



Monitoring and Evaluation Officer - LOC 6

Team:	The Gambia Programme
Division:	Africa and West Asia Region
Duty Station:	Banjul, The Gambia
Title of Line Manager:	Programme Manager, The Gambia

Context

The International Institute for Democracy and Electoral Assistance ('International IDEA') and the European Union Delegation to the Gambia have entered into an agreement to implement a project on Support to the Consolidation of peaceful, participatory, inclusive and Human rights-based transition to democratic dispensation in The Gambia through the following outputs:

- Capacity development in the form of workshops/trainings/peer exchanges/knowledge products to members of the National Assembly and parliamentary staff provided
- Capacity development in the form of workshops, trainings and peer exchanges to the NHRC provided
- Capacity development in the form of trainings, workshops and knowledge products for media on the consolidation of peaceful democratic transition conducted.

Through these outputs, the aim is to contribute to the following outcomes:

- The National Assembly exercises its legislative, oversight, representative functions and institutional systems to become more effective, transparent, inclusive, responsive and accountable to all citizens in the consolidation of transition to a democratic dispensation.
- The National Human Rights Commission recognizes, and responds to, complexities and risks in democratic consolidation, and effectively implements human rights-based approaches in an inclusive manner that respects fundamental democratic principles and human rights including in the adoption of a new constitution under the agreed frameworks.
- The media reports on constitutional, electoral and institutional reform processes in a socially responsible manner that best serves public interest. They provide impartial, informed, accurate, balanced and conflict sensitive coverage of these processes that serves to enhance dialogue and understanding which contributes to resolving conflict rather than perpetuating it.

The Monitoring and Evaluation Officer will manage the development, implementation and supervision of the country programme results management framework in line with International IDEA's Learning-Based Management framework. The incumbent will also will provide leadership on the country programme reporting requirements for both the donor and International IDEA.



Duties and Responsibilities

- Develops monitoring and evaluation frameworks, processes and practices for the project that responds to both donor and International IDEA needs;
- Coordinates all project evaluations in collaboration with the regional Monitoring and Evaluation Officer and International IDEA's Budget and Programme Performance Team;
- Supports project planning and the compilation of partner inputs;
- Supports effective collaboration between the project's partners on monitoring and evaluation;
- Liaises with the donors on monitoring, evaluation and the communication of results;
- Supports the internal and external communication of project results;
- Leads the development and production of all reporting under the project – including quarterly, yearly and final project reports and working with the regional Monitoring and Evaluation Officer ensures reports are quality checked and signed off by the Budget and Programme Performance team;
- Participates in the continuous development of policies, guidelines, standards and tools for planning, monitoring, evaluation and results-based management in collaboration with International IDEA's HQ, RO and the donor;
- Contributes to trainings for national partners on monitoring and evaluation related processes; Contributes to internal training;
- Contributes to the identification and recording of project outcomes, and documentation of outcome stories;
- Integrates a rights-based approach, gender and diversity perspective in all monitoring, reporting and evaluation activities;
- Conducts risk management in line with the organizational risk management policies and procedures.

General Profile

- In-depth knowledge, understanding and experience of monitoring, evaluation and learning systems and approaches, including outcome mapping tools and processes;
- Leads strategic planning, results-based management and reporting; guides the formulation and monitoring projects;
- Builds strong relationships with project partners, focuses on impact and results;
- Promotes a knowledge management and a learning environment;
- Can work with minimal guidance and supervision;
- Adds value to other team members; collaborates with other entities of the Institute;
- Acts as a model or mentor for less experienced colleagues;
- Expected to travel globally to any geographical area involved in his/her duties;
- Follows internal procedures to ensure high standards of performance and compliance with Institutional and donor guidelines;
- Acts in accordance with International IDEA's Core Values: Respect, Integrity and Professionalism;
- Integrates a gender and diversity perspective in all activities.



Reporting Line

- Programme Manager, The Gambia

Operational Knowledge, Skills and Experience

- Integrates a results-based approach into the design, management and evaluation of all his/her programmatic activities;
- Has a good understanding of the key geographical zone where his/her work is implemented – which may imply field/international experience at some point;
- Contributes to the research of information on donors and partners, and all other activities related to monitoring and evaluation and partnership building;
- Illustrates integrity, a collaborative spirit, a sense of achievement, and an understanding of risk management.

Leadership

- No people management responsibility over permanent staff;
- Acts as a model and resource for more junior colleagues;
- May assume project management responsibilities.

Problem Solving

- Identifies and resolves complex problems; approaches issues with new perspectives; analyses situations from a multitude of intervening factors.

Impact

- Has a clear impact on the programme development and delivery;
- Will also impact other teams and projects in related fields.

Communication and Interpersonal Skills

- Liaises with all internal and external stakeholders involved in his/her project; acts and is perceived as an initiator of relevant communication to solve issues;
- Drives projects and assignments through communicative personal energy and engagement;
- Fluency in written and oral English is required. Knowledge of Mandinka and/or Wolof would be an advantage.

Education and Experience

- University degree in development studies, business administration, public policy, international development or other relevant discipline within the social sciences and humanities;
- Minimum of five (5) years professional experience in monitoring and evaluation, responsible for implementing monitoring and evaluation activities of international development projects,



preferably with a focus on support to democratic institutions and civil society organizations on issues related to elections and civic education;

- Proven success in designing, implementing, and operating project monitoring and evaluation systems from project initiation to closeout stages is essential;
- Experience with EU funded projects and requirements, as well as familiarity with their processes and systems is essential.
- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies is essential;
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and performance monitoring plans is considered an advantage;
- Experience in planning and managing surveys on behavioral impact of programmes implemented is considered an advantage;