

**JOB DESCRIPTION**

**JOB TITLE**: Monitoring and Evaluation (M&E) Officer, SCOPE

**REPORTS TO**: SCOPE Project Manager (PM)

**WORK LOCATION**: World Relief Haiti (Port au Prince or Les Cayes), with frequent field travel to Belle-Anse and Les Cayes (40%)

**WORK SCHEDULE:** Monday – Friday, from 8:00 AM to 4:00 PM

**CLOSING DATE:** June 23, 2022

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**POSITION SUMMARY:**

The SCOPE M&E Officer is responsible for implementing the project in-country monitoring and evaluation activities. He/She utilizes the Collaboration, Learning, and Adaptation Approach to continually assess project progress and facilitate adaptive learning and data-driven decision making, and participates in the implementation of M&E strategy and tools. He/She ensures quality and timeliness of monitoring and evaluation data in alignment with the MEL plan and liaises with external stakeholders to ensure effective engagement around M&E. Trains and supports staff in the M&E function. He/she will travel at least 40% to field locations in Belle-Anse, Les Cayes and Port au Prince if based in Les Cayes.

**Key Responsibilities:**

**Oversight of M&E Function**

* Oversees all SCOPE aspects in country M&E functions with input from the WRH Office MEAL Manager and SCOPE Project M&E Technical Advisor (based in the US).
* Presents data to internal and external stakeholders, on a regular basis.
* Participate in biweekly/monthly/quarterly meetings with the global project team to assess and learn from global trends and any other meetings as per project needs.
* Facilitates ongoing reflection meetings to promote "Pause & Reflect" and learn from monitoring and evaluation data.
* Participates in the implementation of M&E project strategy and tools.
* Ensures that all project data is entered into ONA/Open Data Kit mobile entry tools on a monthly basis.
* Securely manage project database and all records.

**OVERSIGHT OF QUALITY AND TIMELINESS**

* Contribute to the donor-required semi-annual reports, including data-requests made by Global Project Technical Advisors.
* Perform regular data quality assessments.
* Review submitted data on ONA to ensure accuracy and submit monthly required WR data to project data base, including disaggregated data by age, sex, and location.

**STAFF CAPACITY BUILDING**

* Train and capacity build the M&E Assistants and other project staff through training, on-the-job coaching, mentorship, and conducting regular supportive supervision visits.
* Train and supervise enumerators and staff in data collection.
* Train key staff in M&E plan, system, and data collection methodology.
* Work with project staff to promote data visualization and data-driven decisions at the community level.
* Collaborate with the SCOPE Coordinators to ensure project data quality is maintained.

**RELATIONSHIPS WITH LOCAL PARTNERS AND STAKEHOLDERS**

* Provide support to the performance evaluation process in collaboration with USAID Mission, the global leadership team, and the external evaluation team.
* Work with the global leadership team and external consultants to ensure effective evaluation.
* Facilitate joint monitoring with MOH (MSPP) and/or USAID Mission.
* Solicit and incorporate feedback from stakeholders on project progress according to monitoring and evaluation data.
* Collaborate with the SCOPE project manager, the Office MEAL Manager and global project staff (including home-office MEL Advisor and Technical Advisors) to ensure data informs project management and decision-making.

**QUALIFICATIONS AND EXPERIENCE.**

* Bachelors or master’s degree in statistics, demographics, public policy, international development, public health, or a related field.
* Master's degree or Bachelor plus an advanced certificate in M&E or statistics preferred.
* Excellent written and oral English and French skills required.
* Proven success in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
* 3-4 years of professional experience in a senior M&E position responsible for implementing M&E activities of an international development project.
* Experience with USAID or another publicly funded project preferred.
* Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/or performance monitoring plans and tools.
* Knowledge and experience with qualitative and quantitative data collection and analysis.
* Experience in planning and managing surveys.
* Experience developing and refining data collection tools, including using Open Data Kit for mobile data collection.
* Experience with data quality assessments and oversight.
* Experience managing and providing ongoing training to field staff on M&E.
* Experience liaising with external stakeholders.

**SKILLS REQUIRED**

* Good skills in Microsoft Office, including Word, Excel, and Outlook.
* Excellent written and oral English and French communication.
* Skills in the local language.
* Humility, teamwork, and a high level of flexibility.
* Quantitative and analytical skills.
* Ability to understand and work in different cultures.
* Commitment to World Relief's values.

**PERSONAL SKILLS:**

* Commitment to World Relief’s Christian values.
* Willingness to travel locally 40% of the time (including too fragile environments).

**PHYSICAL DEMANDS:**

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

While performing the duties of this job, the employee is required to have ordinary ambulatory skills sufficient to visit other locations

The ability to stand, walk, stoop, kneel, crouch, and manipulate (lift, carry, move) light to medium weights of 10-15 pounds.

Requires good hand-eye coordination, arm, hand, and finger dexterity, including the ability to grasp, and visual acuity to use a keyboard, operate equipment, and read application information.

The employee frequently is required to sit, reach with hands and arms, talk, and hear.

**How to apply**

Please mention “Monitoring and Evaluation (M&E) Officer “in the subject line of the email.

**Required Documents:**

Cover Letter

Diplomas

Resume

Professional references

(All must be sent to the following address until June 23, 2022: **wrhadmin@wr.org)**