

**Monitoring, Evaluation & Reporting Officer, Nigeria JD**

**JOB DESCRIPTION**

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| **Job Title** | Monitoring, Evaluation & Reporting Officer (MERO) |
| **Programme/Dept.** | RUSHPIN Programme |
| **Place of Work** | Calabar Cross River State |
| **Reports to** | RUSHPIN Programme Manager |
| **Manages** | Monitoring, Evaluation & Reporting functions of RUSHPIN |
| **Budget Responsibilities** | Workplans |
| **Relationship to others** | Work closely with State & LGA Technical Officers, Finance Manager, Grant Accountant, Partners, Government Agencies and other stakeholders. |
| **Compensation** | Commensurate to position and experience |

**INTRODUCTION**

The position offered will form part of the team for United Purpose’s (UP) ongoing Global Sanitation Fund (GSF) Programme on the eradication of open defecation, increased sanitation and improved hygiene practices. The Programme is implemented by UP supporting local implementing partners and aims to achieve open defecation free (ODF) status at scale.

**JOB PURPOSE**

The Monitoring, Evaluation & Reporting Officer (MERO) will provide support in monitoring and evaluating ongoing Programme activities, outputs and outcomes in sanitation and hygiene. The Programme’s main participatory approach is Community Led Total Sanitation (CLTS). The M&E of the Programme is a regular assessment process as well as support function to all programme and partner staff. The emphasis is on a M&E participatory approach with communities and partners. S/he will lead the analysis and interpretation based on verified data to demonstrate the performance of the programme. S/he will take the lead on all contract technical reporting. Moreover, the incumbent is expected to promote key learnings in the programme, and for wider sharing and learning in UP and WSSCC/GSF.

**MAIN DUTIES AND RESPONSIBILITIES**

* To supervise regular data collection through implementing partners and ensure quality of the data by random verifications and validations;
* To record, manage and preserve monitoring and evaluation data in a safe and accessible way;
* To analyse and discuss findings based on regular monitoring data;
* Provide technical support on M&E and evidence-based recommendations to the relevant Project Manager and Partners;
* Ensure that implementation of field activities adheres to Programme’s monitoring and evaluation system;
* Support partners in establishing baseline information;
* Participate proactively in programme review and planning process and budgeting ensuring programme quality and value for money;
* Lead the programme team in developing the annual and six monthly and quarterly reports;
* Support the team responding to other emerging tasks as may be required.

**SPECIFIC RESPONSIBILITIES**

1. **Monitoring**
   1. Maintain/revise programme monitoring plan (PMP) in line with project LFA while consulting with the programme team and partners;
   2. Coordinate with partners for collection of data against set indicators/targets;
   3. As part of the team, monitor partners’ performance;
   4. Ensure quality of data collected by participating entities and individuals – conduct data quality assurance (DQA);
   5. Proactive quarterly review meetings for partners and team;
   6. Provide feedback to partners and programme team on programme’s performance based on field follow-ups, and monitoring data findings;
   7. Assist Programme Manager and team to build capacity of partners on planning, monitoring and peer-to-peer assessment.
2. **Evaluation**
   1. Support Programme Manager to review and input to terms of references for external evaluations;
   2. Support Programme Manager Post Implementation Monitoring Surveys;
   3. Support Programme Manager and team to conduct Programme Data Review;
   4. Support partners in future research studies by providing relevant input.
3. **Reporting and Documentation**
   1. Support Programme Manager in developing quarterly, six-month and annual reports;
   2. Develop and share field visit reports with programme and relevant UP staff.
4. **Planning**
   1. Support Programme Manager and team to develop annual and quarterly workplan and budget;
   2. Support Programme Manager to review programme plans;
   3. Ensure quality of data/ statistics in programme plans.
5. **Learning and Sharing**
   1. Identify & share learning from M&E process with the team and UP staff;
   2. Support partners to improve learning and sharing mechanisms with their interventions;
   3. Promote culture of two way learning in the organisation.
6. **Contribution to Effectiveness of the Programme and UP**
   1. Work collaboratively with other programmes to strengthen integration and cross-learning in the country programme and with WSSCC/GSF;
   2. Demonstrate willingness to take the initiative, be creative and contribute to overall goals.

**PERSON SPECIFICATION**

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| **Essential** | **Desirable** |
| **Professional Qualification**   * At least a first degree in social sciences, development planning, planning, monitoring and evaluation, survey implementation, advanced statistical research. * Knowledge and understanding of project monitoring and evaluation * Understanding of the current M&E trends and especially M&E systems in development organisations | * Knowledge of WASH issues, especially sanitation and hygiene challenges and opportunities * GIS – Geographical Information Systems * Knowledge of SPSS software * Knowledge of participatory research methods, participation action and learning * Knowledge of contextual diversity of various areas in Benue & Cross River States |
| **Experience**   * Minimum 3 years’ experience in monitoring and evaluation with at least 2 years with some international organisation * Demonstrable experience monitoring and evaluating WASH project; * Solid knowledge and understanding of community-based participatory approaches; * Experience of field data collection and data quality analysis (DQA); * Experience of high quality report-writing. | * Experience of conducting research * Experience of organising lesson-learning sessions |
| **Essential Skills**   * Monitoring and evaluation techniques and processes; * Data collection and management; * Analytical and research skills; * Excellent verbal and written command of the English language; * Good interpersonal skills; * Excellent computer knowledge with command on MS Excel among other packages of MS Office; * Adaptable and responsive disposition relative to the demands and development of the programme. | * Handling data through SPSS/EPS * Communication skills for presenting monitoring findings * Fluency in Pidgin and vernacular languages will be an added advantage |
| **Others**   * Ability to prioritise multiple tasks; * Self-motivated person able to work without close supervision: * Able to effectively promote UP’s mission values, and objectives; * Willingness to work beyond normal work day at crucial times |  |