

Terms of Reference

Reporting / Monitoring, Evaluation and Learning Officer

For a potential development project in the Marrakech Safi region, we are seeking qualified candidates with this profile :

Scope of Work and Responsibilities

- Responsible for the implementation and annual updating of the project's Comprehensive Monitoring and Evaluation Plan (CMEP) and for maintaining integrity of project data and M&E systems and processes
- Ensure that M&E protocols are in place and adhered to for all project activities, effectively measuring agreed upon outputs, outcomes, and impact
- Monitor and evaluate implementing partner universities contributions towards indicators of success and set milestones
- Manage the processes for data collection, management, analysis and reporting for inclusion in quarterly reports and other project documents
- Ensure information is collected and entered accurately into relevant databases
- Analyze indicator results in the context of the project Work Plan and provide strategies to improve project performance
- Update data and documents within the Technical and Administrative Management Information System (TAMIS) for project planning, reporting, and knowledge management
- Ensure gender, youth and minority considerations are integrated into all project activities
- Provide ongoing staff training on M&E, data collection, survey protocol, and data quality
- Support the MEL Manager to facilitate internal and external communications about program results against agreed upon indicators
- Alert the MEL Manager in the case of any concerns with regards to the integrity of project data or practices, liaise to provide data; lead the aggregation of data across the partnership and facilitate access

Qualifications:

- Master's Degree or above in the social sciences or any other relevant discipline
- Minimum of three years professional experience in a MEL management position responsible for implementing MEL activities of international development projects
- Hands-on experience at the national or international level in design, monitoring and evaluation of complex projects, preferably across multiple locations
- Proven capacity to build the MEL skills of colleagues and/or partners
- Experience in the use of office software packages and handling of web-based project management systems
- Knowledge of principles and current approaches to MEL
- Strong skills in collecting, analyzing, interpreting qualitative and quantitative data, preferably advanced IT proficiency and experience in Data transformation and extraction: Data management/ mining (SQL queries, ETL); Statistical analysis (e.g. STATA,R...), GIS, Business Intelligence, Data presentation and reporting: (SSRS/ Power BI or Crystal reports, etc...); data collection (ODK, online forms ...) Advance Office mastery: (Excel pivot tables, Access);
- Excellent interpersonal and intercultural skills and ability to interact professionally with partners, donors, stakeholders and staff at all levels of the organization
- Skilled at multitasking and prioritizing, working independently with minimal supervision, leading and designing projects autonomously

- Team player, facilitating open communication in the team and building relationships
- Initiative taker, makes sound judgment, creates synergy and manages conflict
- Open to learning and sharing knowledge
- Experience working effectively with government officials, non-government partners, and USAID and/or other donors