



JOB DESCRIPTION MONITORING AND EVALUATION (SUIVI- EVALUTION)

- Integrated into the Technical Department , the Project Cooperation Division has the following missions:
 - Secure the achievement of LCBC's mission through identification, development and implementation of projects funded by national, bi-lateral and multi-lateral agencies. This work is supported by an expert responsible for monitoring and evaluation (M&E) to assess performance of externally funded projects as well as activities within the two core Divisions of the LCBC.
 - Ensure that the right decisions can be taken to secure projects effectiveness and achieve better results for CBLT
 - Secure information exchange of the projects, as well as access to information on the current status of LCBC and Member Countries projects
 - Ensure professional project management with capable project lead and project team
 - Support all parts of the organisation through project evaluation, cost, impact and results measurement

2- Responsibilities & Accountability

- Lead the organization in establishing performance measures, collecting and analyzing performance information, planning and managing evaluations and assisting the LCBC management in using the performance information for decision-making and resource allocation, support the planning, design, implementation, monitoring, evaluation and reporting of activities for the organisation.
- Assist in the monitoring and evaluation of the implementation of activities; to involve reviewing work plans, quarterly reports, participating in field visits, initiating regular portfolio reviews and contributing to program evaluations.
- Contribute to the planning of new activities that support the desired results under an reviewed SAP; this includes providing input into assessments, Project Appraisal Documents, and Scopes of Work for new activities and provide budget justifications.
- Advise Senior Management in designing and planning for evaluations, special studies and assessments.
- Coordinate the creation and review of the Program to provide adequate financial resources for evaluations, special studies and assessments.
- Provide input into the design, implementation and dissemination of evaluations, special studies and assessments.
- Coordinate the creation of a Mission Performance Monitoring Plan including assessing the validity of the information and indicators that contribute to that plan.
- Assist the technical divisions to select data collection methods for adequate monitoring and evaluation of implementing partners' performance and of the program as a whole these methods may include field visits, quarterly reports, specialized surveys and other sources of information of Government statistics).
- Assist the divisions in reviewing these methods and making improvements to their monitoring and evaluation.

- Coordinate the regular review of progress towards achieving Assistance Objectives/Development Objectives by Senior Management through program reviews, portfolio reviews or other processes.
- Encourage the use of performance information in resource allocation decisions by the Office Directors, head of division and Senior Management through leading discussions, preparing analysis or other measures.
- Seek ways to streamline the process and increase efficiency in gathering and using performance information.
- Coordinate the process for updating policy and procedure documents in the areas of monitoring and evaluation to align with the most current agency Policies and requirements. Seek ways to increase transparency of LCBC's system of reviewing results and use of performance information.
- Work as a Point of Contact for Evaluation in the Mission and provide guidance to technical teams on issues related to monitoring and evaluation.
- Communicate with the respective members states on issues related with monitoring and evaluation.
- Assist Senior Management in building local M&E capacities.
- Manage evaluation contracts and agreements.

3- Attitude, Behaviour, Skills & Experience Required

Qualifications:

- Master's degree (BAC+5) in a development field, social science, economics, or relevant discipline.
- Minimum of 10 years of progressively responsible professional experience in a performance monitoring and/or evaluation role with an international development organization.
- Familiarity with different donors and their operations preferred
- Languages
 - Fluency in English and/or French
 - Proficiency in one of the local Languages strongly preferred but not required.
- Computer literacy in current MS Office programmes and special task-related software is a prerequisite
- Experience acquired in the INGO or NGO, preferably in a multicultural setting, would be an advantage
- Demonstrated ability in data analysis, project design, monitoring, and evaluation of development activities.
- 5 years' experience developing results frameworks, logical frameworks, or similar tools for project design is required.
- Experience developing and/or using performance management plans or similar tools is required.
- Demonstrated knowledge of and experience in monitoring and evaluating programs—including indicator development, study design, and data analysis—in multiple sectors. Experience using knowledge management software or database is highly desired.
- Maximum age for application 50 years

The position requires particularly the following attitude and behaviour

- Excellent analytical skills and the ability to summarize disparate information in a clear and concise manner
- Excellent research and data collection methodology skills

- Ability to create organizational work plans based on higher-level goals
- Ability to lead and coordinate multiple offices through multiple step processes without being a direct supervisor (although appropriate authority will be given)
- Skills in supporting staff with a variety of levels of knowledge and capabilities
- Strong organizational skills in order to balance competing priorities
- Ability to work independently to efficiently meet deadlines
- Strong interpersonal skills
- Oral and written communication skills to deal effectively with mid and high level partner contacts, the host government, and the local communities.
- Ability to apply Agency regulations and procedures to daily work requirements
- Excellent computer skills, including word processing, spreadsheet programs and data base management
- Ability to display cultural, gender, religion, race, nationality and age sensitivity and adaptability

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