

## JOB DESCRIPTION

<b>Job title:</b>	<b>M&amp;E and Research Officer</b>	<b>Location:</b>	<b>Lomé, Togo</b>
<b>Department:</b>	<b>Technical</b>	<b>Length of contract:</b>	<b>1 year</b>
<b>Role type:</b>	<b>National</b>	<b>Grade:</b>	<b>8</b>
<b>Travel involved:</b>	<b>In-Country</b>	<b>Child safeguarding level:</b>	<b>3, slight risk</b>
<b>Reporting to:</b>	<b>Line manager: Country Technical Coordinator</b>	<b>Direct reports:</b>	<b>n/a</b>
	<b>Dotted line manager:</b>		

### Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and international organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- Disease prevention, diagnosis and treatment
- Disease control and elimination
- Systems strengthening
- Research, monitoring and evaluation leading to best practice
- Behaviour change communication
- National and international advocacy and policy development

### Country and project background

To prevent malaria in those most vulnerable to the disease's effects in areas where malaria transmission is seasonal, the World Health Organization (WHO) recommends seasonal malaria chemoprevention (SMC). SMC is the intermittent administration of monthly courses of sulfadoxine-pyrimethamine (SP) and amodiaquine (AQ), or SPAQ, to children between 3 and 59 months during the rainy season. Malaria Consortium has been a leading implementer of SMC since the WHO issued its recommendation to scale up the intervention in 2012. Currently, Malaria Consortium supports at-scale implementation of SMC in Burkina Faso, Chad, Nigeria and Togo, mainly using philanthropic funding received as a result of being awarded Top Charity status by GiveWell. In Togo, Malaria Consortium started supporting the Programme National de Lutte contre le Paludisme (PNLP) in 2020. We aim to work with government and partners to ensure high-quality delivery of SMC to over 500,000 children in Centrale, Kana and Savanes regions.

To assess our performance and to support decision-making, we routinely track the quality of programme delivery, coverage, efficacy, safety, drug resistance, impact and cost. Specifically, this involves collecting and analysing administrative data, conducting household surveys and scrutinising stock consumption data. In addition, Malaria Consortium conducts research on selected SMC-related topics to maximise efficiency, drive innovation and demonstrate impact.

### **Job purpose**

The main purpose of this role is to coordinate and support research and monitoring and evaluation (M&E) activities for SMC activities in Togo.

### **Scope of work**

The M&E and Research Officer will work with technical staff at country and head office level to plan and coordinate Malaria Consortium's SMC-related M&E and research activities, ensuring timely and high-quality delivery of appropriate outputs. The role will also involve supporting M&E and research field work, data collection and analysis, as well as research uptake.

### **Key working relationships**

- Country Technical Coordinator (CTC)
- SMC Project Officers
- Supply chain and logistics officer
- Country Director
- Head of Technical – West Africa
- Epidemiologist – SMC
- Programme-level research, M&E and technical staff
- Case Management Specialist

### **Key accountabilities (per cent of time spent on each area)**

#### **1. M&E: technical input and planning (15%)**

- Develop an annual M&E plan in collaboration with the CTC, taking into account Malaria Consortium's SMC M&E indicator framework
- Provide technical input to the implementation of M&E activities in line with the annual M&E plan
- Facilitate the use of M&E data for decision-making by sharing insights with colleagues and programme implementers and supporting appropriate actions to improve programme performance
- Support the CTC in providing relevant M&E data for Malaria Consortium's project results database
- Regularly and pro-actively engage with M&E colleagues across Malaria Consortium's SMC programme and participate in relevant programme-level working groups and initiatives

#### **2. Research planning and coordination (15%)**

- Provide technical input to the implementation of research activities in line with Malaria Consortium's programme-level research strategy and plan
- Support research uptake activities by engaging with and sharing findings with relevant stakeholders
- Regularly and pro-actively engage with research colleagues across Malaria Consortium's SMC programme and participate in relevant programme-level working groups and initiatives

### 3. Data collection and analysis (50%)

- With the support of the CTC and in consultation with programme-level M&E/research staff, develop protocols and data collection tools for M&E and research activities
- Develop training materials for data collectors and participate in (or occasionally lead) training as required
- Monitor and ensure quality and rigour in data collection by participating in supervision and data audits
- Where data are analysed by third-party providers, provide appropriate quality assurance for data cleaning, processing and analysis
- Where data are analysed by Malaria Consortium, lead data cleaning, processing and analysis
- Contribute to the development of M&E and research outputs, such as reports, presentations, posters, academic articles, etc.

### 4. Project Management (20%)

- Contribute to the management of all M&E and research-related project resources (HR, Logistics, Finance)
- Manage and coordinate the implementation M&E and research activities
- Participate in the process of procuring required resources for M&E and research projects, including hiring data collectors, contracting suppliers, and ensuring availability of the required supplies and commodities
- Ensure appropriate filing of M&E and research documents on Malaria Consortium's SharePoint platform
- Support the CTC in liaising with the External Relations focal point in Togo and the global External Relations team to make them aware of relevant M&E and research findings and outputs

## Person specification

### Qualifications and experience:

#### *Essential*

- Postgraduate diploma in public health, epidemiology, international health, international development, or a related field (or equivalent work experience)
- Experience in developing M&E or research protocols and data collection tools
- Experience of implementing M&E or research field activities
- Experience of M&E or research data collection and analysis

#### *Desirable*

- Master's degree in related field.
- Experience in M&E or research-related project management
- Experience in developing M&E or research, such as reports, presentations, posters and articles in peer-reviewed academic publications

### Work-based skills:

#### *Essential*

- Good understanding of the role of M&E and research in public health programmes
- Familiarity with public health programme M&E and research design
- Good knowledge of M&E and research methods
- Familiarity with digital data collection platforms, especially Survey CTO (or ODK with a willingness to develop skills in SurveyCTO)

- Good quantitative data analysis skills
- Qualitative data analysis skills
- Familiarity with quantitative data analysis software, especially Stata
- Proficiency in data management and data cleaning
- Organisational and project management skills
- Good writing skills
- Computer literacy
- Fluency French
- Ability to travel both within Togo (particularly to the Regions of Savanes, Kara and Centrale) and internationally.

### *Desirable*

- Understanding and application of concepts epidemiology and statistics (e.g. study design methods, hypothesis testing)
- Familiarity with qualitative data analysis software, e.g. NVivo
- Knowledge of malaria prevention and control
- Fluency in English

<b>Core competencies:</b>
<b>Delivering Quality Results</b>
<b>LEVEL B- Takes on pieces of work when required and demonstrates excellent project management skills</b>
<ul style="list-style-type: none"> <li>✓ Shows a flexible approach to taking on additional work / responsibilities when needed to achieve results</li> <li>✓ Demonstrates excellent project management skills to agreed timescales (timelines, targets, donor requirements)</li> <li>✓ Makes clear and timely decisions within remit of own role</li> </ul>
<b>Analysis and use of information</b>
<b>LEVEL B- Uses evidence to support work</b>
<ul style="list-style-type: none"> <li>✓ Identifies and uses various sources of evidence and feedback to support outputs</li> <li>✓ Uses evidence to evaluate policies, projects and programmes</li> <li>✓ Identifies links between events and information identifying trends, issues and risks</li> <li>✓ Ensures systems are in place to address organisation needs</li> </ul>
<b>Interpersonal and communications</b>
<b>LEVEL B- Fosters two-way communication</b>
<ul style="list-style-type: none"> <li>✓ Recalls others' main points and takes them into account in own communication</li> <li>✓ Checks own understanding of others' communication by asking questions</li> <li>✓ Maintains constructive, open and consistent communication with others</li> <li>✓ Resolves minor misunderstandings and conflicts effectively</li> </ul>
<b>Collaboration and partnering</b>
<b>LEVEL B- Collaborates effectively across teams</b>
<ul style="list-style-type: none"> <li>✓ Proactive in providing and seeking support from expert colleagues</li> <li>✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution</li> <li>✓ Proactive in building a rapport with a diverse range of people</li> </ul>
<b>Leading and motivating people</b>
<b>LEVEL B- Manages own development and seeks opportunities</b>
<ul style="list-style-type: none"> <li>✓ Actively manages own development and performance positively</li> <li>✓ Learns lessons from successes and failures</li> <li>✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise</li> </ul>

### **Flexibility/ adaptability**

#### **LEVEL B- Remains professional under external pressure**

- ✓ Able to adapt to changing situations effortlessly
- ✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments
- ✓ Plans, prioritizes and performs tasks well under pressure
- ✓ Learns from own successes / mistakes

### **Living the values**

#### **LEVEL B- Promotes Malaria Consortium values amongst peers**

- ✓ Shows a readiness to promote Malaria Consortium's values amongst peers
- ✓ Promotes ethical and professional behaviour in line with Malaria Consortium's values

### **Strategic planning and thinking and sector awareness**

#### **LEVEL A- Manages own workload effectively**

- ✓ Plans and manages own workload effectively
- ✓ Is familiar with Malaria Consortium's mission and current strategic plan.
- ✓ Understands own contribution to Malaria Consortium's objectives