



The Institut Européen de Coopération et de Développement (IECD), an international solidarity organisation founded in 1988, implements economic and human development projects in partnership with local institutions, enabling young people and people in precarious situations to gain access to decent, sustainable jobs in a high-quality educational and health environment. More than 30 years of experience in the fields of education and vocational training. employment for young people have enabled the IECD to develop genuine expertise in the service of the most vulnerable

MISSION

In Liberia, IECD launched the project STRIVE in September 2020. The project focuses on three components:

- Developing Technical and Vocational Educational Trainings (TVET) and the national TVET system in partnership with the Ministry of Education and the Ministry of Youth and Sports.
 - Increasing the employability of trainees to facilitate their professional integration.
 - Supporting vegetable farmers in Bong County to improve economic opportunities.
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Under the supervision of the M & E Manager, the M&E officer is a new position with the following aim to put in place and follow up thoroughly the Strive project indicators and support the M&E manager in all the tasks related to monitoring, evaluation and reporting as well as help set up indicators follow up for the new projects.

1/ Monitoring and assessment

- To support the monitoring of the logical framework and indicators for all aspects of the IECD Liberia's activities;
- Create a monitoring and evaluation system for the STRIVE project, including
 - o Organizing the proper feedback of operational information from the field and ensuring that it is properly implemented.
 - o Analyzing and using qualitative and quantitative indicators to measure the extent to which objectives, expected results and activities have been achieved.
 - o Work on measurement tools and verification methods to improve their quality, relevance and reliability.
 - o Training and support for IECD teams and partners in monitoring and evaluation tools.
 - o Conduct outcome tracking exercises for placement students after internship
 - o Aid the Guidance and Employment offices of each school for data base accuracy and reliability
- Analyzing and formatting data for internal and external reporting, in particular by producing relevant visual and written material.
- Contribute to the reflection and development of the impact measurement system (long term) and lead its deployment in the IECD Liberia teams.
- Participate in and ensure the smooth flow of information from delegation office to the field (in both directions)
- Prepare internal and external evaluations of the project.
- Monitoring the cycle of audit processes and procedures.
- Supporting the development of innovative data collection and monitoring tools.

2/ Reporting and managing relations with lessors

- Help & support M&E manager, whenever required, in:
 - o managing the administrative follow-up of the AFD contract (ANO, validation of reports, monthly meetings, etc.).
 - o in gathering, consolidating and completing the operational sections drafted by each project manager; ensuring that they correspond to the financial report prepared by the DAF- IECD Liberia; forward the narrative reports to the financial partners;
 - o supporting participation in managing relations with the donor (AFD), including monthly meetings and/or steering committees.
 - o Participating in the elaboration of future projects and proposals for the IECD Liberia.

EXPECTED PROFILE

Education: bachelor's degrees in generalist studies

Experience: At least 2 years working experience in monitoring, -evaluation and impact assessment with international organization

Significant experience in project support (consultancy type) would be a plus

Expected skills:

- Skills in monitoring-evaluation and impact assessment: definition of quantitative and qualitative indicators, design of practical tools, data collection and analysis.
- Excellent writing and speaking skills in English.
- Ability to follow several subjects simultaneously
- Excellent command of the Office package, particularly Excel

Personal qualities:

- Skills in monitoring-evaluation and impact assessment: definition of quantitative and qualitative indicators, design of practical tools, data collection and analysis.
- Excellent writing and speaking skills in English.
- Ability to follow several subjects simultaneously
- Excellent command of the Office package, particularly Excel

CONDITIONS

- Starting Date: As soon as possible
- Location: Monrovia with occasional travel to field
- Line management: Under the responsibility of the M & E Manager
- Commitment: 2 years
- Compensation: based on profile

HOW TO APPLY

The candidate is to send his/her CV, Cover letter and references to the email: RH.liberia@iecd.org

The subject of the email: M & E Officer

Deadline: July 2, 2024, at 5:00 pm.