

## JOB DESCRIPTION

<b>JOB TITLE:</b>	<b>Monitoring, Evaluation, Accountability and Learning Coordination Officer</b>
<b>Contract Length:</b>	One and a half years with possibility of extension depending on funding and performance.
<b>REPORTING TO:</b>	Global Programme Manager-Social Protection
<b>RESPONSIBLE FOR:</b>	None
<b>DUTY STATION:</b>	Tanzania preferred but any Exit Fund AFFORD II programme implementing country is applicable
<b>KEY RELATIONSHIPS:</b>	<b>Internal:</b> Programme Officers, M&E Officers and Programme Managers based in Ethiopia, Mozambique and Tanzania responsible for Exit Fund AFFORD II programme. <b>External:</b> MANEPO as partner implementing Exit Fund AFFORD II programme in Malawi.

### **Background**

HelpAge International ([www.helpage.org](http://www.helpage.org)) is the secretariat to the HelpAge Global Network, which brings together a wide range of organisations and individuals working together to ensure that older people lead dignified, active, healthy and secure lives.

HelpAge is currently seeking to recruit a Monitoring, Evaluation, Accountability and Learning Coordination Officer who will have overall responsible for the M&E activities for the Exit Fund AFFORD II programme in the four countries (Ethiopia, Malawi, Mozambique and Tanzania), as well as strengthening procedures and practices for robust data management.

### **Overall Purpose of the Job**

Working closely with the Global AFFORD II Programme Manager-Social Protection, this position will work as part of HelpAge Programme staff to support a culture and practice of reliable planning, monitoring, evaluation, accountability and reporting. This includes developing, updating and coordinating monitoring and evaluation (M&E) activities and events within the Exit Fund AFFORD II Programme and among HelpAge partners, building the capacity of HelpAge staff, network members and partners in M&E, and promoting MEAL knowledge transfer internally and externally. The position will ensure that MEAL systems and capacity building effectively serve HelpAge, Network members and partners in the four countries, adhering to HelpAge guidelines and policies.

### **General Key Tasks**

The Monitoring, Evaluation and Learning Coordination Officer will be responsible for the development and implementation of the Exit Fund AFFORD II programmes performance tools for effective programme delivery in the four countries implementing Exit Fund AFFORD II programme. He/She will be the focal point to assist technical managers in the Monitoring, Evaluation, Accountability and learning aspect of their respective programmes and build the capacity of field staff

in effective use of the data management tools and reporting templates including survey CTO. The position will be responsible for generating periodic programme implementing reports and assessment reports.

### **Specific Job Responsibilities**

#### **MEAL Tool Development and Data Management**

- Develop and implement a robust monitoring and evaluation system that will ensure tracking of project/ programme results at different levels (outputs, outcomes and impact).
- Develop/ Adopt an integrated database of all programmes and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors.
- Work with programme officers and programme managers to ensure the collection of relevant and appropriate data needed for an effective MEAL system which will be utilized in monitoring strengths, weaknesses and gaps in existing projects/ programs and services and for reporting on donor commitments.
- Review and assess existing data collection tools for the Exit Fund AFFORD II programme and take this further to suggest and propose measures to strengthen them.
- Incorporate field and technical team feedback to ensure the continuous improvement of data management systems within the programme and country the position is based.

#### **Monitoring and Reporting**

- Maintain and update the overall Exit Fund AFFORD II indicator tracker based on submissions from the Programme Managers for the Exit Fund AFFORD II Programme
- Work closely with the Global Programme Manager-Social Protection to ensure that feedback to country offices implementing the programme is timely.
- Develop M&E plans for all projects and proposals and ensure integration and implementation of M&E during implementation.
- Ensure the programme had updated work-plan and performance management plan (PMPs) in tandem with all approved proposals, regularly reviewing and updating as needed.
- Carry out data quality assessments/ audits regularly for MEAL data based on agreed indicators to guide decision making.
- Provide alert to the respective programme officers/ managers and Global Programme Manager-Social Protection on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Review quarterly progress reports from partners and ensure they have evidence to back-up and provide feedback to the respective staff.
- Collate/ prepare regional reports related to internal reporting such as the quarterly and annual reports.
- Ensure that cross-cutting issues such as participation, gender, age and disability are effectively addressed/ mainstreamed in all project implementations as part of ensuring accountability according to HelpAge SADD framework.

**Assessments, Surveys and Evaluation**

- Liaise with the Global Programme Manager-Social Protection to ensure that AFFORD II and all new and ongoing projects adhere to accountability requirements by initiating end of programme and learning evaluation and conducting relevant evaluations for ongoing projects to meet HelpAge standards.
- Assist in coordinating quantitative/qualitative/mixed methods assessments, evaluations and performance evaluation tasks including planning and reporting on the same.
- Assist in the development of TOR for external surveys and consultant recruitments/ selection.
- Assist in coordinating the review all survey reports prepared to ensure quality and accurate reporting.

**Learning, Accountability and Capacity Building**

- Ensure the regional AFFORD Results Framework is regularly updated and give support to regional programme staff on data collection, analysis and update of country specific Results Framework.
- Provide relevant evidence for learning from projects.
- Share learning and provide constructive comments to colleagues in order to ensure programme quality.
- Ensure Sex, Age, Disability Disaggregated Data (SADD), Accountability and Gender standards are consistently adhered in programme delivery.
- Build capacity of staff through training to ensure adoption of new data monitoring tools and quality of data collected.
- Keep abreast of new approaches and tools on M&E and provide training to HelpAge staff as requested. Enable staff to monitor and evaluate their own efforts, gather relevant data and produce required progress reports.
- Regularly collect data on and analyse the Complaints Reporting and Feedback Mechanism (CRFM) accountability data to facilitate quality improvement.

**Safeguarding**

HelpAge International is committed to safeguarding the communities with which we work, our partners, staff and any others who we come into contact with.

Therefore, you will also be responsible for:

- Preventing harm and abuse from our people, operations and programmes, to anyone that encounters our work;
- Reporting all safeguarding incidents you see, hear, hear about or suspect, using our internal reporting mechanism;
- Complying with all safeguarding framework policies and practices;
- Completing mandatory training courses relating to our safeguarding policy framework and complying with HR vetting procedures.

**Our Values**

At HelpAge International we work hard to achieve our goals together as a team with a clear shared purpose. Our values inform how we work together:

<b>Inclusive</b>	We respect people, value diversity and are committed to equality.
<b>Impact</b>	We value and recognise the contribution of our staff and network members, as we put older people at the centre of everything we do.

<b>Partners</b>	We work alongside network members and others to increase reach, influence and impact. We are committed to a culture of collaboration and building positive relationships.
<b>Learning</b>	We are passionate about learning, accountable and work together to find creative solutions.

Everyone who works at HelpAge share our values and are committed to behaviours that demonstrate and support them.

### **Equal Opportunities**

HelpAge International is committed to creating an inclusive working environment, promoting and providing equal opportunities and respecting diversity in employment. We welcome applications from all suitably qualified individuals regardless of their age, disability, sex, Marital status, pregnancy and maternity, race, religion or belief.

### **Person Specifications**

- Masters or Bachelor’s Degree in Statistics, Economics, Monitoring & Evaluation, Demography, Development Studies.
- Demonstrated experience in data processing and management of large-scale surveys.
- Demonstrated experience of statistical packages and/ or data analysis software (e.g., SPSS, Excel, Epi Info, SMART, STAT 01) and advanced computer skills (word-processing, spread sheets, and databases) are a must.
- At least 2 years’ direct experience in a position of monitoring and evaluation of large-scale projects.
- Strong experience in conducting a research study including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations.
- Must be result focused and be able to work under pressure and tight deadlines.
- Excellent interpersonal skills and the ability to work well within a multi-cultural team environment.
- Strong analytical skills.
- Technical knowledge and experience in implementation of gender and disability sensitive approaches is a plus.
- Basic knowledge of Accountability Standards and Humanitarian principles including the Code of Conduct, Protection of beneficiaries, Age and Disability Inclusion in Humanitarian activities.