

Job Description & Specifications

Title:	Assistant Monitoring and Evaluation (M&E) Specialist
Reports to:	MEL Specialist/Project Coordinator
Supervision of:	None
Location:	Monrovia with frequent travels to Bong, Nimba, and Lofa Counties

JOB SUMMARY:

The full-time Assistant Monitoring and Evaluation Specialist holds primary responsibility for implementation of the InfraWASH oversight Monrovia-based systems for M&E and knowledge management, including finalization and management of the Performance Monitoring Plan (PMP), and management of the InfraWASH oversight electronic Program Observation, Reporting, and Tracking Fast Field Form system.

The Assistant M&E Specialist will ensure that data generated from activities and interventions are reliably, accurately, and timely collected. The Assistant M&E Specialist will assist the M&E Specialist/Project Coordinator in training and auditing third-party data collectors M&E systems, policies, procedures, templates, and forms. The Assistant M&E Specialist will provide on-site monitoring, oversight, and accountability of program activities.

MAIN RESPONSIBILITIES AND TASKS:

General Duties and Responsibilities:

PMP Management

- Assist the MEL Specialist/Project Coordinator for the implementation of InfraWASH oversight Performance Monitoring Plan (PMP) and its management; and
- Update Fast Field electronic data collection forms to reflect changes to the PMP as necessary.

Data Collection

- Ensure the timely and accurate input of program data into InfraWASH oversight Fast field system.
- Meet with responsible staff every week to determine data collection needs and requirements; and
- Assist with the collection of qualitative and quantitative data.

Data Management and Reporting

- Review data on the Fast Field Form data management platform for completion, accuracy, and reliability.
- Verify that all project data have supporting documentation (for example, sign-in sheets, photographs, and success stories with direct quotes from program beneficiaries) and file at Egnyte.
- Reassign inaccurate/incomplete data to the data collector within 24 hours of submission.

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- Ensure that all supporting hard copies of data documentation are filed by indicator in the M&E filing cabinet.
- Enter quarterly and annual data in the L-MEP PIDS.
- Participate in client-directed data quality assessment (DQA) and preparation of the report(s).

M&E Training

- Provide formal training to project staff on InfraWASH oversight M&E systems, policies, procedures, templates, and forms.
- Provide informal training as necessary.
- Undertake visits to project field sites to support the implementation of M&E systems and identify needed improvements.

Special Studies and Assessments

- Assist in the development of annual and LOP work plans.
- Assist in providing concise, summarized reporting against indicators for reports as needed and requested.
- Assist with the design and implementation of special studies, such as annual household surveys, focus groups, and training evaluations.

Other

- Perform other tasks as assigned by the MEL Specialist/Project Coordinator and the Chief of Party (COP)
- In concert with InfraWASH oversight technical staff, ensure compliance with Liberia EPA and USAID environmental requirements, including the project Environmental Monitoring and Mitigation Plan (EMMP), local environmental permits, and any required reporting and documentation.
- Review Tetra Tech's M&E Project SharePoint site for M&E tips, tools, and guidelines on a regular basis

QUALIFICATIONS: (MINIMUM REQUIREMENTS)

EDUCATION: A University degree in Business Administration, IT, Engineering, or similar, requiring statistical data analysis and reporting.

WORK EXPERIENCE: Must have at least five years of experience conducting data collection and report writing.

Must have a minimum of three years' experience with the majority of the tasks outlined above, preferably for a USAID contract.

SKILLS: Computer literacy and competency in the use of Microsoft Office software such as Outlook, Word, Excel, and PowerPoint, as well as Internet-based applications such as SharePoint; Experience using



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a tablet-based data collection platform is desired; Strong interpersonal skills, self-motivated and results-driven, with ability to become a good team player and communicate with project staff and beneficiaries as needed; General understanding of monitoring and evaluation systems, project results and indicators;

LANGUAGES: English

How to Apply

Interested and qualified candidates are asked to send their current curriculum vitae (CV), 3 references, and a brief cover letter explaining why they are qualified for the position to:

LiberiaInfrashjobs@tetrattech.com

The subject of the email should read “Assistant M&E Specialist”.

The closing date of submission is 22nd April 2021.

Short-listed candidates will be contacted for an interview.

Selected candidates will be hired as soon as they are available.

Compensation will be commensurate with relevant experience.

Tetra Tech is committed to diversity and gender equality in all its operations. We encourage applications from women and underrepresented groups. Tetra Tech is proud to be an Affirmative Action/Equal Opportunity Employer.