



JOB DESCRIPTION

Post Title	Monitoring and Evaluation Officer
Location	Freetown
Start Date	Immediately
Reports to:	Executive Members
Duration	10 Months with possibility of extension based on performance and funding.

Details

Context

Forum Against Harmful Practices (FAHP) is a coalition of 15 national NGOs and CSOs established in 2014 to advocate for the reduction of harmful practices including FGM/C. FAHP established its Secretariat in 2014 (a room in the office of one of the NGOs comprising one member of staff, a laptop and a desktop). So far FAHP activities include media trainings for journalists and district consultations to generate support for the approval of the national strategy. In May 2017, FAHP conducted a series of workshops for Parliamentarians, the Inter-Religious Council of Sierra Leone, the Council of Paramount Chiefs of Sierra Leone, selected Ministry Departments and Agencies on the rationale and methodology for the development of the Strategy. To further build consensus and strengthen support for the approval of the National Strategy, FAHP engaged key stakeholders including Parliamentarians, members of the Inter Religious Council, Council of Paramount Chiefs, and senior policy makers within Ministry Department and Agencies (MDAs) through a series of workshops in November and December 2018

With funding from Irish Aid, FAHP will further its work at national level to strengthen itself as an Organisation with strong systems in place, advocate for the approval of the national FGM Reduction Strategy and create community level awareness to effect change. FAHP is looking for a strong and passionate candidate to develop its M&E system and support quality project design, implementation and reporting.

Main Responsibilities	The successful candidate will support the Monitoring and Evaluation Officer in the dissemination of monitoring and evaluation data and reports internally and externally. The post holder will support the development of M&E systems and tools and support the capacity building of FAHP staff in M&E. will contribute immensely to project design, implementation and reporting. Will develop M&E plan, framework with standard logframes for all projects.
Specific Responsibilities	
Dissemination of monitoring and evaluation data & reports internally	<ul style="list-style-type: none"> • Consolidate monthly data from project implementation in six target districts. • Support the Programme Coordinator on quality preparation and timely submission of reports to FAHP Executive • Contribute to the preparation of marketing materials and fundraising proposals such as the annual, quarterly and monthly reports • Support to disseminate monitoring and evaluation findings to appropriate stakeholders, including government, funding partners and other programme partners
Oversight of implementation of M&E systems & tools	<ul style="list-style-type: none"> • Ensure monitoring and evaluation systems and tools, data collection, entry, cleaning and storage are appropriately implemented by project staff, Interns and volunteers • Support the M&E Manager to analyse data to an appropriate standard and that results of analysis inform decision making • Support the implementation of surveys, evaluations and researches as requested by the M&E Manager. • Support the coordination and analysis of impact evaluation data
Capacity building of RI staff, Interns and Volunteers in M&E	<ul style="list-style-type: none"> • Support the development of a capacity building plan and identification of internal capacity needs of staff and volunteers • Support the design and coordinate the implementation of appropriate training programmes and support systems for staff and volunteers to ensure quality implementation of monitoring and reporting tools • Plan, lead and evaluate regular M&E training workshops to build the capacity of project staff in use of M&E data for programme improvement. • Mentoring of programme interns in Monitoring and Reporting in collaboration with Project Coordinator.
Development of appropriate M&E systems, indicators and tools	<ul style="list-style-type: none"> • Support the development and refine project log frames, systems and tools to ensure the project is being monitored and evaluated effectively, efficiently and in line with national strategies and donor requirements

<p>Skills and Qualifications</p>	<p>Qualification/Requirement:</p> <ul style="list-style-type: none"> • Degree or Diploma in Social Work, Demography, Planning, Measurement/Monitoring & Evaluation, Development Studies, Social Sciences or other relevant field. • At least 3 years' experience in project monitoring and evaluation in a reputable organisation. <p>Skills:</p> <ul style="list-style-type: none"> • Applicant should be able to design tools for data collection, data entry, data analysis in excel and success sheets, as well as in Microsoft word and PowerPoints • He / she should have experience in community based and child friendly monitoring and evaluation practices. • He/she must possess solid report writing skills. • He/she should have the ability to deliver to tight schedules. • He/she should possess good and active listening and group facilitation skills. • Applicant should be able to demonstrate experience as a development professional in monitoring and evaluation. <ul style="list-style-type: none"> •
<p>How to Apply</p>	<p>Interested candidates should send in their applications with a cover letter detailing their motivation for this position and copies of most recent CV. Please send in your applications to fahpsl2013@gmail.com Hard copies should be delivered to the G2G office, 68 Bai Bureh Road, Kissy.</p> <p>All applications should be received on or before cob on Friday 20th November 2020.</p>