

TERMS OF REFERENCE Monitor and Evaluation Officer

Project: Building a Future: Make it in The Gambia – TEKKI FII

Location: Bijilo, with regular displacements to Kerewan Office and to field visits

Position: M&E Officer

Reports to: Agribusiness Manager and Social Cohesion Manager

Languages: Fluency in English (conversation, reading and writing). Good conversation skills in at least two local languages.

Foreseen starting date: May 2021

Duration: 7 months

Date of ToR publication: April 8th, 2021

IMVF - Instituto Marquês de Valle Flôr is a Portuguese non-governmental organization for development whose mission is to promote economic and cultural development. Its main areas of work are Cooperation and Education for Development, Decentralized Cooperation with Municipalities and Technical Assistance. It is present in west African countries for 3 decades.

CONTEXT

General context

The project *BUILDING A FUTURE: MAKE IT IN THE GAMBIA* led by IMVF and funded by the European Union Emergency Trust Fund for Africa (EUTF for Africa) ¹ is implemented since January 2019. Its overall objective is to contribute to socio-economic development and to nurture positive prospects for local populations and returning migrants in The Gambia, namely in Central River, North Bank, Lower River and Upper River regions. The specific objectives of the action are:

- to boost economic development with a focus on attractive employment and revenue generation in regions prone to migration
- to promote a conducive socio-economic environment for an effective and sustainable reintegration of former migrants and to improve the attractiveness of rural areas.

And the expected results (ER) are:

- ER1: sustainable market-oriented agribusiness value chains are emerging and/or reinforced in rural Gambia through training (formal/unformal)
- ER2: social cohesion has been strengthened by the activities of local organizations and the implementation of social/recreational facilities.

The action's core targets are youths and women, including potential migrants and returnees.

IMVF's project is implemented in partnership with ADWAC - Agency for the Development of Women & Children, United Purpose and Alianza por la Solidaridad.

¹ https://ec.europa.eu/europeaid/regions/africa/eu-emergency-trust-fund-africa_en



European Union



Project lead



Institutional Support



JOB DESCRIPTION

The Monitoring and Evaluation (M&E) Officer will be responsible for the design and implementation of the monitoring of the Project. He/she will develop a systematic monitoring framework to collect qualitative and quantitative data regarding project beneficiaries, results, outputs and outcomes. He/she will also provide technical assistance to the implementing partners, particularly regarding monitoring and reporting of activities.

Essential Functions

Design of M&E system:

- Assess the quality of project data available and data collection methods and tools.
- Review data collection methodologies and concepts adopted by project implementing partners.
- Provide recommendations for the improvement of data collection exercises.
- Development of a M&E Work Plan with clear guidance on data collection timelines.
- Design the necessary tools for data collection exercises by project staff.

Implementation of M&E:

- Train project and partners staff regarding the use of data collection tools and its insertion in a database.
- Collect data on a regular basis to measure achievement against the performance indicators.
- Control collected data quality.
- Maintain and administer the M&E database; analyse and aggregate findings.
- Support project progress reporting, project mid-term review and final evaluation.
- Identify lessons learned and develop case studies to capture qualitative outputs of the project.
- Provide advice on how to improve project performance through M&E findings.

Communication:

- Produce reports on M&E findings and prepare presentations based on M&E data as required.
- Provide the Project Coordinator with management information required.
- Check that monitoring data are discussed in appropriate forum and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap.
- Perform other duties as may be assigned by the Project Coordinator

PROFILE OF THE CANDIDATE

Qualifications

Education: First level university degree in statistics, demographics, mathematics, public policy, economics, or related field.

Professional experience and skills

- Minimum of three (3) years of professional experience in an M&E position responsible for implementing M&E activities.
- Experience in designing, implementing, and operating project M&E systems from project initiation to closeout stages.
- Experience in designing and managing project beneficiaries monitoring and database systems.
- Knowledge of the major evaluation methodologies (e.g. qualitative, quantitative, mixed-method, and impact) and data collection and analysis methodologies.
- Experience in planning and implementing surveys.
- Experience in developing and refining data collection tools.
- Experience with data quality assessments and oversight.



European Union



Project lead



Institutional Support



Languages: Excellent written and spoken English and local languages.

Specific competencies

- Good knowledge of programme implementation, monitoring and evaluation techniques and practices.
- Familiarity with impact assessment an advantage
- Excellent analytical skills.
- Ability to work in a team and good interpersonal skills.
- Excellent command of computer applications skills.
- Excellent command of statistical tools (Excel, SPSS, R, Stata, etc).
- Good organizational skills.
- Ability to deal with people with tact and diplomacy.
- Ability to work independently with a minimum of supervision.
- Ability to work under time pressure and meet deadlines.
- Ability to work in diversified environments.

FOR EXPRESSION OF INTEREST

Expressions of interest should be sent to tekkifii@gm.imvf.org, including motivation letter, *Curriculum Vitae* and identification of people to contact for recommendation / reference (2 hierarchically superior persons in similar functions).

The subject of the email should be: **M&E OFFICER**

Deadline for submission of applications: May, 2nd 2021.

Only short-listed candidates will be contacted.



European Union



Project lead



Institutional Support

