**Job Title:** Monitoring and Evaluation Officer (M & E Officer)

**Organization profile and background:**

Welthungerhilfe was founded in 1962 as the National Committee of the “Freedom from Hunger Campaign” set up by the United Nations’ Food and Agricultural Organization (FAO). Today it is one of the largest non-governmental organizations working in development cooperation and humanitarian aid in Germany. Non-profit making, non-denominational and politically independent, the organization is run by a board of honorary members under the patronage of the German President.

Welthungerhilfe is working in 40 countries in Africa, Asia and Latin America and campaigns publicly for fairer cooperation with developing countries. Its work is funded by private donations from the population at large and public grants including USAID/OFDA, ECHO (FPA P-partner), and works with funding from BMZ, German Foreign Office, DEVCO/EuropeAid, DFID, KFW among many others.

Welthungerhilfe has been in Liberia since 2003 with a focus on Agriculture/Sustainable Food and Nutrition Security, Infrastructure and WASH. Welthungerhilfe is well established in the Southeastern Liberia in the counties: Grand Gedeh, Grand Kru, Maryland, and Rivercess, Sinoe, meanwhile Welthungerhilfe is also active Northwestern Liberia in Bomi and Montserrado counties.

*As of 01 April 2019, Welthungerhilfe Liberia implements a KfW co-financed Health System Strengthening project (HSS) in the South East part of Liberia with a duration of 4 years.*

**Project Profile**

The LBR 1061-18 KfW Health Systems Strengthening Project (HSS) in the Southeast of Liberia is a development programme of the Republic of Liberia, co-financed by the Federal Republic of Germany through the German Development Bank (KfW) and implemented by Welthungerhilfe Liberia on behalf of the Government of Liberia in collaboration with MoFDP, MoPW and MoH. It is within the scope of the programme to construct, rehabilitate and or upgrade several health facilities (Clinics, Health Centre and County Hospital) in the four project target counties of Grand Gedeh, River Gee, Sinoe and Grand Kru. The objective of construction, rehabilitation and or upgrading of the health facilities is to improve the structures of the prioritized and selected health facilities thus contributing to the project overall objective of ensuring that access and utilization of quality health care facilities has improved for the population living in the four target counties of the South-East Region of Liberia.

The overall objective of the program is to improve and enhance sustainable use of health facilities in the four counties Gran Kru, Sinoe, Grand Gedeh and River Gee.

The project will contribute to access and utilization of quality health care facilities to strengthen resilience of the health system with expected outputs and activities to do with:

- Project structure, staff, mechanisms and procedures
- Improvement of infrastructure of prioritized and selected health care facilities
- Equipping selected health care facilities
- Building capacities in health care facility management for staff of selected health facilities
### Job Vacancy: Monitoring and Evaluation Officer (1 person)

- Building capacities in biomedical equipment management for selected staff of health facilities
- Improvement of nutrition security
- Improvement of staff and in-patient's nutrition

Specifically, construction of new and rehabilitation of existing health facilities, equipment supply, set up of a structure for maintenance and repair of health facilities, set up of a structure for maintenance and repairs of biomedical equipment, implementing LANN+ approach,

At least 150,000 persons will be benefitting directly from this project in the four target counties (Sinoe, Grand Kru, Grand Gedeh and River Gee). The project will be executed by Welthungerhilfe and its national implementing partners.

Hence, WHH want to recruit a qualified and competent professional for the above-mentioned position to be part of the execution of this program.

**Location:** Zwedru City, Grand Gedeh County with frequent travel to project sites within Grand Gedeh, River Gee, Sinoe and Grand Kru counties

**Objective:**

The Monitoring and Evaluation Officer will be responsible to manage and implement the project’s M&E systems and procedures.

- Develop and implement M&E plan of project to generate regular information related to progress of the project.
- Develop common indicators for data collection, design data collection tools/templates, and assist for regular data collection/generation process.
- Provide technical support to project staff on implementing M&E plan and logical framework.
- Liaise with project management to collect and analyze data and to determine progress achieved. Plan and conduct various kinds of surveys.

**Responsible to:** Deputy Head of Project

**Responsible for:** None

**Main Responsibilities:**

1. **Design and Implement M&E System:**
   - Develop and implement M&E plan of project to generate regular information related to progress of the project.
   - Develop common indicators for data collection, design data collection tools/templates, and assist for regular data collection/generation process.
   - Provide technical support to project staff on implementing M&E plan and logical framework.
   - Liaise with project management to collect and analyze data and to determine progress achieved.

2. **Project Information Management**
   - Track project's output and outcome level results on the periodic basis in close coordination with project's implementing team as well as with IPs.
   - Collect, check, verify and compile data from the field as stipulated in the M&E plan.
   - Review and compile monitoring reports, project progress reports, evaluation reports, photographs, case studies video documentaries, power point presentation, etc.
   - Update and maintain the project database.
### 3. Capacity Development in M&E
- Provide technical support to staff members for all M&E related activities.
- Train staff members on M&E concepts, skills and tools.
- Contribute to design TOR, training materials, communication materials related to project and M&E System.

### 4. Quality Assurance
- Review field level assessment reports, baseline studies and evaluation reports.
- Ensure that reports from partners/consultants are complete and meet the quality requirements.
- Undertake the quality control of project's implementing strategies and approaches.

### 5. Reporting and Documentation
- Prepare the M&E periodic progress report and submit to Data Manager.
- Assist project team to prepare period reports of project through providing M&E related information.
- Collect and/or assist to collect case story, best practice documentation, lesson learn; and update and manage that information in project's reports and other knowledge products.
- Work closely with the project to ensure that lessons learned from project evaluations are documented properly.
- Contribute for developing and managing knowledge products (knowledge management) of project.

### 6. General responsibility:
- Prepare monitoring field visit plan and conduct monitoring visit as and when required.
- Conduct regular monitoring to project's interventions to insure the quality delivery of inputs and contribute for generating expected results.
- Participate in internal and external monitoring mission.
- Work closely with the project team member and relevant stakeholders for monitoring and evaluation of project interventions.
- Assist to organize and facilitate various events such as meetings, workshops, conferences, and seminars.
- Carry out other duties and responsibilities related to M&E as assigned by supervisor.

### Experience:
The M&E Officer should have at least three years’ experience in monitoring and evaluating of donor funded projects. Experience working on EU funded project or BMZ will be an advantage.

### Education:
Possesses a university degree in either Sociology, Economy, Statistics or other relevant social sciences.

### Languages:
Ability to fluently communicate both written and oral English language.

### Computer skills:
Proficiency in Microsoft Word, Excel using pivotable and power query, SPSS etc.

### Social skills and other attributes:
- Communicates and liaises well with others especially in a multicultural environment
- Motivated and willing to take the initiative (determination) and work the extra mile
- Ability to work in a team
**Job Vacancy: Monitoring and Evaluation Officer (1 person)**

- Ability to plan and be organized
- Good negotiating skills
- Time conscious
- Transparent and honest (Integrity)

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<th>Starting date</th>
<th>ASAP</th>
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<tr>
<td>Applications for this Position should be sent to:</td>
<td>Please send softcopies of a motivation letter and CV and any additional documents you wish to submit (e.g. scans of certificates, letter of recommendation) to the following email with the subject:</td>
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<tr>
<td>Email:</td>
<td><a href="mailto:Recruitment.Liberia@Welthungerhilfe.de">Recruitment.Liberia@Welthungerhilfe.de</a></td>
</tr>
<tr>
<td>Subject:</td>
<td>“Monitoring and Evaluation Officer HSS Zwedru”</td>
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**Closing date:** January 5, 2020 @ 4:00 PM

**Note:** After reviewing the applications received by the closing date, within two (2) weeks period “if you don’t hear from us consider your application unsuccessful.” We encourage you to apply again for posted and advertised positions in our Organization, for which you qualify in the future.