



**ITALIAN AGENCY FOR DEVELOPMENT COOPERATION  
TERMS OF REFERENCE FOR THE POSITION OF  
NATIONAL SOCIO- ECONOMIST  
Italian Agency for Development Cooperation (IADC) - KABUL Office**

## **Introduction**

In line with the 2010 Cooperation Agreement Framework and the Bilateral Agreement on Partnership and long-term Cooperation in January 2012, between the Government of Italy and Afghanistan, which lay down the criteria and arrangements for Italian support in the country, the main sectors of intervention in which the Italian Agency for Development Cooperation (IADC) is active are: Infrastructures Development, Economic growth, Agriculture and Rural Development, Rule of Law and Human Rights, Sustainable Natural Resources Management, Health followed by the Humanitarian Aid and the Protection, Conservation and Enhancement of Cultural Heritage.

The Italian Agency for Development Cooperation operates countrywide to support the nationwide reconstruction process through the Afghanistan Reconstruction Trust Fund (ARTF) and its Citizen Charter Afghanistan Project (CCAP). IADC also strongly contributes to the capacity development of the Central Administration as it is essential for reconstruction. Moreover, IADC is particularly active in the Province of Herat, given its peace keeping effort in the area, and in the Province of Bamiyan, achieving very positive results. As per May 2018, IADC in Afghanistan is engaged in 41 ongoing initiatives for a total allocation of 296 million euros.

**IADC in Afghanistan is looking for a Socio-economist to enhance the Implementation and M&E performances the development operations of its Kabul Office in the identification, formulation, implementation, M&E of its Project Portfolio in the Productive Sectors (Infrastructures, Rural Development and Agriculture) and in the formulation and implementation of the Strategic Dialogue with Institutional Partners and Counterparts.**

CV, EU Format and a Motivation letter, in English, to be send, **no later than Thursday 23<sup>th</sup> of May 2019 – 4:00 PM**, to the following e-mail address: [segreteria.kabul@aics.gov.it](mailto:segreteria.kabul@aics.gov.it)  
**The e-mail should be titled:** Application IADC-KABUL / Socio-Economist.

## **Duties and Responsibilities**

Summary of Key Functions:

- Assist the Project Team and Counterparts in the implementation of the IADC projects and in the formulation and implementation of the Strategic Dialogue with Institutional Partners and Counterparts. in the Productive Sectors (Infrastructures, Rural Development and Agriculture).
- Support the Implementation of the M&E activities of the IADC projects in the Productive Sectors, including reporting.
- Support the Office strategy definition and dialogue in the sector of competence:

**The National Socio-economist, under the guidance of the Head of IADC-Kabul, to whom he/she will be responsible, and in collaboration with the international and national experts (the Project Team), will undertake the following tasks:**

**A. Support the strategy definition and dialogue, implementation, monitoring and evaluation of the Socio-economic portfolio projects in Kabul in the Productive Sector, focusing on the following;**

- Assist in the definition and implementation of the strategic dialogue with the institutional counterparties and development partners, also participation in periodic coordination and exchange meetings;
- Assist the Project Team and Counterparts in the implementation of the IADC projects in the productive Sector.
- Participate in and contribute to the finalization of monitoring and evaluation plans and activities for the IADC Operation in the assigned province with emphasis of efficacy, efficiencies, context/assumption, disaggregate collection of data.
- Carry out regular project field visits finalized at monitoring on -going socio-economic projects.
- Provide regular monitoring reports designed according to IADC monitoring format.
- Assist the IADC to review objectives, results activities indicators of interventions where necessary
- Provide technical support to the Herat IADC technical team to strengthen their monitoring and evaluation capacity;
- Facilitate review of progress on a quarterly basis and ensure problem solving through remedial actions,
- Ensure any disparities between planned and actual outputs are addressed;
- Assist IADC in the identification of potential implementation problems and bottlenecks and recommend appropriate strategies to address them.

**B. Ensures effective management of the monitoring and evaluation process, focusing on the following:**

- Ensure that project monitoring plans and arrangements comply with the guidelines of the Italian Cooperation and European Union.
- 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; based on this review develop approaches to address identified gaps;
- Prepare Terms of Reference (TOR) for baseline, mid-term, and end-line surveys including methodology preparation, sample selection and staff training if needed, and provide overall technical direction for the conduct of the surveys;
- Follow up on implementation of monitoring, audit and evaluation recommendations; ensure the optimal use of evaluation findings by providing guidance in preparation of timely management response to all mandatory evaluations and by developing a communication/dissemination plan.

**C. Ensures facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation, focusing on achieving the following results:**

- Identify and formulate lessons learned and document best practices from monitoring, evaluations and studies to be integrated into project reports;
- Collaborate and coordinate with IADC's Partners: Multilateral Agencies, government agencies, NGOs, and other organizations on monitoring and evaluation issues;
- Participate in external supervision, monitoring and evaluation missions by facilitating access to M&E data as required.

**Expected deliverables**

- Deliver inputs into the Project Cycle Management of the IADC Kabul operations.
- Deliver inputs into the Strategic Dialogue undertaken by the IADC Kabul office in the productive Sector.
- Deliver regular briefing and implementation status reports
- Deliver regular M&E reports on assigned interventions and according to the agreed and updated M&E Plan and reporting format.

- Deliver regular M&E on the job courses to the Kabul staff.

**Corporate Competencies:**

- Promote the vision, mission, and strategic goals of IADC;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treat all people fairly without favoritism.

**Functional Competencies:**

Knowledge Management and Learning

- Promote knowledge management in IADC and a learning environment in the office through leadership and personal example;

Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation and monitoring of management projects.

Management and Leadership

- Build strong relationships with stakeholders, focuses on impact and result and respond positively to feedback;
- Consistently approach work with energy and a positive, constructive attitude;
- Demonstrate good oral and written communication skills;
- Demonstrate openness to change and ability to manage complexities;
- Lead teams effectively and shows mentoring as well as conflict resolution skills;
- Demonstrate strong oral and written communication skills;
- Ability to work in a team.

**Required Essential Skills and Experience**

**Education:**

University Degree preferably in Economics, Agricultural Sciences, Engineering, Social Sciences or related field.

**Experience:**

- At least 10 years of experience in the implementation and M&E of development projects implemented by national/international NGOs/Cooperation Agencies, UN bodies/ Government;
- Experience in designing tools and strategies for data collection, analysis and production of reports;
- Proven Computer skills
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**Language Requirements:**

Fluency in written and spoken English.

**Preferential Skills and Experience:**

**Education:**

Postgraduate academic courses that have specific relevance to the functions to be carried out under this posit

**Experience:**

- At least 5 years of experience in the implementation and M&E of projects in the IADC specific socio ec portfolio.
- Expertise in analyzing data using statistical software;  
Strong training & facilitation skills.
- Strong Knowledge of the Project Cycle Management, Results Based Approach, Theory of Change.

