

TERMS OF REFERENCE AND SCOPE OF SERVICES

PLANNING, MONITORING EVALUATION AND KNOWLEDGE MANAGEMENT OFFICER

Duty Station: GCNA Business Complex, Kirani James Blvd, St. George

GENERAL SCOPE OF SERVICES

Objective:

The Planning Monitoring Evaluation & Knowledge Management Officer will assist implementing partners and rural organizations in strengthening their capacity through their responsibilities in data collection and registration; ensuring the quality of data entered; and helping to produce initial statistical analyses.

The Officer is responsible for obtaining all data from primary sources as stipulated in the M&E plan and for their collation and analysis in the M&E system, including feedback of results to project stakeholders. She/He will work alongside primary stakeholders to carry out data collection, survey, assignments, in accordance with agreed-on procedures and standards. The post will involve considerable extraction and computer entry of data from field reports, as well as some analysis.

Position Responsibilities - The Planning Monitoring Evaluation and Knowledge Management Officer would:

- (a) Assist with the development and/or continued updating of an M&E system with quality data which provides timely reports to:
 - the Head of Rural Development for management decisions;
 - the Programme Steering Committee (PSC), the Ministry of Finance (MoF), and implementing partners for strategic decision making;
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- (b) Assist the M&E Specialist with the monitoring of Programme progress in relation to the AWPB and Logframe output and outcome indicators.
- (c) Participate in the development, regular revision and updating of the information system so progress with the project component can be monitored, problems identified and its impact assessed accurately.
- (d) Assist the M&E Specialist in the participatory development of the AWPB, ensuring performance indicators are included to record and report physical progress on Programme activities.
- (e) Assist the PCU and implementing partners in developing Progress reports, ensuring analysis of output indicators that report physical progress on Programme activities in relation to the AWPB. Guide staff in analyzing these reports in terms of achievement of output and outcome indicators in relation to the AWPB and Logframe, problems and actions needed.

- (f) Assist in the development simple reports with performance indicators for beneficiaries for monitoring the implementation of their Business Grants, CSA Grants.
- (g) Actively assist in the supervision and coordination of field staff in interacting with primary stakeholders to learn how to improve their M&E capacity, internal procedures for accountability (financial and outputs), and communication with financiers on a continual basis.
- (h) Assist in developing and implementing simple and cost effective communication strategies appropriate for different types of stakeholders (internal and external) and ensure that lessons learnt, Programme results and impact are shared.
- (i) Assist in guiding the regular sharing by the PCU of the results of M&E findings with SAEP beneficiaries, PSC, MOF, and implementing partners.
- (j) Assist in planning and implementation regularly the use of learning and/or systematization methods and/or events to identify lessons learnt with different stakeholders; analyze the implications for the Programme's next steps and potential for scaling-up.
- (k) Actively assist in developing learning products, such as case studies, testimonies, videos, etc.
- (l) Work closely with the M&E Specialist and SAEP management team to ensure that a feasible and useful M&E process is developed for the component/programme, based on the participation and equality principles of the project.
- (m) Assist in the definition in the choice of software according to database requirements, degree of user-friendliness, possibilities of updating the database and the technical facilities available in the field.

QUALIFICATIONS and EXPERIENCE

A university degree in social sciences, development studies, statistics or related field. An associate degree in social sciences, development studies, statistics or related field in combination with two additional years of qualifying experience may be accepted in lieu of the university degree. Computer/Data processing specialisation, with experience setting up and maintaining management information systems would be an asset.

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- Computer/Data processing specialisation, with experience setting up and maintaining management information systems would be an asset.
- Minimum of two years experience in data management and implementation of M&E systems.
- Minimum two years experience in development work i.e. empowerment and knowledge of gender disaggregated indicators.
- Experience in conducting M&E in the development sectors, preferably in participatory and related processes.

- Experience in training in M&E with different stakeholders, analysis of qualitative and quantitative data and report writing, facilitating learning-orientated analysis with multiple stakeholders.
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SKILLS AND PERSONAL QUALITIES

- Knowledge of logframe-based project design, monitoring and evaluation.
- Conducting and/or supervising needs assessments and surveys, and quantitative data analysis.
- Social research methodologies, including highly-developed analytical and communication skills and the ability to assimilate and process information for wide-ranging audiences.
- Knowledge of Households and other surveys.
- Willingness to undertake regular field visits and interact with different stakeholders, especially direct beneficiaries;
- Willingness to work outside of the formal working hours and days (to adjust field visits to timing convenient for beneficiaries).
- Training programme staff and beneficiaries on various M&E aspects.
- Strong commitment to SAEP, SAEP's objectives and the ability to uphold them at all times with all stakeholders (beneficiaries and partners).
- Good communication (including verbal, writing and listening skills) and Interpersonal skills.
- Comfortable in a Team player environment.
- Competency in the following computer programs: Microsoft Windows, Outlook, Word, Excel and Access; SPSS and ideally one other major statistical analysis software.

ACCOUNTABILITY

The Planning Monitoring Evaluation & Knowledge Management Officer would form part of the Rural Development Unit's (RDU), Programme Management Unit (PMU) and would work in close collaboration with the Planning Monitoring and Evaluation, and Knowledge Management (M&E) Specialist, the Programme Management Team (PMT), the PMU and key implementing partners. He/she would report directly to the M&E Specialist or the Head of Rural Development (HRD) in absence of the Specialist.