

Job title: Monitoring and Evaluation Officer (national post)

Organization: Cordaid

Duty station: Freetown, Sierra Leone

Job type: Full-time (50% on project)

Reports to: Project Coordinator

Cordaid in brief

Cordaid believes in a world without poverty and exclusion. We strive for just and sustainable societies where every person counts. We stand for knowledge and talent sharing between North and South, between farmers and businesses, between activists and policymakers. Where poverty, conflict and exclusion divide societies, we connect people and communities. We stand for professionalism, expertise, and solidarity across borders. We aim to maximize our social impact and contribute to systemic change. We operate where natural disasters strike, where conflicts tear up communities and where lack of opportunities and service delivery keep families in extreme poverty.

Description of the project

Inclusive Conflict Prevention and Peace Sierra Leone is a project funded by the UN Peacebuilding Fund (UN PBF) that aims to *enable young women and men, organized through youth-led CSOs and CBOs and working in solidarity with older women and men, to foster more inclusive, gender-sensitive, and conflict-sensitive community-based dispute resolution (CBDR) mechanisms in rural and peri-urban Sierra Leone*. This headline goal will be achieved through: (1) equipping and mobilizing young people to identify and take action on key drivers of conflict, insecurity and injustice in their communities; (2) supporting and influencing CBDR mechanisms to adopt more inclusive, gender-sensitive, and conflict-sensitive practices, with specific focus on addressing needs of young women; and (3) enabling young people, working intergenerationally, to advocate for evidence-based conflict prevention policy and practice, and build trust with key conflict prevention stakeholders. The project will be implemented as a collaboration between Cordaid, a Dutch international humanitarian and development NGO, and Youth Partnership for Peace and Development (YPPD), one of Sierra Leone's leading youth organizations.

Job overview:

Reporting to the Project Coordinator, the M&E Officer will implement a monitoring, evaluation and reporting plan that ensures Cordaid and the project demonstrate effective accountability to the donor, stakeholders, and beneficiaries, and which is able to produce evidence of impact at project closure.

Key responsibilities:

1. **Support the gathering of better-quality evidence of results**, increasing staff capacity to effectively use Cordaid's M&E technical systems and enhancing awareness on the value of data.
2. **Align policies and processes across Cordaid to ensure improved quality of practice and ensure compliance with international standards**. Specific attention will be paid to align the MEL, PBW, Data Protection, Data Governance, IATI Policies and any future Knowledge Management Strategy
3. **Improve reflection and learning, to ensure improved sharing and access to information across the organization and position Cordaid as a thought leader**.
4. **Capacitate staff to use gathered evidence** to develop improved formal reports, position papers and proposals, demonstrating Cordaid's strengths and added value.

Key areas of work

1. Monitoring and Evaluation

- Facilitate tailored M&E training for staff (Bas
- Provide remote and in person on-going guided training follow-up support to country office staff.
- Support program staff with periodic and timely documentation of corporate performance and thematic indicators in DevResults.
- Support program staff with consistent documentation of evaluations, donor feedback and lessons learned in DevResults.
- Support staff with advice on survey questions
- Promote compliance with Corporate MEL policy and M&E tasks in PBW.
- Monitor and evaluate overall progress on achievement of results.
- Monitor the sustainability of project results.
- Provide feedback to the Project Coordinator on project strategies and activities.
- Propose strategies to the Project Coordinator for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks.

2. Learning

- Support the Knowledge Management and Innovation agenda (through document sharing, presentations, etc.).
- Promote compliance with technical requirements supporting Cordaid's Knowledge Management & Innovation policy
- Facilitate inner learning processes (process evaluations) of project teams to support further PBW and Knowledge & Innovation agenda
- Seek opportunities for information sharing and learning exchanges with external stakeholders for further strategic positioning of Cordaid.

3. Data Management

- Support new and existing corporate objectives with regards to data management and data governance
- Provide general awareness and technical trainings related to Data Protection, Data Governance and Data Management within Cordaid
- Report monthly, quarterly, and annual progress on all project activities to the Project Coordinator.
- Participate in project reviews and planning workshops and assist the Project Coordinator in preparing relevant reports.

4. Technical capacity building and support

- Identify specific technical capacity gaps with regards to Cordaid's Sierra Leone's M&E systems and tools.
- Facilitate tailored in-person and remote technical trainings to partners.
- Provide leadership, motivation, on-going guidance, and technical support to Country Office staff
- Develop and strengthen monitoring, inspection, and evaluation procedures.
- Monitor all project activities, expenditures, and progress towards achieving the project outputs.
- Recommend further improvement of the results framework.
- Develop and elaborate monitoring and impact indicators.
- Assist project personnel with M&E tools and in supporting them in their use.

5. Perform other tasks as assigned

Profile

- In-depth knowledge of M&E and reporting, based on previous professional experience in similar roles.
- Bachelor's degree in Management Information Systems or related field of studies
- 3-5 years' experience in working in program monitoring and evaluation
- Very good computer skills in MS Word and MS Excel. Knowledge or skills in Access and other database programs is a plus.
- Good understanding of capacity assessment methodologies, and excellent ability to identify significant capacity building opportunities.
- Ability to lead implementation of new systems (business side), and affect staff behavioural/attitudinal change.
- Superior communication skills in English (verbal and written).
- Effective in a fast-paced cross-cultural work environment.
- Strong analytical, writing and verbal skills for communicating with a diverse audience, including internally and external high-level stakeholders.

Salary

To be negotiated based on experience.

TO APPLY

Send your Cover Letter and CV by email to the Human Resource & Operations Manager at: jobs_sl@cordaid.org

Please address the Subject of your email as: **Monitoring and Evaluation Officer. Only successful applicants will receive a response**

DEADLINE FOR APPLICATIONS IS APRIL 8TH, 2021 @ 5PM

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APP



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ON JOB OPPORTUNITIES AND
WHAT WE DO