



JOB DESCRIPTION

Job Title: Monitoring and Evaluation Coordinator

Department: Programme

Reports To: Technical Coordinator

Direct Reports: None

Indirect Reports: None but works very closely with the Field M&E Officer, Surveillance, Referral, HMIS and Data Entry Officers. Works with the Technical Coordinator to provide support to programme and project managers.

Organisational Background:

Malaria Consortium is one of the world's leading non-profit organisations dedicated to the comprehensive control of malaria and other communicable diseases in Africa and Southeast Asia. Malaria Consortium works with communities, government and non-government agencies, academic institutions, and local and international organisations, to ensure good evidence supports delivery of effective services, providing technical support for monitoring and evaluation of programme and activities for evidence-based decision-making and strategic planning. The organisation works to improve not only the health of the individual, but also the capacity of national health systems, which helps relieve poverty and support improved economic prosperity.

Country and Project Background:

In addition to our malaria control work our five core programme in South Sudan are; the provision of community level treatment for childhood diseases for diarrhoea, pneumonia and malaria through integrated Community Case Management (iCCM); nutrition for under fives including emergency nutrition and SMART surveys; Health Systems Strengthening including HMIS and IECHC training at County Health Department level; LLIN continuous distribution pilot study and the recently concluded operational research and support for mass drug administration on Neglected Tropical Diseases. We also work with the MoH on policy and guideline development.

We have an office in Juba and a large sub office in Aweil, Northern Bar el Ghazal. Additional project officer closed earlier this year in Upper Nile and Unity States. We have additional programmes in Central Equatoria that are run out from the Juba office with frequent travel to Yei. Currently the South Sudan office runs nine grants with approximately 100 staff and has a projected income of £2m for the 2011/12 financial year.



Job Purpose:

The **Monitoring and Evaluation Coordinator** will be responsible for the principle monitoring and evaluation activities for the country programme. In particular, she/he will be responsible for: training and capacity building on M&E for MC in-country team, developing, implementing and updating the M&E strategic plan, designing and implementing a data management system for routine programme monitoring ,evaluation and research , reporting on programme activities, monitoring project outputs and quality indicators to determine the impact of projects and ensuring that lessons learned influence future programme selection, design and implementation.

Key Accountabilities:

Monitoring, Evaluation and Research

- Development of a M&E strategic plan (including accountability mechanisms) and lead the implementation along with Programme teams
- Provide M&E technical support for all projects as directed by the Technical Coordinator
- Coordinate and contribute to the design of surveys, development and field testing of survey tools and development and implementation of sample design as required.
- Lead and coordinate data collection, management, analysis and reporting of the surveys and research (Nutrition SMART Survey, Knowledge Practice and Coverage Survey, Nutrition Coverage Survey, Nutrition Causal Analysis, Referral pilot etc)
- Technically supervise survey and research implementation and ensure high data quality
- Contribute to the design, adaptation, and roll-out of routine ICCM data collection tools including databases for ICCM and Nutrition and others aligned to the MoH system
- Contribute to the development and implementation of Operational Research activities as required in close coordination with the Technical coordinator and field teams
- As part of the M&E team, provide input review on other project M&E documents
- Coordinate and lead data collection for in-country and donor reporting as per the M&E Plan
- Provide regular reports and updates to the Technical Coordinator

Reporting and Quality Assurance

- Ultimately responsible for ensuring programme data is effectively managed and accurate for Malaria Consortium programmes
- Give regular feedback to Senior Management Team (SMT) on M&E activities (routine data, assessments, surveys, research) and provide recommendations for programme development and quality improvement
- Review and update country programme data collection tools ensuring participation of Programme team
- Act as focal point for demonstration of impact of the country level programme within Malaria Consortium's global and national strategies
- Collaborate closely with MC's regional and global M&E teams to ensure that Malaria Consortium South Sudan's is aligned with their strategies

Human Resource Management and Capacity building:

- Technically oversee M&E Officer in the field to ensure all M&E is aligned with the MoH Plans, MC and donors requirements and their implementation in accordance with work plan and timelines
- In collaboration with the Project and M&E officers in the field, assist to identify suitable staff for survey implementation, organize and conduct their training, guide and supervise their work
- Provide technical support to and build technical capacity of country-level M&E Officer and Programme team to implement M&E components, both routine, survey and research
- Participate in M&E staff recruitment processes
- Assist in institutional M&E strengthening and capacity building activities for the organisation

Financial Management:

- Lead the development of survey and studies budget development along with Programme and Finance teams.
- Be responsible for financial oversight during survey and research activities
- Oversee the development of implementation plans and budgets for survey activities and preparation

Representation and Coordination:

- Act as the focal point for M&E in technical working groups (M&E TWG, Nutrition Cluster Survey and assessment TWG, etc.)
- Coordinate and follow up on the process for ethical approval for surveys and research
- Work with Programme team to develop study proposals
- Support the Technical Coordinator in the dissemination of survey and study results
- International representation at conferences or workshops maybe required
- Advocate at national level for strengthening of the MoH data management system at programme level(NMCP, M&E department , NTDs)



- In the absence of the Technical Coordinator , provide support to the Programme team
- Participate in relevant meetings presenting results and experiences of the project
- As part of the Malaria Consortium team in general and the M&E team in particular take part in relevant meetings and staff trainings
- Support and facilitate country-level liaison with the respective State / County Health teams to ensure their involvement and continuous flow of information

Please note this role can be asked to carry out other duties as requested by the Technical Coordinator

PERSON SPECIFICATION

Qualification and Experience

Essential:

- Degree / Postgraduate degree in public health (with focus on epidemiology/bio-statistics) or a pertinent social science discipline such as demography
- Experience of working in public health in developing countries within government, an international organization or research institution
- Significant experience in the management of project M&E systems
- Significant direct experience in survey design and implementation
- Experience in communicable disease control/malaria control
- Significant experience and training in M&E designs, tools and methodologies (SMART, KPC, SQUEAC / SLEAC methodologies)
- Excellent skills in information management including recording, analysis, reporting and review methods
- Proficient in the development of data entry programme, management, analysis and in using statistical analysis software (SPSS,Epi-Info Excel, Access, Stata, DHIS)
- Experience in methodologies for promoting organisational accountability towards stakeholders, particularly beneficiaries of programming
- Experience in qualitative and quantitative research designs and analysis
- Familiarity with GPS and mapping software

Work Based Skills and Competencies:

- Experience in strategic planning
- Strong coordination and collaborative skills
- Financial management or working with budgets and administrative skills
- Experience with proposal development especially developing logical frameworks
- Strong leadership skills and a supportive attitude towards team members
- Ability to manage, train and mentor M&E and other Programme staff



- Excellent diplomacy and stakeholder liaison skills
- Excellent communication, writing and presentation skills with excellent written and spoken English
- Experience of managing and prioritising high workload with a flexible approach to changing environments
- Demonstrated ability to work both independently and as part of a team
- Willingness to travel up to 40% of the time within the country