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**Position: Monitoring and Evaluation Assistant**

**Project: United Nations High Commission for Refugees –**

**Integrated Livelihoods Project (UNHCR –ILP) Graduation Pilot**

**Responsible To: Project Coordinator**

**Location: Meheba Refugee settlement**

**Effective Date: 1st September, 2017**

# Purpose:

The Monitoring and Evaluation Assistant will be providing support in monitoring and evaluation of the (UNHCR-ILP) Graduation Pilot in the two refugee settlements Meheba and Mayukwayukwa. The incumbent will be responsible for overall M&E and learning needs of the project and will come up with findings based on real data to show performance of the project.

1. **Duties and responsibilities**

The Monitoring and Evaluation Assistant will have the following duties and responsibilities:

* Assist the Programme M&E Officer in designing and implementing M&E, systems, standards and practices in line with the donor policy
* Work with the Programme M&E Officer to monitor and evaluate overall project progress on achievement of results
* Monitor all project activities and progress towards achieving the project output
* Responsible for conducting assessments, with input from SHA technical advisors and relevant project staff and making sure that reports are delivered in a timely manner
* Support baselines, midterm reviews and evaluations in the project
* Participate in survey implementation including design, generation of questionnaires, sampling, data collection, cleaning, data entry and preliminary data analyses.
* Provide inputs, information and statistics for quarterly, annual and other reports to Project Management team
* Documentation of lessons and results for SHA and UNHCR reporting
* Participate in designing beneficiary selection tools and participate in the beneficiary selection process.
* Develop data collection tools
* Prepare and maintain database
* Build capacity of project staff in M&E
* Assist the project personnel with M&E tools and in supporting them in their usage
* Ensure data quality
* Participate in annual project reviews and planning workshops and assist the Project Manager in preparing relevant reports
* Provide feedback to the Project Manager on project strategies and activities
* Suggest strategies to the Project Management for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities and developing plans to minimize or eliminate such bottlenecks
* Perform occasional other duties as required by the Project Coordinator or head of Programmes

1. **Pre-requisites**

In order to succeed in this role, it is expected that applicant should must have:

* A minimum of diploma in a social science from a recognised institution
* At least 2 years work experience in monitoring and evaluation of livelihoods projects
* Demonstrated skills in result based M&E frameworks, indicator tracking, M&E systems development, development of data collection tools and report writing
* Good knowledge and experience of working within a project cycle management framework
* Practical field experience in designing tools, data collection, data quality control.
* Proven skills in MS Excel and other statistical packages

1. **Relationships**

* Project Coordinators from their respective districts
* Programme M&E Officer and UNHCR M&E
* Livelihoods Facilitators, Enterprise facilitators and Social workers within the UNHCR -ILP
* External stakeholders including government departments., private sector organisations

1. **Area of responsibility**

Monitoring and Evaluation

1. **Obligations**

It is expected that the M&E Assistant will:

* Carry out these responsibilities within the operating and process frameworks that apply to the whole of Self Help Africa organisation and to UNHCR.
* Work together with all key stakeholders: line and functional to ensure UNHCR, mission and vision are met.
* Exemplify the Self Help Africa Standards of Integrity, Purpose & Values.

This Job Description only serves as a guide for the position available and SHA reserves the right to make necessary changes.