TERMS OF REFERENCE

M& E Officer

Duty Station: Mogadishu, Somalia
Position Title: M& E Officer—Dan Guud Project
Classification: Consultant for the Benadir Administration
Duration: 6-month, with possibility of extension
Salary: $800 USD per month

The overall objective of the Dan Guud Project is to promote stability in Mogadishu through targeted interventions that foster good governance, safety and economic recovery.

General Functions:

Under the overall guidance of the Mayor of Mogadishu, in direct collaboration with the Deputy Mayor, and under the direct supervision of project Coordinator for Dan Guud and in close coordination with the Sr. project Advisor, the M&E Officer will coordinate and implement the monitoring and evaluation strategy and activities under the Dan Guud projects in Mogadishu.

Essential Functions:

1. Lead the development of the project information, monitoring and knowledge management system (including data collection, analysis, storage and reporting process) in collaboration with Dan Guud partners
2. Coordinate data collection, data quality assurance and data analysis
3. Facilitate information review processes to reflect on field data generated by the M&E system, to identify and document innovations and ‘best practices’, to look for unintended outcomes, to identify programming opportunities, and to periodically assess context and assumptions,
4. Facilitate, in collaboration with Dan guud Project Coordinator and Sr. project advisor and Field Coordinator, baseline (and end line) surveys for Dan Guud project including data collection and analysis process
5. Participate in and support maintenance of the Activity Database content, including quality control to ensure data quality, accuracy, consistency and completeness and compliance with donor’s database standards.
6. Coordinate with Field Coordination unit and grants team to collect grant related information for on going reporting purposes.
7. Ensure all staff understand the information and monitoring system and their responsibilities within the system
8. Actively promote a culture of learning and generation of knowledge throughout the Project Team and among partners and stakeholders, including facilitation of sharing and reviewing knowledge for current application, as well as appropriately storing and disseminating it for use in future and by other organizations

Desirable Qualifications (Education, experience and competencies):
1. University Degree in Project planning and management, Monitoring and evaluation. Training in Information Management, statistics is added advantage; alternatively a combination of relevant education and professional experience.
2. A minimum of three years of significant experience in project management, monitoring and evaluation, especially related to the field of international development or with an international organization.
3. Familiarity with different monitoring approaches, tools and methodologies.
4. Excellent oral and written communications skills.
5. Strong computer skills; proven ability to use MS Office, PowerPoint, and experience in web site development and maintenance.
6. Functional competencies required: effective communicator, successful negotiator, active learner, team player, and cross-cultural facilitator.
7. Thorough knowledge of English and Somali language required

How to apply:
Interested candidates must send a CV/resume to danguud.benadir@gmail.com.

Write “M&E Officer” in the SUBJECT LINE.

ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED.

Closing date: November 04, 2011