



Terms of Reference for the Fellowship Officials (Category II) (2024)

WORK UNIT	PROGRAM AND PROJECT DIVISION
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CORE FUNCTIONS/DUTIES	
1. Project Monitoring and Evaluation (M&E)	<ul style="list-style-type: none">• Develop the M&E plan for outcomes and impacts of the assigned projects• Review the M&E needs and plans for assigned project, and extract relevant indicators to monitor and evaluate the projects outcomes and outputs• Assist to establish an effective data collection system and reporting forms for capturing quantitative and qualitative information of the Project M&E• Conduct periodic project M&E activities (mid-term, end-of-project, ex-post) with providing a proper tool and technical guidance to implementing agencies for the assigned projects in coordination with Project Management Officer• Prepare the M&E report for assigned projects as required by the M&E Guidelines• Coordinate lesson learning from M&E of the assigned projects and support sharing of the best practices and policy insights• Support the organizational processes of fundraising and external communications to share information about project portfolio and its impact• Assist to develop specific M&E framework and relevant guidelines/regulations of the Secretariat
2. Development and Implementation of Research and Capacity Building Programs	<ul style="list-style-type: none">• Support in developing potential research areas for the Science and Technology Exchange Partnership (STEP) program and other research projects in communication with the Member Countries• Plan and conduct a feasibility study, and work with relevant experts for the development of AFoCO Forest Fire Capacity Building Program
3. Promotion and Dissemination of Project Achievement	<ul style="list-style-type: none">• Support in disseminating outcomes and achievements of project activities via offline and online activities of publications, websites and social networking services• Participate project-related outreach activities, training courses, workshops, and meetings
4. Undertake other duties as may be assigned by the Executive Director	

Note: The TOR for Category II may be subject to change depending on circumstances.
