POSITION DESCRIPTION

Position Title: Monitoring & Evaluation Officer

Duty Station: MONROVIA (with field travels)

Period: February 2020 – February 2021 (with possibility of extension)

Expected Start time: February 3, 2020

Program: Mental Health Program – Liberia (Tubman Boulevard, Congo Town)

Reporting to: Program Lead

I. General Summary of the Position

Under the supervision of the Program Lead, the M&E Officer will work closely with project managers to coordinate and supervise the planning, collection, compilation, analysis, and reporting of project data to meet the monitoring and evaluation needs of the MHP-L. He/she will oversee data collection, cleaning, processing, analysis and presentation needs of the program. This includes but is not limited to on-going evaluation needs of all projects, data analyses, reporting to support grant applications, and responses to donors and the government of Liberia, as well as to, specific requests for data as needed.

II. Primary Duties & Responsibilities:

- Review all MHP-L available data and advise the Program Lead regarding 1) gaps and plans for filling; 2) potential research and/or areas for publications, reports, policy briefs and brochures; 3) research ethics requirements; 4) training and associated needs.
- Semi-annually review and update the M&E framework and Logic Model of the Mental Health Program – Liberia with specific attention to the New Initiative Routing Form (NIRF), Sustainability Checklist, and individual projects while ensuring consistency with the proposed objectives, timeline, and outcomes.
- Develop a Theory of Change model to supplement the M&E Framework and Logic Model, and review and update semi-annually.
- Advise the Program Lead, project managers, and HQ-based global behavioral health Senior Program Associate of any delays or difficulties in implementing or completing data-related activities (form production, collection, cleaning, analysis and presentation of reports, power-points etc.), and troubleshoot, resolve, and fine-tune issues as appropriate.
- Update dashboards periodically for all key projects with regularly submitted data.
- Lead research design components of all projects and contribute to design and presentation of research proposals to the research ethics/institutional review board.
- Liaise closely with HQ-based global behavioral health SPA and team on projects and data collection/analysis progress and attend weekly team meetings.
- Document consistently challenges and successes of M&E approach at both project and program level...
ensure that Carter Center M&E approach continues to evolve and improve.

**Capacity Building:**
- Design and conduct knowledge and competency-based evaluations of project trainings
- Support the recruitment process of individuals to support M&E activities of the Program
- Train data collectors, data cleaning, and data entry staff on project, methods of collection, cleaning and input, data preservation and data privacy
- Provide and document quality checks for data collection, data cleaning and data entry personnel
- Provide guidance on program evaluation and analysis to The Carter Center Mental Health Program local partners including but not limited to Cultivation for Users Hope and the Liberia Center for Outcomes Research in Mental Health
- Support Mental Health Unit and other units at the Ministry of Health to respond to surveys, queries, reports and other data request

**Monitoring and Evaluation:**
- Track the performance of the project activities and outputs against expected results and adjust implementation processes to ensure the project is progressing towards the intended outcomes
- Analyze the impact of projects and promote learning by documentation of best practices. Use this information to support decision-making processes.
- Track program progress, projects’ expenditure against approved budgets, anticipate any deviations and recommend action on relevant and required adjustments.
- Work closely with the Ministry of Health’s Health Management Information System Mental Health Data Manager and Montserrado County Health Team’s M&E Officer to make sure mental health service data and indicators are integrated and up to date

**Data Collection, Compilation and Analysis:**
- Develop data analytic plan, seek input from program implementors and refine analytic plan consistent with program and projects’ goals
- Lead the development/refinement/adaptation of instruments for data collection, cleaning, dictionaries, code books and relevant methods of documentation of the layout and definition of datafiles, synthesis, reporting, and presentation consistent with Theory of Change, prevailing literature and empirical evidence
- Lead qualitative and quantitative data collection, analyses and reporting
- Conduct results-based monitoring and evaluation
- Identify and support user-friendly ways to understand the data and data analyses generated from the program and its relevance to program goals

**Reporting**
- Ensure the inclusion of mental health data into regular Health Management Information System reporting and reports on health care provision in Liberia
- Produce reports and articles and contribute to the production of reports and articles based on program implementation and performance
- Contribute to analytic plans and reports in proposals
- Maintain program dashboards for quality assurance
- Handle all M&E aspects of all program reports

Other activities as assigned by the Program Lead.
III. Selection Criteria
• A Bachelor’s degree in a relevant field of social or computer sciences is required. A Master’s Degree preferred.
• At least two years of demonstrated experience in designing and leading complex M&E systems, ideally with major multilateral donor proposal DME requirements
• Demonstrated abilities in evaluation assessment techniques
• Strong familiarity with the principles and current approaches to monitoring and evaluating health programs and conducting empirical data analyses from community and health-settings.
• Strong quantitative and qualitative data analysis and management skills with both large and small datasets
  o Strong command of Excel and SPSS is required, proficiency in SAS, STATA, Epi-info, or R or interest in learning R is an advantage.
  o Familiarity with at least one qualitative data analysis software and integration of mixed methods (i.e. NVIVO or equivalent qualitative data analysis software)
  o Ability to concisely interpret and present economic and statistical information.
• Strong written, oral and electronic media-related communication skills
• Experience training health care workers and other personnel involved in data collection and cleaning
• Ability to work flexibly on a range of assignments and adjust to and prioritize a variety of complex evolving tasks.
• Strong interpersonal skills and ability to work in a multidisciplinary team including with HQ-based staff, health care workers, with mental health services users, and with persons from diverse cultures, expertise and experiences

Please email your application to Agnes Wolobah, Office Manager/Bookkeeper @ agnes.wolobah@cartercenter.org.

Application period: December 12, 2019 – January 12, 2020

Application requirements: 1) Cover Letter, 2) Curriculum Vitae, 3) Supporting documents (i.e. copies of degrees, diplomas, certificates). All three documents MUST be attachments. No links will be accepted.