



## JOB DESCRIPTION

**POSITION:** Verification and MEL (Monitoring, Evaluation & Learning) Officer **LOCATION:** Delhi

**REPORTS TO:** Fund Manager Team Leader (Senior VP) **LEVEL/GRADE:** Manager/Sr. Manager

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### About ACCESS:

ACCESS Development Services is a national livelihoods promotion organization with a focus on incubating innovations and developing sustainable models for livelihoods promotion of the poor. To this end, ACCESS is structured uniquely to work at all levels of the value chain – implementing programmes on the ground (Tier I), working with Civil Society Organizations, Government Departments, Corporate sector, and Multilateral / Bilateral Agencies (Tier II) as also undertaking national initiatives to influence and support policy initiatives and strengthening the enabling environment (Tier III). ACCESS, with its head office in New Delhi has ongoing projects across 11 states through 34 projects. More at [www.accessdev.org](http://www.accessdev.org)

### Project Summary:

ACCESS has been assigned the role of the Fund Manager for IFAD's programme titled Building Resilient Farming Communities through Investments in Agro-ecology Value Chains Project (IAVCP). The role of the Fund Manager involves implementation of two components:

**Component 1 - Facilitation of brokering, linkages and investment preparedness to develop public-private investment proposals for commercial agroecology value chains.** This will be delivered through hiring of qualified technical individual consultants and agencies with expertise in agriculture value chain investments, agro ecology interventions and models, agri business financing, and agri marketing. The deliverables include conducting a comprehensive market study, mapping of key value chains in each focus state, identifying potential public and private stakeholders and brokering viable Public-Private-Producer partnerships for linking agri MSMEs, and scouting eligible potential entrepreneurs and FPOs for investment and assisting them in developing sound proposals for grant funding.

**Component 2 - Investment support and de-risking for 4Ps to facilitate start-up capital investments linked to the integrated agro-ecology production systems.** This will be delivered directly by a dedicated team deployed by the Fund Manager with complementing capabilities in areas of agro-ecological systems, agri-businesses, and agri-financing. Investments in form of grants will be made in potential MSMEs and Producer Organization Enterprises (POEs), engaged in – production/ post-harvest management/ primary processing and value addition activities in agriculture and horticulture crops/ as well as agri-allied products and activities such as non-timber forest produce (NTFP), livestock, piggery, poultry, fishery, etc.





### Position Summary:

The position of **Verification and MEL (Monitoring, Evaluation & Learning) Officer** will be part of the Fund Manager Core team.

### Responsibilities:

- Develop the SOPs and tools/formats for verification, performance reporting, monitoring & evaluation of grantees in coordination with Agri Business Specialist (TL), Agri Finance Specialist and Sustainable Agriculture Specialist, and ACCESS Finance team to comprehensively integrate all monitoring, reporting and evaluation requirements.
- Lead the process of identification, customization and management of the outsourced Grant management IT system
- Coordination and follow-ups with grantees through the State focal teams and Business Coaches for ensuring timely reporting from grantees in the Grant Management system
- Coordination with Fund Manager core team members on regular reporting and monitoring protocols
- Develop specific business performance indicators and targets for each grantee and ensure integration into the reporting formats
- Create & maintain dashboards for portfolio level and disaggregated data reporting for outputs and outcomes
- Review the quality of data and make course corrections/revisions
- Review the quality of existing data sources, the methods of collecting them and the degree to which they will provide good baseline data for mid-term and end of project evaluations.
- Coordinate the preparation of reports e.g. quarterly, annual and other programme reports in a timely manner, including reports required for periodic reporting to IFAD
- Support State Focal Team in organizing Learning Labs events at state level
- Lead on development of 'learning outputs' from the project with support from Fund Manager Core team members and Business Coaches and coordinate on the dissemination through ACCESS's Communications team and IFAD's empaneled Knowledge Partner.

### Travel Requirement

- Willingness to travel in the programme states (expected to be 5) across India as required for implementing the project efficiently.



### Qualifications:

#### Technical/Functional Skills

- Good knowledge about and exposure to capturing performance and reporting.
- Have experience in monitoring & evaluation

### Education & Experience:

- Masters in Rural Management, MBA/Statistics, Economics/ Demography, development field, or equivalent.
- At least 6-8 years of relevant Monitoring and Evaluation experience of large scale livelihoods projects.
- Adequate skill in program planning, monitoring, evaluation.
- Experience in conducting surveys, collect samples and analytical studies.

### Skills and competencies:

- Strong background in research, programme monitoring, evaluation, etc
- Understanding of monitoring indicators in various stages of project
- Excellent written and oral communication skills
- Strong analytical skills
- Ability to work effectively in teams, as well as independently
- Ability and willingness to undertake travel within India particularly in underserved areas
- Working experience on analytical software packages (SPSS/ STATA)
- Ability to produce good quality documents / reports
- Fluent in English, Hindi and other local dialect





**COMPENSATION:** The salary range in this position is commensurate to industry standards and will be determined based upon the experiences and fixed as per the HR policies of the organization.

*ACCESS is an Equal Opportunity Employer, and is committed to providing an environment of fairness, and mutual respect where all applicants have access to equal employment opportunities. ACCESS values diversity and inclusion, and all qualified applicants will receive consideration for employment without regard to race, color, gender, sexual orientation, gender identity or expression, religion, national origin, marital status, age and disability.*

Interested candidates should send an up-to-date CV and cover letter addressing the above requirements to [sukhbir@accessdev.org](mailto:sukhbir@accessdev.org). Only short-listed candidates will be contacted. The deadline is September 10<sup>th</sup>, 2023.

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