitoring by involving communities in crisis in the M&E activities whenever possible.

### **5. TECHNICAL SUPPORT**

- Provide guidance to CDAC-Network member agencies on developing and operationalizing protocols/instruments for ongoing monitoring and assessments;
- Develop Research and M&E tools for CDAC-Network members, when appropriate, and implement and coordinate all related activities. This includes designing, conducting and reporting on learning reviews to capture lessons learned and best practices on behalf of member agencies.

### **6. MISCELLANEOUS**

- Perform other duties as required.