

JOB POSTING –PLANNING MONITORING & EVALUATION OFFICER 1 POSITION

Organizational profile

In June 2018 ForumCiv received a grant of 51 million SEK from the Embassy of Sweden near Monrovia to support the development of rural based civil society organizations under a programme dubbed the 'Sustainable Ownership Programme'. ForumCiv is Sweden's largest civil society platform with about 150 member organizations. Our vision is **"a just and sustainable world where all people have the power to affect change"**. We believe in building strong civil societies where the power is shared by many and the resources are distributed fairly; where people have the power to determine their own lives, influence their country's development and, together eradicate poverty.

The Sustainable Ownership Programme involves grant making and capacity development. Both methods are used to strengthen the capacity of partner organizations in Gender, Democracy and Human Rights, Environment and Climate Change, as well as governance and the management of the target organizations. ForumCiv has provided grants to eighteen (18) organizations in Bomi, Bong and Grand Gedeh Counties to undertake projects that are focused on the thematic focus of the Sustainable Ownership programme.

Our capacity development support is also contributing to the development/strengthening of structures, policies and systems across the beneficiary institutions. Our approach is innovative, and it uses storytelling, theatre and music, both in-person and via different media. ForumCiv uses the Rights-Based Approach in all its work and a set of tools called the Right(s) Way Forward for community organizing.

Job Summary

ForumCiv is looking for experienced Liberian to serve as **Planning Monitoring & Evaluation Officer** to strengthen our systems and procedures that would allow for the proper capturing and documenting of the results of our Programme and those of our partner institutions.

Under the supervision of the **ForumCiv** Programme Manager, the **PME Officer** will implement the monitoring and evaluation plan of the programme and support project planning and monitoring data collection tools and templates to capture beneficiaries' data, keeps track of the indicators, and assess the impact of the different project activities.

The **PME Officer** will also work with the various civil society organizations to set up their M & E systems and provide relevant capacity development to ensure the use of such systems. He or she shall regularly brief the Programme Manager as to the trend of the programme and provide relevant recommendations as may be required.

Key Responsibilities

*This list of responsibilities is non-exhaustive and the **PME Officer** will be required to perform other functions that correspond to job title.*

- Lead on the overall design and implementation of monitoring and evaluation activities including conducting baseline, midline and endline studies, amongst other assessments.
- Participate in the verification and documentation of programme beneficiaries.
- Keep track of beneficiaries' data and update the databases in a timely manner.
- Lead on and carry out monitoring data collection for the different project sectors, including Democracy, Human Rights, Climate Change and Environment, Land Rights, etc.
- Conduct monitoring visits in the field as per the agreed workplan using the appropriate and approved tools.

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- Conduct Key Informant Interviews and Focus Group Discussions with CSOs, including but not limited to community elders, women groups, etc.
- Collect Means of Verification (MoVs) for all project deliverables in coordination with project staff, including capturing and filing quality photos.
- Collect and develop success stories and case studies to showcase the positive impact the project had on the lives of the beneficiaries.
- Where needed, collect data from beneficiaries on ad-hoc basis.
- Assist in carrying out project activities with the project team, where required.

Capacity Building

- Assess the M&E needs of the partner organisation project staff and provide on-job training to build capacity;
- Provide technical support to partner organisation project teams to ensure that monitoring systems are understood, and data required to capture the progress of the project indicators are collected by the team timely.

Analysis, Reporting and Feedback

- Prepare presentations of findings and project monitoring activities for internal and external audiences.
- Consolidate relevant data and perform data analysis with charts, graphs and tables using ForumCiv tools, Excel/SPSS etc. including production of descriptive statistics on the output and outcome indicators, aggregation and disaggregation of results.
- Analyze assessment data, placing it into easy-to-understand formats for program teams to review.
- Prepare and share accurate and quality reports (narrative and quantitative) on weekly, monthly and quarterly basis using the relevant reporting template.
- Prepare routine data reports required by both internal and external parties ensuring consultancy with sector teams who collected the data.
- Be responsible for submission of data reports (weekly/monthly/quarterly/annual), including data tables, for internal and external reporting in a timely manner per schedule.
- Work directly with field teams for review and validation of data to ensure accuracy and advise on improvement of data collection and quality.
- Provide inputs and feedback in meetings to improve the project activities.

Reporting

- Prepare monthly and quarterly programme reports and minutes of meetings attended and submit to Programme Manager.
- Support partner institutions to ensure proper documentation and filing of relevant events.

Personal Skills

- Skilled in obtaining information necessary to accomplish duties
- Able to prioritize work, multi-task and meet deadlines
- Maturity and discretion, able to work with, and maintain confidential information
- Problem analysis and problem resolution at both a strategic and functional level
- Able to express technical ideas and concerns in a non-technical environment
- Able to work independently
- Ability to develop effective systems for organizational effectiveness.
- Strong organizational skills, self-motivation and demonstrated capacity to perform

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effectively with minimum supervision

- Fluency in English and relevant local language(s)
- Excellent writing and presentation skills

Qualifications

- BSc qualification in any of the Statistic, Social Science, or a related field
- At least 4 years of relevant experience as **PME Officer** on a similar programme/project.
- Strong computer skills, particularly Excel, Word and Access, etc.
- In-depth understanding of the Democracy, Gender, Human & Land Rights, etc.
- Fluency in written and spoken English; excellent written and oral communication skills.

*Interested and qualified applicants should send their application including a cover letter with phone number and email address, Curriculum Vitae, copies of relevant diplomas/certificates and the contact details of three (3) professional references (one of which must be the current or last employer) to: Job.liberia@forumciv.org with the subject heading: **“PLANNING MONITORING & EVALUATION OFFICER-ForumCiv Liberia”**. No telephone calls will be entertained and only shortlisted candidates will be notified.*

DEADLINE FOR THE RECEIVING OF ALL APPLICATIONS IS December 24, 2020.

Female candidates are encouraged to apply.

ForumCiv reserves the right to accept or reject all applications.

Only short-listed applicants will be contacted