

SCOPE OF WORK

Monitoring & Evaluation Officer

BACKGROUND

AECOM is implementing the Somalia Tis+ Project to promote good governance and community cohesion. USAID/EA's Somalia Office anticipates that the need for quick impact stabilization activities will continue given the fragile nature of the nascent government and the existence of an insurgency in parts of South Central Somalia. At the same time, Somalia, particularly under the New Deal and the new internationally recognized government, is looking to move from crisis and stabilization to medium and longer-term development. The objectives of this contract are to: 1) Increase confidence in governance based on equitable participation in decision making and management of community assets. 2) Empower community and government representatives to engage with private sector and development actors in a collaborative process for community growth. 3) Increase Somali engagement in creating a more stable future. 4) Support inclusive, sustainable development by reducing gender gaps in stabilization and development.

OBJECTIVE

The Monitoring and Evaluation (M&E) Officer, under the overall guidance of the Monitoring and Evaluation Manager while closely working with TIS+ Program Staff, will ensure ensure program quality and collection of data during program implementation. s/he will be responsible for collection of M&E data, data quality assurance, verification and management, and results reporting, collecting and writing success stories, as well as coordinating with subcontractors and other project partners to capture activity results.

PRIMARY RESPONSIBILITIES

Responsibilities include, but are not limited to the following:

- Contribute to the program design to ensure adherence to TIS+' standards, including the use of applicable indicators during project development.
- Ensure application of effective monitoring, tracking and reporting systems, tools and templates that enable and enhance regular monitoring of outputs and program quality.
- Harmonize and standardize existing data collection, analysis and reporting tools in line with TIS+' online data collection system.
- Timely collection and submission of accurate and high quality data to support reporting and measurement of achievements against targets.
- Assemble all the data collection tools and complete all applicable tools during activity implementation.
- Provide technical guidance and direction in terms of reporting requirements to the TIS+' resource partners. The M&E officer is expected to review the tools proposed by resource partners and ensure these meet TIS+' reporting requirements and to an extension the donor requirements.
- The M&E Officer should lead field level implementation of TIS+' Stability Perception Assessments. s/he will provide the technical support required and oversee the process in all its phases, baseline, mid-line and end-line.
- Provide field support and coordinate with USAID's Third-Party Monitors during Data Quality Assessments, Evaluations as well MV&R processes.

- Train staff on the M&E data collection tools including the online/electronic data collection system (AKVO). The M&E officer will periodically train the staff on Performance Indicator Reference Sheets for both standard and custom indicators, and standard practice to ensure quality data collection and proper implementation of the Plan.
- The M&E Officer will make frequent trips to field sites as an independent monitor to verify results reported by staff/vendors. If there are issues with on-the-ground results, the M&E Officer will inform the M&E Manager.
- Assist and contribute to the drafting of weekly, quarterly and annual reports.
- Participate in knowledge management through the sharing of evaluations and lessons learned from the project sites including the facilitation of sharing of recommendations and lessons learned from evaluations and other learning initiatives.
- On a quarterly basis, the M&E Officer will compile results from OneSource and other relevant sources to prepare a summary report for discussion with her/his manager. The summary report will describe progress in achieving activity results, trends over time, and any success stories or challenges encountered.
- The M&E Officer will also perform other duties as assigned by the M&E Manager

REPORTING

The M&E Officer reports to the M&E Manager

QUALIFICATIONS

- University degree in Social Science, Statistics, International development, Project Planning and Management or any other relevant field
- At least 3 years' experience working in Monitoring and Evaluation of large complex program with government or reputable international organization.
- Excellent verbal and written skills in English and Somali
- Demonstrable experience and competence in research, monitoring and evaluation for USG-funded programs preferred.
- knowledge of using mobile data technology for data collection.
- Good interpersonal skills, networking, flexibility and innovativeness.
- Sound understanding of indicator, data collection methodology, data quality, ability to develop indicators and data collection tools and assess the data quality.
- Excellent computer skills, particularly with Microsoft office and statistical packages to analyse and present data.
- Proven and high level statistical skills including design, data analysis and presentation.

LEVEL OF EFFORT:

One year with possible extension up to two years.

Women are strongly encouraged to apply.

Applications will only be accepted through May 23rd via:

https://aecomtisplus.formstack.com/forms/monitoring_evaluation_officer_bra_pss