



VACANCY
ACTIONAID INTERNATIONAL LIBERIA

(Please read submission instructions carefully. Applications not in compliance with submission instructions will be disqualified)

ActionAid International is active in over 49 countries in Africa, Asia, America and Europe regions in partnership with other organizations. ActionAid Liberia (AAL) is an ActionAid International country program and a registered international nongovernmental organization (NGO). AAL began operation in Liberia since 1997, beginning as a cross border Development Initiative by ActionAid Sierra Leone in response to the humanitarian crisis resulting from the Liberian civil war. AAL is one of the few NGOs in Liberia that works holistically from a women's rights perspective and challenges patriarchal systems and structures. Working on three main strategic objectives, ActionAid is working with other civil society organizations and the Government of Liberia to end poverty in Liberia. The strategic objectives are Youth and Urban Poverty; Women and Girls Rights, and policy and campaigns component which focuses on escalating issues from the community and national levels to relevant spaces for resolution and improvement.

“Promoting Women and Community Rights in Forest Governance and Management in Liberia”

Background

ActionAid Liberia (AAL) is a registered not-for-profit, non-governmental organisation that has operated in Liberia since 1997. AAL is a member of ActionAid International, an international development NGO headquartered in Johannesburg with member organizations of the ActionAid family present in 49 countries. The vision of Action Aid is a world without poverty in which every person can exercise the right to a life of dignity. AAL has a five year strategic paper (2013 – 2017) which focuses on women's rights, Youth and Urban Poverty and Governance. ActionAid Liberia is implementing a nine (9) months the Food and Agriculture Organization of the United Nations (“FAO”) under the FAO FLEGT Programme. The project, “Promoting Women and Community Rights in Forest Governance and Management in Liberia” will be implemented in five counties, Rivercess, Grand Bassa, River Gee, Gbarpolu and Grand Gedeh counties. The project seeks to improve the capacity of women to meaningfully participate in forest governance processes and contribute to the assessment and monitoring of the Liberian VPA impacts on gender relations and gender-related livelihoods opportunities in Liberia by realizing the following outputs/ outcomes:

- Output 1: Methodologies for conducting baseline research, social audits, are developed and agreed with the IMMWSG and other relevant stakeholders.
- Output 2: Gender baseline research produced in support of the Liberian VPA Impact Monitoring system, based on the recommendations from EU FLEGT Facility and the IMMWSG regarding methodology and availability and use of hard-data.
- Output 3: Gender relations and gender-related income opportunities investigated in the charcoal, chainsaw milling, and other sustainable and value chains in forest/farming activities.
- Output 4: Social audits conducted to feed into the livelihoods impact study of the Liberian VPA impact monitoring Framework.
- Output 5: Better understanding of forest governance (VPA process) and gender relations acquired, through a comparative multi-country research in at least four countries including Liberia, Ghana and Vietnam.

- Output 6: Monitoring, evaluation and visibility framework developed

MONITORING & EVALUATION OFFICER

Reports to: Project Coordinator

Direct Supervisory Responsibilities: None

Job Summary

The Monitoring & Evaluation Officer (MEO) will be a member of the ActionAid Liberia Country Program's Quality team working with the FAO Project and functioning as a unit to meet the goals and objectives of the team. The M&E Officer will work with project team in their respective operational areas to develop a comprehensive M&E framework for the project. This will also include establishing baseline data and the collection and analysis of data for assessing and measuring the outcomes of the project against set objectives and key deliverables. M & E officer will also assist with the development and institutionalization of improved monitoring and evaluation procedures; in collaboration with the Program Quality team, responsible to continually inform program implementers and managers regarding the status, effects, and impact of the project in the monitor's purview; and helping to design, and execute special surveys. The MEO is responsible to facilitate assessment of project impact and recommend appropriate adjustments to ensure the project milestones and outcomes are achieved. The MEO will work with project staffs and project delivery partners to ensure compliance to downward accountability for target groups, communities and other stakeholders. The MEO would be responsible to train project staffs and project delivery partners in improved knowledge and skills in effective programme monitoring and evaluation.

Core Tasks

- In collaboration with the Program Quality Manager (PQM), prepare monitoring, reviews and evaluations work plans and ensure ongoing activities are in adherence to project work plan.
- Participate in the development of the M&E framework for the project in compliance with AAL and FAO monitoring and evaluation guidelines.
- Responsible for the day-to-day monitoring of project staffs and project delivery partners implementation activities and ensure adjustment and quality control of the project implementation.
- Participate in the development of M&E guidelines, methods, formats, procedures and criteria.
- Conduct surveys and evaluations of the projects sites and work closely with AAL Communication Officer and advocacy component of the project to ensure messaging is sensitive to national development challenges around women's rights and education.
- Help to critically but constructively analyze the project and offer recommendations for the improvement of the project performance.
- Prepare and submit regular monthly and quarterly monitoring, reviews and evaluation reports on project to the Project Coordinator.
- Participate in M&E team meetings and perform other tasks that may be required by the Women Rights Program Manager, PCM and/HoPP.

Education and Experience

- At least three years of experience in program implementation or monitoring, with professional knowledge of Women and Girls' rights,

- Good inter-personal and planning skills.
- Excellent communication, inter-personal and planning skills
- Experience in data collection
- Familiarity with M&E tools with knowledge of applying them.
- Knowledge of Microsoft Office 2007/2010

How to apply:

All interested candidates should submit applications, including cover letter and CV in **one (1)** Microsoft Word or Pdf document, addressed to the Country Director, ActionAid Liberia Country Program, via email to vacancy.liberia@actionaid.org, copy Lakshmi.Subramani@actionaid.org. Email subject line should read “**MONITORING & EVALUATION OFFICER 01102017**”. Deadline for submission of applications is **Friday, January 20, 2017**. Only shortlisted candidates will be contacted.

Female candidates are encouraged to apply