



Monitoring and Evaluation Officer - (LOC 6)

Team:	Supporting Libya's House of Representatives
Division:	Africa and West Asia Region
Duty Station:	Tunis, Tunisia
Title of Line Manager:	Programme Manager

Context

The International Institute for Democracy and Electoral Assistance ('International IDEA') and the European Union have entered into an agreement to implement a project to support Libya's House of Representatives ('HoR'). The proposed Action seeks to support the HoR's Secretariat General (the 'Diwan') through the following outputs:

- Enhanced Research Capacity of the Diwan;
- Enhanced Capacity of the Diwan's organization, management and administration functions;
- Enhanced capacity of Diwan staff to support the HoR's legislative functions;
- Enhanced capacity of Diwan staff to support the HoR's oversight functions;
- Enhanced capacity of Diwan staff to support the HoR's representation and citizen engagement functions;
- Advisory services provided on issues of Libyan and international law; and
- Enhanced Diwan collaboration with other parliaments for the purposes of capacity development and knowledge-sharing.

Through these outputs, the aim is for the Diwan to become better equipped to help strengthen the effectiveness of the HoR. That enhanced capacity will in turn help (i) improve the accountability of democratic institutions in Libya such as the HoR, as well as (ii) allow the HoR to exercise its legislative, oversight, and representation functions such that it can become transparent, inclusive, responsive, and accountable to Libyan citizens. The achievement of these objectives will contribute to the Action's overall goal: to foster a functioning, rights-based, participatory and representative democracy in Libya.

The Monitoring and Evaluation Officer will manage the development and implementation of the country programme results management framework. The incumbent will also provide leadership on the country programme reporting requirements for both the donor and International IDEA. The Monitoring and Evaluation Officer will work under the supervision of the Programme Manager and in close collaboration with the Head of Programme.

Duties and Responsibilities

- Develops monitoring and evaluation frameworks, processes and practices for the project that responds to both donor and International IDEA needs; Coordinates and leads all project evaluations and the monitoring of results;
- Supports project planning and the compilation of partner inputs;
- Supports effective collaboration between the project's partners on monitoring and evaluation ;
- Liases 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;
- 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 and the donor;
- Contributes to trainings for national partners on monitoring and evaluation related processes;
- Contributes to internal training;
- Integrates a rights-based approach, gender and diversity perspective in all monitoring, reporting and evaluation activities;
- Conducts risk management in line with the organisational 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 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

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 to 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 and Arabic is required. Knowledge of French would be considered an asset.

Education and Experience

- University degree in development studies, business administration, public policy, international development or other relevant discipline;
- 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;

