**JOB ADVERTISEMENT**

**Position title**: Senior Advisor for Monitoring and Evaluation  
**Department**: PACS  
**Location**: Monrovia, Liberia  
**Duration**: 12 months with Possibility of extension  
**Report to**: Chief of Party  
**Start date**: October 15, 2016

The International Rescue Committee (IRC) responds to the world’s worst humanitarian crises and helps people to survive and rebuild their lives. Founded in 1933 at the request of Albert Einstein, the IRC offers lifesaving care and life-changing assistance to refugees forced to flee from war or disaster. The IRC has been present in Liberia since 1996 and is a leader in the health sector. The IRC Liberia supports hospitals and primary health care facilities across three counties. It ensures access to vital medicines and quality medical care at all facilities in accordance to the Ministry of Health and Social Welfare (MOHSW) national standards.

In recent years, IRC Liberia has deepened its commitment to supporting both local civil society organizations and community groups in their recovery efforts - first from the devastating civil war and now from the Ebola crisis. The PACS Project presents an opportunity to bring these two critical elements together by strengthening civil society engagement in the delivery of health services and the rebuilding of health systems in Liberia.

**Scope of Work**

The IRC has entered into a cooperative agreement with USAID to implement the Partnerships for Advancing Community-Based Services (PACS) project in Liberia. The PACS project—a consortium consisting of IRC, Population Services International and Global Communities— is supporting sustainable country ownership of community-based health, social welfare, and WASH services through technical assistance and capacity building of relevant ministries. PACS is also working directly with local civil society organizations (CSOs) at the county and community level, providing them with funding opportunities and building their technical and operational capacity to play a key role in service delivery.

**PACS Implementation Overview**

PACS is working in USAID’s six priority counties, Lofa, Bong, Nimba, Margibi, Grand Bassa, and Montserrado to assist in the decentralization process and ensure that county and community-level systems are equipped to deliver high quality community-based services in line with key MoH strategies. PACS staff will work alongside county officials, building their capacity to effectively supervise and coordinate community-based health, social welfare, and WASH services.

The IRC is seeking a Senior Advisor for Monitoring and Evaluation (M&E) for a 5-year, $31.8 million USAID program to support integrated community-level health services and activities in Liberia. The Senior Advisor for M&E will work under the direction of the Chief of Party and will act as an important
M&E resource for the MOH and other relevant ministries on issues related to M&E and apply relevant skills and experience to support monitoring and evaluation of the PACS project.

**Specific responsibilities:**

1. **PACS M&E Strategies**
   - Ensure that the project has well-defined results and a detailed M&E Plan that can reasonably measure progress towards achieving those results and can measure outcomes for evaluation and program learning;
   - Provide leadership and facilitation in the development of national and county level M&E strategic planning on community health, environmental health/WASH and other components as deemed;
   - Lead and coordinate with MOH- HMIS and M&E Unit and MSH in the finalization of Community-Based Information tools and support technically in development of Community-Based Information System (CBIS) in DHIS 2.0;
   - Collaborate with Technical Unit or External Evaluators where necessary, and lead the design, implementation, and analysis the program baseline, mid-line, and endline evaluations;
   - Monitor the project progress and support program teams in effective analysis of the results/evidence emerging from project monitoring and evaluation;
   - Support project M&E implementation to respond to beneficiaries, communities and partners consistently with program guidelines, principles, values, quality standards and strategic plan;
   - Contribute to the IRC Strategic Action Plan 2015-2020 and work plan development;
   - Other activities as assigned by with the Chief of Party.

2. **Coordination and Capacity Building**
   - Develops and oversees implementation of the M&E staff and PACS partners capacity building strategy that promotes a culture of learning through systematic analysis and reflection of project data;
   - Coordinate with PACS consortium partners and project teams to ensure that project field activities remain on track;
   - Lead the PACS consortium M&E team and practice the sharing of information on the regular basis (prefer quarterly) and feedback mechanism;
   - Involve and encourage Consortium M&E team to use appropriate tools on data collection and conduct data quality assurance.
   - Contributes to the knowledge management repository with best practices in M&E and ensure that it is accessible to project staff and PACS partners;
   - Coordinate and participate pro-actively in the development and implementation of training materials and conduct trainings as necessary;
   - Provide regular supervision to project staff and contribute to capacity building of the staff in terms of being results-oriented and better equipped to achieve, measure and report meaningful results;
   - Represent the project on monitoring and evaluation to stakeholders, including to government partners- MOH/CHT, USAID and consortium partners;

3. **Overall M&E Support**
   - Support the PACS Consortium M&E team on the M&E Component as outlined in M&E Plan;
   - Compile, analyze and disseminate data from each of the project technical areas and support the project Technical Team in presenting recommendations to the Chief of Party for improvements in project implementation;
   - Collaborate with the MOH/CHT and project team to identify data management challenges, provide feedback through regular M&E meeting, and improve the data management, collection and analysis tools and timelines;
• Update and maintain the project database and indicator matrix on a regular basis and share the information for the reporting purpose;
• Monitor the quality and completeness of the data and propose solutions to data problems if and when they arise and conduct data quality assurance using appropriate tools once in a quarter in the selected communities;
• Provide guidance, recommendations, supervision, and leadership to ensure that the M&E systems meet the needs of the project;
• In coordination with project management staff, prepare consolidated reports including concise narratives and relevant tables and/or graphs that capture progress against indicators;
• Support the project team with the compilation and analysis of the assessment/reports;
• Assist Chief of Party and Deputy Chief of Party in the production of weekly, bi-weekly updates, periodic newsletters, fact sheets, monthly, quarterly, semi-annual and annual reports;

Area of consideration: This is a locally-hired position.

Key Working Relationships:
  Position Reports to:  Chief of Party

Internal and/or external contacts:
  Internal: PACS Team including PACS partner staff in Monrovia and on the field and IRC country program staff.
  External:  MOH, USAID, other partners.

Requirements:
• At least 5 years’ of relevant experience in designing and leading complex M&E programs;
• Bachelor’s degree in a relevant field required, master’s degree preferred;
• Technical skills in M&E including experience with EGRAs and large-scale evaluations;
• Familiarity with the principles and current approaches to monitoring and evaluation of health or development programs;
• Strong skills with computer software programs that enable efficient and effective data collection, storage, analysis and graphic representation of results;
• Excellent teamwork including abilities to coordinate well with diverse individuals and teams and to negotiate effectively with colleagues and stakeholders to achieve results;
• Previous experience working in USAID-funded programs preferred;
• Strong communication skills, both oral and written;
• Fluency in English is required.
• Previous work experience in Liberia preferred.

Standards for Professional Conduct:
The IRC and IRC workers must adhere to the values and principles outlined in IRC Way - Standards for Professional Conduct. These are Integrity, Service, and Accountability. In accordance with these values, the IRC operates and enforces policies on Beneficiary Protection from Exploitation and Abuse, Child Safeguarding, Anti Workplace Harassment, Fiscal Integrity, and Anti-Retaliation.

To apply: e-mail your CV and covering letter to: IRC Liberia.Recruitment@rescue.org Use: PACS Senior M&E Advisor as subject of your email or address it to: Human Resources Coordinator, International Rescue Committee, 11th Street Sinkor, Russell Avenue, Sinkor, Monrovia. Clearly label the envelope (Application: PACS Senior M&E Advisor)

Deadline for submission is October 6, 2016 at 4:00 pm.
Only short listed candidates will be contacted.