



BUILDING FLOURISHING COMMUNITIES

Terms of Reference

Monitoring, Evaluation and Learning (MEL) Coordinator

Location: Freetown – with frequent travel nationwide

Reporting to: Financial Inclusion Project Manager

**Supervisory
Responsibility:** None

Duration: 1 August 2020 to 31 July 2021 (with possibility of extension)

Overview: The MEL Coordinator will lead the implementation of Cordaid's Monitoring, Evaluation and Learning (MEL) Strategy. This will include progressively implementing and updating our MEL strategy, creating, and updating results frameworks for greater consistency and easier tracking. S/he will lead or commission baseline and evaluation studies and lead organizational learning and adaptation processes across the organization.

Internal Counterparts

- Unit Managers/Coordinators of our Programme Units
- Support Services Managers (Finances and HR/Logistics)

Responsibilities:

Program Management, Technical Quality, and Strategy

- Technical review, design, monitoring and reporting of programmes and projects to ensure quality monitoring and evaluation
- Lead the development and implementation of learning strategies, MEL Plans and Frameworks (Logical Framework, Theory of Change or Results Framework)
- In consideration with partnership policies, establish guidelines, terms of reference and action plans for critical milestones in the life cycle of projects
- Commission or lead design and implementation of baseline and evaluation studies
- Lead and/or participate in annual project reviews and ensure quality of these exercises including data gathering, data quality checks, analyses, and reporting
- Provision of leadership in operationalizing CORDAID, donor and GoSL quality and accountability standards in project monitoring and data management
- Quality assurance of standard measurements and indicators
- Analyses and use of data for management advice, advocacy planning or marketing purposes
- Development of new systems that document and disseminate lessons learned within and outside the organization, including identification and mainstreaming best practices
- Based on strategic directions, identify opportunities for operational research
- Liaise with and provide information to Programme Unit Managers where evaluation findings have implications for policy and program development and improvement

- Participate in proposal development and donor reporting activities
- Represent CORDAID in MEL technical and policy meetings with the government, donors and stakeholders at community, districts, and national levels
- Carry out other duties which are consistent with MEL role and/or duties assigned by direct supervisor

Capacity Building and Mentoring

- Develop and implement MEL capacity building strategy to improve MEL competencies among CORDAID staff and partners
- Train field staff in the use of CommCare Mobile Data Collection App
- Conduct periodic training (orientation and refresher) for Programme Units on DevResults

Education, Experience, Skills, and abilities

- 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.
- Excellent communication skills (verbal and in written)
- Experience in leading baseline and evaluation studies
- Experience in quantitative and qualitative data collection methods
- Experience in working in projects that worked with people at the bottom of the pyramid
- Willing and ability to learning a new software

Added advantage

- Experience working in Health, WASH, Disaster Risk Management, Business Skills Development or Financial Inclusion
- Experience working with organizational corporate data management software is a plus
- Experience working and managing data collection amongst several organizations

Training Opportunity

Successful candidate will be trained in the following software:

- [Developing Mobile Data Collection App using CommCare](#)
- [DevResults: M&E Software for Global Development](#)

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: MEL Coordinator

DEADLINE FOR APPLICATIONS IS JULY 2ND, 2020 @ 5PM

WOMEN CANDIDATES ARE STRONGLY ENCOURAGED TO APPLY



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ON JOB OPPORTUNITIES AND
WHAT WE DO**