

Monitoring and Evaluation Officer (1 Post)

The M&E Officer will provide oversight to FOWODE's monitoring, evaluation and learning activities. S/he will also conduct project evaluations, assessments and document lessons learnt to enhance FOWODE's interventions.

Roles and Responsibilities

Program Monitoring

- Develop the Monitoring and Evaluation Plan.
- Ensure the implementation of the Monitoring and Evaluation Plan and follow up on the monitoring tools to actualize the plan.
- Provide technical support for the development of a comprehensive reporting framework and support staff to implement it.
- Put in place data management systems and mechanisms for data collection analysis to help monitor the development of key performance indicators according to the agreed upon monitoring framework;
- Review, monitor and analyse reports and assess all project outputs against project targets and activities to ascertain impact of FOWODE's interventions. Highlight gaps and changes accruing from the different activities.
- Provide information and statistics for quarterly, bi-annual, annual, donor proposals and other reports.

Knowledge Management

- Support the documentation of lessons learnt and good practices and facilitate sharing across the organization and with partners in the country.
- Support staff in the promotion of internal mechanisms of enhancing knowledge generation and cross-learning
- Contribute to research initiatives and on the utilization of research findings to inform organizational programmes at all levels and promote the utilization of the knowledge generated.
- Take lead in the development of the annual report.

Program/project evaluation

- Oversee and coordinate program evaluations by; developing ToRs, mapping relevant documents/data sources (primary and secondary) that can be reviewed and harnessed for programme analysis and learning purposes, among other things.
- Provide support for external evaluation and disseminate evaluation reports

Performance Planning and Review

- Support the development of the organisational annual and biannual performance reports, annual work plan and quarterly plans to operationalize the annual work plan;
- Coordinate periodical reviews, planning workshops and assist staff in preparing relevant program reports.

Proposal development and resource mobilization:

- Support in the generation of ideas during the development of concept notes and proposals to fundraise for the organization.

Qualifications

A Bachelor's degree in Social Sciences. A Post Graduate Diploma or Certificate in Monitoring and Evaluation is a Must. Certificate on use of statistical packages is an added advantage.

Experience

- At least three years of work experience in Monitoring and Evaluation, preferably in a non-governmental organization.
- Experience in designing, planning and implementing M&E systems
- Possess relevant field experience and knowledge in development, monitoring and evaluation of community based projects
- Previous experience in designing M&E methodologies and tools and the ability to coach and train others in their use.
- Demonstrable analytical skills and critical thinking to evaluate best practices, challenges and solutions to improve program monitoring and execution.

Skills

- At least 3 years working experience in Monitoring and Evaluation, preferably in a non-governmental organization
- Strong writing and organization skills for reporting on M&E and program results
- Facilitation / Training skills
- Computer literacy with working knowledge of Microsoft Office (Excel) for technical purposes

To Apply

All suitably qualified candidates are encouraged to apply and submit their cover letters, a detailed curriculum vitae and copies of relevant academic documents to hr@fowode.org.

Applications should be sent not later than 22nd November 2019. Please ensure that your attachments do not exceed 5 MB.

We do appreciate your interest to work with FOWODE. However, we regret that only shortlisted candidates will be contacted.