ROLE DESCRIPTION

1.   POSITION DETAILS

Position Title:	**M&E officer**
Position Holder:	Vacant
Position Reporting to:	Deputy Director
Date Approved:	2nd April 2017

2.   POSITION PURPOSES

The Monitoring and Evaluation Officer is responsible for monitoring and evaluation of results and impact of all projects and programmes in the organisation. In addition, s/he will promote accountability for resource use and document, provide feedback on and disseminate lessons learned.

3.   KEY ACCOUNTABILITIES

OUTPUT 1:   Develop and improve the M&E system (%)

- Develop the M&E framework and systems for all aspects of CW work, and work with the management team to plan how to implement it.
- Clarify responsibilities and prepare the work plan and the detailed budget for monitoring and evaluation activities;
- Monitor and support the work of the staff member in each unit who has been assigned Monitoring and Evaluation responsibilities
- Guide and coordinate the review of programme log frames including:
  - o providing technical advice for the revision of performance indicators;
  - o   ensuring that realistic intermediate and end-of-programme targets are defined;
  - o conducting a baseline studies to establish targets,
  - o identifying sources of data, collection methods and resources needed and related cost;
- Manage the CW Plan of Operations and ensure that M&E activities are included in the work plan.
- Review and provide feedback to programmes on the quality of methodologies established to collect monitoring data, and document the protocols that are in place for the collection and aggregation of data.
- Establish an effective system for assessing the validity of monitoring and evaluation data through a review   of   activities, completed monitoring forms/ databases, and a review of aggregate- level statistics reported;

- Review the system and recommend improvements.

OUTPUT 2: Implementation of monitoring and evaluation activities

- Oversee and execute the monitoring and evaluation activities included in the M&E framework and the Plan of Operations, with particular focus on results and impacts as well as on lessons learned;
- Design the frame work for the monitoring of programme activities;
- Coordinate the preparation of all monitoring and evaluation reports; guide staff in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission;
- Prepare consolidated progress reports for Management including identification of problems, causes of potential bottlenecks in implementation, and specific recommendations;
- Check that monitoring data are discussed in the appropriate forum such as the Content / Management Meeting and in a timely fashion in terms of implications for future action;
- Work with units and teams to support implementation of monitoring and evaluation, check the quality of data produced, and to identify where adaptations might be needed; monitor the follow up of evaluation recommendations with Programme Managers;
- Foster participatory planning and monitoring; organise and provide refresher training in monitoring and evaluation for programme staff;
- Develop Terms Of Reference (TOR) for external evaluations, in consultation with the Management team. Assist in recruiting consultants, and provide support and information to enable them to complete their evaluations.

OUTPUT 3: Knowledge management: Lessons learned

- Ensure that each team reflects on lessons learned and captures these lessons to inform future plans.
- Create an internal platform enable documenting data.
- Ensure that all M&E data, reports, and lessons learnt are documented and shared on the shared drive,
- Ensure that TORs for consultants incorporate mechanisms to capture and share lessons learned and to ensure that the results are reflected in the reporting system;
- Facilitate reflection exercises on key internal and external research produced to promote evidene-based planning;
- Facilitate the exchange of information within CW through a variety of internal events and processes.
- Identify and participate in additional networks such as scientific or policy-based networks that may also yield lessons that can benefit implementation of the monitoring and evaluation

OUTPUT 4:   Provide support on fund-raising and donor reporting

- Understand all funding contracts, contract requirements in terms of M&E and reporting
- Support managers by providing up to date and accurate information to enable the writing reports to donors

OUTPUT 5:   Accountability to reporters (%)

- Develop mechanisms to ensure that departments monitor reporter satisfaction and understanding of CW's approach.
- Provide regular summaries of key issues raised through the reporter surveys and recommendations to address these, to the Management team;
- Support departments and programmes to internalize the feedback received through the reported surveys to enhance the quality of activities and services;

4.   Decision Making

- Develop and implement medium and short-term plans
- Develop and implement M&E systems which must be approved by the ED and DD
- Operate within the systems and processes, policies and procedures of Corruption Watch.
- Operate independently in on a day-to-day basis.
- Prioritise workflow based on urgency of requests and activities.
- Consult with the management teams regularly;

5.   Communication

WHO?	WHY?	HOW Often? *
Executive Director	Keep the ED informed on all M&E plans, and on on progress made against plans	I
Deputy Director	Account to DD on the M&E framework and implementation.	W
Management team	Coordinate all M&E work and provide support to managers on implement M&E to ensure that M&E requirements are met Provide support on preparing reports to funders	W
Team members in all teams	Support and mentoring on M&E activities required. Ensure that M&E requirements are met.	W

WHO?	WHY?	HOW Often? *
	Obtaining input from and providing information regarding lessons learned, and recommendations about way forward.	
Funders	Understanding of their requirements relating to M&E and to funding proposals and reports	I

C = Constantly   W = Weekly   S = Seldom

D = Daily   M = Regular Monthly   I = Intermittent but intense

6.   POSITION INPUTS

Qualifications and Experience

- A university degree in social sciences, development studies, statistics, economics or related field
- At least 2 years work experience in planning processes, performance management, monitoring and evaluation, capacity building in large governmental or international organization;.

Knowledge:

- An understanding of corruption and related issues that CW works with
- In-depth understanding of the political, social and economic context in which CW operates.
- Understanding of the funding environment and the requirements of funders

Skills:

- Excellent command of spoken and written English
- Strong interpersonal skills
- Management and organising skills
- Computer skills, including excel, MS Word and statistical programs
- Time management
- Planning and organising
- Attention to detail
- Problem solving
- Clerical and administrative skills

Behaviours:

- Ability to work collaboratively with managers and staff in the organisation
- Ability to take initiative
- Ability to persuade team members of the importance of M&E systems and activities and the need to comply with requirements
- Ability work under pressure
- Accuracy
- Concern for quality and order
- Flexibility