

JOB DESCRIPTION

JOB TITLE:	Monitoring, Evaluation, Accountability and Learning Officer
Contract Length:	Two years with possibility of extension depending on funding and performance
REPORTING TO:	Country Director, Mozambique and matrix managed by the Regional Programme Manager-Social Protection
RESPONSIBLE FOR:	None
DUTY STATION:	Maputo, with oversight in other countries implementing AFFORD II programme
KEY RELATIONSHIPS:	Internal: All Programme Officers and Managers based in HelpAge Mozambique (Maputo Office and the Field); Programme Managers and Programme Officers responsible for AFFORD programme in the region, Regional Programme Manager (Research, Evaluation and Learning) External: MANEPO as partner implementing AFFORD II programme in Malawi

Background

HelpAge International (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 International's secretariat is based in London, UK but works in 41 countries across the world.

HelpAge has been operating in Mozambique since 1988 and has been engaged on thematic sectors including social protection, health and care, emergency response and capacity building of local partners and network members. HelpAge International is also responding to the needs of marginalised cohorts within the general population with special focus on older women and Persons Living with Disability (PWD).

HelpAge is currently seeking to recruit a Monitoring, Evaluation, Accountability and Learning Officer who will be in charge of the performance monitoring and evaluation portfolio in HelpAge Mozambique, as well as ensure improvement in a robust data management and delivery of services. The successful officer will also perform other regional roles within MEAL with guidance from responsible managers. Although this will be a regional role, it will be based in Mozambique and hence **ONLY** Mozambican Nationals are eligible to apply.

Overall Purpose of the Job

Working closely with the AFFORD II Programme Managers and Regional Programme Manager-Research, Evaluation and Learning (REL), this position will work as part of HelpAge Programme staff to support a culture and practice of reliable planning, monitoring, evaluation, accountability and reporting in Mozambique office. This includes developing, updating and coordinating monitoring and evaluation (M&E) activities and events within the AFFORD II Programme and the country office 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 country, adhering to HelpAge guidelines and policies.

General Key Tasks

The Monitoring, Evaluation and Learning officer will be responsible for the development and roll-out of the AFFORD II and HelpAge Mozambique programme performance tools for effective programme delivery in the country and countries implementing AFFORD II programme. He/She will be the country 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 surveyCTO.

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 country projects/ programmes and ensure accountability through regular data updates, data integrity and working in collaboration with the data processors.
- Work with programme officer and 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 existing data collection tools for the current country programmes and AFFORD II programme.
- Incorporate field and technical team feedback to ensure the continuous improvement of data management systems within HelpAge Mozambique.
- Timely update and share data on the 4W matrix to the cluster management system

Monitoring and Reporting

- Maintain and update the overall AFFORD II indicator tracker based on submissions from the PM, AFFORD II Programme
- Work closely with the PM AFFORD II and PM REL to ensure that feedback to county offices implementing the programme is within time.
- Develop M&E plans for all projects and proposals and ensure the same is followed up during implementation;
- Ensure all grants have 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, PM-Social Protection and CD on corrective actions required to avoid delays in implementation, including flagging operational issues and risks requiring timely actions.
- Review monthly 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 regional PM- Social Protection to ensure that AFFORD II and all new and ongoing projects adhere to accountability requirements by initiating baseline surveys for new projects/ programmes and conducting relevant evaluations for ongoing projects to meet HelpAge standards.
- Ensure that HelpAge Mozambique office learns from all final evaluations of completed projects for decision making and improvement of project designs.
- Lead and/or coordinate all country 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
- Coordinate the review all survey reports prepared to ensure quality and accurate reporting.
- Timely plan and initiate all pre and post intervention assessments, KAP surveys, After Action Reviews, Post Distribution Monitoring and Real Time Evaluation of emergency programmes.

Learning, Accountability and Capacity Building

- Conduct country monitoring of all AFFORD II implementation and post implementation monitoring that meet laid down standards on a regular basis
- 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 the HelpAge Mozambique team to facilitate quality improvement.

Person Specifications

- Masters or Bachelor's Degree in Statistics, Economics, Monitoring & Evaluation, Demography, Population 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 studies including the entire evaluation cycle, from design and formulation to implementation, analysis and presentation of results and recommendations;
- Good oral and written communication skills both in Portuguese and English;
- 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;
- Knowledge and experience in implementing of either health care or social protection programme is an added advantage
- Basic knowledge of CHS Accountability Standards and Humanitarian principles including the Code of Conduct, Protection of beneficiaries, Age and Disability Inclusion in Humanitarian activities.