

Terms of Reference Monitoring and Evaluation Specialist

Position: Monitoring and Evaluation Specialist

Location: Monrovia

LoE: Initially 24 months (with the possibility to extend)

Start Date: ASAP

Solidaridad West Africa is recruiting a Monitoring and Evaluation Specialist for its European Union funded Liberia Cocoa Sector Improvement Program (LICSIP) to lead the organization in establishing performance measures, collecting and analyzing performance information, planning and managing evaluations, and assisting management in using the performance information for decision making, knowledge sharing and resource allocation.

Project Background

The Liberia Cocoa Sector Improvement Programme has the following five objectives:

- Improved farm-level sustainable production and productivity;
- Improved cocoa sector regulatory and institutional framework;
- Enhanced capacity of sector governance structures;
- Improved vertical market integration, access and visibility of Liberian cocoa;
- New employment for youth and women along the cocoa value chain.

Solidaridad will work with relevant stakeholders and partners across all five objectives.

Position Background

The Monitoring and Evaluation Specialist will lead the organization in establishing performance measures, collecting and analyzing performance information, planning and managing evaluations, and assisting management in using the performance information for decision making, knowledge sharing and resource allocation.

Main Tasks

The main tasks of the Monitoring and Evaluation Specialist will be:

- Lead in establishing performance measures, collecting and analysing performance information, planning and managing evaluations, and assisting management in using the performance information for decision making
- Collaborate in the development of the multi-annual plan for programme monitoring & evaluation (PME) that includes the development of key performance indicators, procedures and systems
- Provide support to the overall PME strategy formulation and implementation and related activities

- Identify strengths and weaknesses in existing data collection and management systems, and lead the development of improved systems, processes and tools for tracking programmatic performance against indicators
- Develop training materials, and provide training internally and externally on Planning Monitoring and Evaluation and Quality Management Systems to build the capacity of regional staff and partners,
- Support the development of programme proposals by providing guidance on donor requirements and staying on top of various Calls for Proposal through constant scan of opportunities,
- Lead organizational learning and knowledge sharing through case building of innovative ideas, documenting successes/failures and building them into the design of new approaches and new/existing program design,
- Support Country Representative in reviewing donor reports to ensure the submission of high quality reports (includes M&E/Impacts) that clearly articulate results and outcomes,
- Support on-going monitoring and measurement of programmatic performance through analysis of existing programmes' data and information,
- Support periodic conduct of assessment of the capacity in the field of PME, and facilitate improvement for higher performance.
- Support technical staff with M&E needs in utilizing data collection tools.
- Assist in the planning, coordination, and documentation of meetings, workshops, seminars and other activities of the project, focusing on the technical aspects.
- Support technical staff in the development of quarterly and annual reports.
- Participate in reflection meetings to share knowledge and experiences with colleagues and project partners.
- Any other official duties assigned by the supervisor.

Knowledge, Skills and Abilities/Attributes (Competencies)

Knowledge & Skills

- Excellent command of MS-Office
- Good working knowledge of modern telecommunication systems
- Communication skills
- Qualitative skills

Attributes

- Proactive
- Attention to details
- Analytical and critical thinking
- Organized and multi-tasking
- Problem solver

Formal education and experience

- Degree in relevant development field, social science, Agriculture economics and other related discipline
- Working experience in other reputable organizations (international organizations, consultancies, bilateral agencies etc.)
- Specialized courses in EU programming of foreign assistance, management, leadership, ethics, monitoring and evaluation and various specialized databases and computer programs will be added advantage

Reporting

- The Monitoring and Evaluation Specialist will report to the Country Representative

Interested candidates can send a one-page motivation letter (addressed to the Administrative Manager, Solidaridad West Africa) and a resume in English to vacancies.li@solidaridadnetwork.org and state "Application: **Monitoring & Evaluation Specialist**" in the subject header. **The closing date for applications is Monday, January 15, 2018.** For more information about Solidaridad please visit our website: www.solidaridadnetwork.org.

Only candidates who are under consideration will be contacted for an interview.