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**JOB DESCRIPTION**

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| **Job Title** | **PMU Monitoring & Evaluation Officer** |
| **Company** | Self Help Africa |
| **Department** | Programmes |
| **Location** | Lilongwe |
| **Reports to** | PMU Programme Manager |
| **Job Purpose** | Based at the PMU, the Monitoring and Evaluation Officer will lead in all data collection, analysis, and learning activities for the Programme to help ensure effectiveness, efficiency and accountability in implementation of the BETTER project.  BETTER is a five-year EU funded programme that aims at increasing resilience, food, nutrition and income security of smallholder farmers in 10 districts (Karonga, Chitipa, Mzimba, Kasungu, Nkhata-Bay, Nkhotakota, Salima, Chiradzulu, Thyolo and Mulanje) across the country. The programme will be implemented by five NGOs namely SHA Malawi (Lead), Action Aid, Plan, ADRA and EAM. The project has the following specific objectives:   1. To strengthen agricultural extension services through 13,400 FFS groups in order to secure effective and productive services for smallholder farmers in 10 KULIMA districts. 2. To increase the resilience of 402,000 smallholder farmers to adapt to adverse effects of climate change and improve food security in 78 EPAs in 10 KULIMA districts.   The M&E Officer will work closely with the Program teams to assess field conditions, support capacity building initiatives, and facilitate the collection of quality data under the supervision of the PMU Programme Manager. The officer will support the PMU Programme Manager in reviewing and preparing monthly, quarterly and annual Project implementation reports, documentation and dissemination of best practices and lessons across the project. |
| **Key Responsibilities:** | The M&E Officer is responsible for training and advising project staff to ensure the timely implementation of all programme M&E activities. The main tasks are:   * Support the PMU Programme Manager in supervising assessments to track progress on project indicators and ensure quality of the data by performing verifications and validations. * Conduct regular visits to project sites to carry out process monitoring as well as gather feedback from the beneficiary community about progress of implementation of the project. * Analyze and discuss findings based on regular monitoring data. * Support the PMU Programme Manager in supervising external consultants conducting evaluation studies (baseline, mid-term, and end-line surveys). * Support the organization and coordination of knowledge sharing and best practices dissemination workshops. * Support the PMU Programme Manager in reviewing and consolidating high quality monthly, quarterly and annual reports. * Support the implementation of a programme Results Based Management System to ensure that data and findings translate into learning that is embedded in the programme, leads to adaptations where necessary and contributes to institutional knowledge. * In conjunction with the SHA M&E Manager ensure and coordinate processes of collection/documentation of lessons learnt, best practices and success stories from districts and dissemination for policy and practices change at community, district level, and national levels. * Assist in the production of publications and other specific papers based on programmatic learning that can be shared within the wider community. * Ensure the highest standards of accountability through good communication and information sharing within the programme and through active participation of staff, beneficiary and other stakeholder to all stages of the project. * In conjunction with the M&E Manager and District Project Managers, formulate and design capacity building framework, guidelines, tools for staff, partners and beneficiaries. * Coordinate capacity building activities for project staff and partners to ensure effective and efficient management and delivery of the project activities with highest standards of programmatic quality. * Conduct training needs assessment of project teams, and project implementing partners, and develop appropriate training designs. * Contribute to effective teamwork, coordination and work planning among development facilitators, technical specialists, and administrative staff in support of project objectives * Contribute to a working environment of mutual trust, respect, and care among all staff. * Perform any other duties assigned by the PMU Programme Manager. |
| **Key Relationships** | * **Reports to** PMU Programme Manager * **Collaborates with** Consortium Partners District M&E Officers, PMU Learning and Communication Specialist, PMU FFS Technical Lead, PMU Resilience Technical Lead, SHA M&E Manager, Partner District Project Coordinators/Project Managers, Partner Organisations, SHA HQ M&E Advisor, Self Help Africa Malawi Staff, Consortium Partners, FAO, GIZ, EU, and District Agriculture Offices in the 10 BETTER districts |
| **Essential Qualifications & Experience** | * Must possess at least 5 years professional experience in Monitoring and Evaluation with practical experience in the use of modern data collection methods as well as facilitation of trainings for project staff in M&E. * Strong analytical and planning skills and an understanding of a range of methods for monitoring, evaluation and assessment to promote evidence-based learning. * Demonstrated ability to design, commission, and manage assessment methodologies and evaluations. * Experience designing and coordinating surveys. * Excellent interpersonal and communication skills and analytical/problem-solving abilities. * Must be innovative and ready to adapt to new situations. * Good knowledge of Self Help Africa ethos, philosophy of work, core values. |
| **Desirable Qualifications & Experience** | * Minimum of a Degree in Social Sciences, Project Management/Monitoring Evaluation, Statistics or other related fields. * Good working knowledge of data analysis packages such as SPSS, STATA, Excel. * Good knowledge of Ms Office. |
| **Role Competencies:** | * Hands-on skills in quantitative and qualitative research methods, monitoring and evaluation, log frames and capacity building of staff in M&E. * Excellent communication skills. * Ability to work as part of team across different cultures. * Ability to work with minimum supervision and take initiative. * Ability to solve problems and take corrective action. * High level of integrity and high standards of personal conduct |

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