

Individual Consultant Position
For
Monitoring & Evaluation

Background

The SADC Secretariat, through the Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana received a grant through the World Bank to implement the Sustainable Groundwater Management in SADC Member States project.

The Southern African Development Community Groundwater Management Institute (SADC-GMI) is a newly established regional centre of excellence on groundwater management hosted by the University of the Free State in Bloemfontein, South Africa on behalf of and under the strategic guidance of the SADC Secretariat, Directorate of Infrastructure and Services – Water Division, in Gaborone, Botswana.

The vision of the SADC-GMI is to ensure the equitable and sustainable use and protection of groundwater in the SADC region. The role of the SADC-GMI is to:

- Promote sustainable groundwater management in the SADC region through building capacity, providing training, advancing research, supporting infrastructure development, and enabling dialogue and exchange of groundwater information.
- Conduct and support the 15 SADC Member States in groundwater research and serve as the focal interlocutor with national, regional and international groundwater initiatives.

The SADC-GMI was established as a not-for-profit company under South African law and it is the implementing agency of the Sustainable Groundwater Management in SADC Member States project funded by the World Bank (through the support of the Global Environment Facility and the Cooperation in International Waters in Africa trust fund) until June 2019. During this period the SADC-GMI is expected to secure long term funding to become a sustainable centre of excellence and groundwater expertise in the region providing research, training and advice to public and private sector clients.

The current project which the SADC-GMI is implementing comprises four main components, with each component comprising a number of sub-components:

- Component A:* Operationalising the SADC-GMI;
- Component B:* Enhancing institutional capacity of governments in SADC Member States and transboundary organisations;
- Component C:* Improving availability of and access to knowledge, scientific research

and data on groundwater; and
Component D: Promoting infrastructure solutions for sustainable groundwater management.

The SADC-GMI hereby invites applications from suitably qualified candidates to fill the new position of:

Monitoring & Evaluation Consultant

Duty Station

The position is based in the SADC-GMI office hosted within the Institute for Groundwater Studies at the University of the Free State in Bloemfontein, South Africa, with extensive travel to SADC Member States

The Position

The Monitoring and Evaluation (M&E) Consultant will be responsible for the monitoring and reporting of SADC-GMI activities through the development and tracking of the results framework. S/he will report directly to the Executive Director of SADC-GMI.

Key Duties and Responsibilities

The key duties and responsibilities will include the following:

1. Support the Executive Director of the SADC-GMI with the day-to-day monitoring and evaluation (M&E) of activities as contained in the Results Framework of the Sustainable Groundwater Management in SADC Member States project supported by the World Bank.
2. Ensure that the M&E framework is aligned to the Results Framework and indicators of the GEF-5 focal area for International Waters, the CIWA multi-donor Trust-fund, and the World Bank's core indicators.
3. Support the SADC-GMI Director in organising the multi-stakeholder mid-term review and preparation of the completion report upon project closure
4. Assist the Senior Groundwater Specialist in the collection, assessment and integration of the available deliverables of the predecessor Groundwater Drought Management Programme (GDMP) (includes research reports and data, mapping, communication materials, website, and groundwater monitoring tools and IT-equipment) into the SADC-GMI activities
5. In liaison with the Senior Groundwater Specialist, and Communications and Knowledge Management Specialist, support the setting up and implementation of an Information and Communication Technologies system for knowledge sharing platform to build an integrated data management system interlinked with a GIS platform and the project websites; involving storing, connecting and collecting information from various regional and global groundwater initiatives and data sources (e.g. hydrogeological vulnerability maps, etc)
6. Assist in the Evaluation and Learning process to monitor impacts, trouble-shoot and report on results taking into consideration community, environment and gender, and feed the findings into the learning and training activities under SADC-GMI
7. Coordinate proper interface and compatibility of the SADC-GMI M&E systems with those in the SADC Member States, University of the Free State and the collaborating partners

8. Build the capacity of SADC-GMI staff and key stakeholders in the development, implementation and use of the communication, ICT and monitoring and evaluation systems
9. Support the SADC-GMI Director and the entire team in the production of monthly, quarterly, semi-annual, annual and adhoc reports as necessary

Selection Criteria

The ideal profile of the successful candidate will be based on the following competencies:

- A technical expert with proven proficiency of Monitoring and Evaluation systems within the international development environment;
- Ability to interact effectively with and represent the organization to a wide range of clients and stake holders in multiple organizations and cultures;
- Excellent multi-cultural, and inter-personnel skills, with experience and demonstrated skills in networking with Ministry level-partners, donors, private sector, national and international NGOs and local community-based organizations;
- Excellent written, analytical, presentation and reporting skills;
- Use of a range of management tools to ensure effective running of the M&E functions;
- Excellent organizational, record-keeping and decision making skills;
- Problem solving skills and ability to cope under pressure;
- Be able and willing to travel extensively regionally; and,
- Be self-motivated, versatile and able to work in diverse teams.

Required Qualifications and Experience:

Ideal candidates for this position should have the following qualifications and experience:

- At least a degree level qualification with majors in monitoring & evaluation, project management or related disciplines with key qualifications in these relevant fields;
- At least 10 years of working experience in related fields performing core functions in monitoring and evaluation using various methods ICT applications;
- Previous working experience in the water sector within sub-Saharan Africa and particularly in the SADC region is an asset
- Demonstrated knowledge or ability to work on the development and sharing of project results on computer based systems and learning platforms is an asset;
- Excellent computer skills, including MS office programs (MS Access/Excel/Project);
- Knowledge of specific Monitoring & Evaluation software applications is an advantage;
- Excellent knowledge of English (writing, reading and speaking); and,
- Fluency in the other SADC Languages (French, or Portuguese) is desirable.