Terms of Reference: Local Consultant
M&E Officer for
Supporting Psychosocial Health and Resilience in Liberia Project

I. Introduction

The Carter Center Mental Health program (TCC-MP) has received financing from JSDF through the World Bank, to implement the Supporting Psychosocial Health and Resilience in Liberia Project. This community-based project provides Psychosocial Health and Resilience in Liberia that addresses the psychosocial/mental health impact of the Ebola Virus Disease (EVD) outbreak and builds long-term resilience and psychosocial health. It is implemented in communities with the Montserrado and Margibi County Health Teams. The project also supports the training of 100 Child and Adolescent Mental Health Clinicians.

The project technical design emphasizes the role of strengthening protective factors as a means of promoting resilience. The Project Development Objective (PDO) is to respond to the intermediate psychosocial and mental health impact of the EVD crisis and to build long-term psychosocial health and resilience at the individual and community levels in project target areas. The PDO will be achieved through: (i) the training and capacity building of new and existing cadres of mental health providers (i.e. mental health clinicians (MHCs), psychosocial counselors, social workers, and general community health volunteers (gCHVs); (ii) the implementation of psychosocial/mental health interventions at the individual/family and community levels; and (iii) supporting project management, and monitoring and evaluation, which will help to guide project implementation.

II. Scope of Work

General Summary of the Position

Under the supervision of the Project Lead, the M&E Officer will work with the Project Coordinator to manage the data and research needs of the project. He/she will oversee process evaluations of project implementation, lead data collection from different sources and support the development of project reports.

Primary Duties & Responsibilities:

- Regularly reviews and updates the M&E framework of the project and ensures consistency with the proposed objectives and timeline
- Advises the Project Lead of any delays or difficulties in implementing or completing data-related activities, finds solutions, and uses the results for reporting
- Supports the recruitment process, leads the training of data collectors and manages the data collection process
- Designs and conducts knowledge and competency-based evaluations of trainings
- Leads the development of instruments for data collection
- Leads qualitative data collection and analysis based on project objectives
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Ensures the development and refinement of a detailed M&E Plan that measures progress towards achieving results and outcomes for evaluation and program learning

- Monitors project progress and ensures effective analysis of the results/evidence emerging from project monitoring and evaluation
- Regularly updates project advisory committee (PAC) of progress and challenges of the project.
- Other activities as assigned by the Project Lead.

III. Qualifications

At minimum, the selected consultant should have:

- At least 5 years of relevant experience in designing and leading complex M&E systems, ideally on programs funded by the World Bank or another comparable multi-lateral donor.
- Bachelor’s degree in a relevant field required, master’s degree preferred
- Technical skills in M&E and strong data management skills with both large and small datasets
- Familiarity with the principles and current approaches to monitoring and evaluation of health programs, and conducting empirical data analyses from community and health-settings
- Strong skills with computer software programs that enable efficient and effective data collection, storage, analysis and graphic representation of results
- Ability to work in a multidisciplinary team including diverse cultures, expertise and experiences
- Strong written and oral communication skills

IV. Reporting

The M&E Consultant will report to the Program Lead

V. Contract Duration

The duration of the contract is 12 months subject to renewal based on satisfactory performance.

Please submit your application including a one-page cover letter, your Curriculum Vitae with three references, and photocopies of qualifications to the Carter Center Mental Health Program office in Johnson Compound, Congo Town, Tubman Boulevard or by email to wilfred.gwaikolo@cartercenter.org, please copy janice.cooper@cartercenter.org. The Carter Center will conduct background check on selected candidate.

Deadline for Submission of application is: Close of business on July 29, 2016 at 5:00pm. FEMALE APPLICANTS AND PERSONS WITH DISABILITIES ARE HIGHLY ENCOURAGED TO APPLY. Only shortlisted candidates will be contacted.