

Job Description Monitoring, Evaluation & Learning Advisor

Embassy of Ireland Dar es Salaam

1. Introduction

Irish Aid is the Irish Government's programme for overseas development and is an integral part of Ireland's foreign policy; in Tanzania, the Irish Aid programme is managed by the Embassy of Ireland. The Embassy works with the Government of Tanzania, UN agencies, international research institutions, civil society organisations and other development partners to deliver on our overall goal of inclusive growth and reduced poverty and vulnerability in Tanzania.

The programme is guided by five year Country Strategy Papers. The Embassy is currently in the process of designing an exciting new five year strategy commencing in January 2017. The new strategy will have a strong focus on women's agency, women's economic empowerment, improved health and wellbeing outcomes for women and girls and reduction in gender based violence.

A commitment to research, monitoring and learning and evaluation underpins Irish Aids approach to programme implementation and delivery. The new country strategy will adopt a results based management approach. A performance measurement framework will be aligned with Ireland's development policy One World One future (OWOF) and the related Framework for Action with its suite of indicative indicators. It will also closely align with the Tanzanian Five Year Development Plan 2 (FYDP2)

2. The Position

The Embassy is now seeking to recruit a highly motivated and experienced Monitoring, Evaluation and Learning Advisor to join its Development Team. The successful candidate will report to the Head of Development and work closely with the programme managers and advisors. The post-holder will be responsible for supporting and overseeing monitoring and evaluation activities, as well as documentation and communication of lessons learned. A priority will be to work with the programme team and partners in to develop a performance measurement framework for the new strategy.

The primary duties and responsibilities of this post are to:

- (i) Support the development and application of a Results Based Management approach to Ireland's development programme in Tanzania;
- (ii) Design, Operationalise and oversee implementation of the Embassy monitoring, evaluation and learning plan;
- (iii) Strengthen routine monitoring systems, including Project Cycle Management systems, and provide support for ongoing business processes with the development team;
- (iv) Support the Embassy's strategy of building evidence for learning.
- (v) Provide quality assurance to programme evaluations, back-stopping the team in technical engagement thereby helping build the capacity of the team and of partners to plan and manage evaluative work;

Key functions:

- 1. Support the development and application of Results Based Management approach to Ireland's Development Programme in Tanzania**
 - Support the Embassy team to implement Irish Aid's Result Based Management (RBM) Approach to the new strategy and advise on emerging best practices in promoting and integrating RBM processes;
 - Further develop, oversee and maintain a monitoring and evaluation system that will assist the Embassy and its partners in the management of results on an on-going basis.

- 2. Strengthen routine monitoring systems, including Project Cycle Management systems and provide support for ongoing business processes with the development team**
 - Lead on the development of the CSP Performance Measurement Framework, the selection of robust indicators and identification of appropriate baselines and targets;
 - Support the Development Team to develop appropriate indicators and sources of information for on-going monitoring and management of programmes and partners;
 - Assist in coordinating reporting requirements and business processes such as development team meetings;
 - Assist in developing and improving methods for monitoring that will produce data relevant to the CSP, its logical model and results frameworks;
 - Advise the programme team on a coherent approach and monitoring tool for field trips.

- 3. Provide quality assurance to programme evaluations, back-stopping the team in technical engagement** thereby helping build the capacity of the team and of partners to plan and manage evaluative work
 - Support the Development Team to engage with programme / partner evaluation activities that take place, including reviewing TORs and evaluation reports, while fostering consistency with international best practice and criteria;
 - Assist or advise in managing independent evaluations / research commissioned by Irish Aid, including procurement, contract management and quality assurance;
 - Manage the budget line for research ;
 - Monitor relevant national data sets

- 4. Support the strategy of building evidence for learning, working closely with the responsible advisors**
 - Analyse key research studies, evaluations, and reports to identify and document lessons, and produce analytical summaries for internal use and / or policy application;
 - Explore areas where Irish Aid can enhance its contribution to policy research, in accordance with the commitments in the CSP;
 - Write brief articles, accounts, photographs and or case studies with particular emphasis on demonstrating the evidence and impact of the Irish Aid programme;
 - Support the team in developing a systematic approach to information and knowledge management;
 - Examine and make proposals for improved use of IT to facilitate information and knowledge management;
 - Promote internal systems for staff learning and debate.

- 5. Operationalise and oversee implementation of the Embassy evaluation plan**
 - Ensure that evaluation activities take place as planned and are coherent with the approach outlined in the plan;

- Liaise with the Evaluation and Audit Unit (E&A) at Irish Aid HQ on the oversight of the plan, as well as on international developments in this area;

6. Other

- Assist with Embassy briefs and preparation of high level / HQ visits, including field trips as required;

3. Qualifications, skills and experience:

- **Master's qualification in a relevant discipline**, social sciences, statistics; A qualification in the area of monitoring and evaluation is highly desirable.
- A minimum of seven years **professional experience**, with substantive experience working in the area of learning, monitoring and evaluation
- Experience with / proficiency in the **analysis, management and synthesis** of varied quantitative and qualitative **data**;
- Good understanding of Tanzanian planning, statistical and poverty monitoring systems;
- Proficiency in working with Results Based Management /Managing for development results (MfDR) and other relevant tools;
- Excellent communication skills including **written and verbal skills in English**, with KiSwahili an advantage;
- Excellent **team work skills** with ability to forge consensus and collaboration;
- Strong **IT and Knowledge Management skills**, particularly database-related;
- Experience in **commissioning consultancies, studies or research** overseeing all stages from design, procurement and management.

Performance management

The Embassy of Ireland operates a Performance Management Development System (PMDS) based on that used in the Irish Civil Service. Staff members agree, with their manager, goals, key tasks and targets aligned to an annual business plan. Performance is reviewed mid-year and at year-end. The PMDS also includes agreed on-going professional development actions. The Learning, Monitoring & Evaluation Officer will agree his/her profile with the Head of Development and in turn manage the process with those reporting to him/her.

Outline Terms and Conditions

- This position will be offered on a two-year renewable basis. A six month probationary period will apply.
- The salary scale for this position will be commensurate with qualifications and experience.
- The Embassy operates an employee health benefits scheme.
- There are 24 days of annual leave.

Application

Interested candidates should forward a cover letter together with their most recent Curriculum Vitae and contact details indicating their interest in being considered either for a full time advisor position or to work on a consultancy basis to stephen.simbila@dfa.gov.ie by **23 June 2016** **outlining their availability for a preliminary interview.**

“By submitting information electronically, parties accept that data may not be fully secure.

Parties may alternatively deliver their applications to the Embassy of Ireland by hand. Envelopes should be clearly marked “Application for the Monitoring, Evaluation & Learning Advisor position” or send their applications by courier to: Embassy of Ireland, 353 Toure Drive, Masaki. P O Box 9612, Dar-es-Salaam, Tanzania

Any personal information submitted to us will only be used for its intended purposes and will be destroyed when no longer needed. Any other processing or disclosure of personal data is not allowed other than in the exceptional circumstances provided for under the Data Protection Acts.”

- The Irish Embassy in Tanzania is an equal opportunities employer.
- Only shortlisted candidates will be contacted.