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Monitoring and Evaluation Specialist USAID Monitoring and Evaluation Support Project (MESP), South Sudan

Project Summary: Management Systems International (MSI), a Tetra Tech Company, implements the Monitoring and Evaluation Support Project (MESP) which provides USAID/South Sudan with flexible, demand-driven technical, analytic, advisory, training, monitoring, evaluation, and related support services for performance measurement, including assisting the Mission in complying with new requirements under USAID Forward. The project includes monitoring and evaluation technical support to the Mission for performance management at all levels as well as support to assessments, analytical research, and related services required for new project designs, sector strategies, and broader strategic revisions.

Position Summary:

The M&E Specialist will play a significant role in helping to manage and strengthen systems to assess and monitor program and project performance across the USAID/South Sudan portfolios.

In collaboration with the Chief of Party (COP) and Deputy Chief of Party (DCOP), the M&E specialist will participate in reviewing of the USAID Implementing Partners Performance Monitoring Plans (PMP), and will oversee the review of various implementing partner M&E and PMP tools, procedures and systems including preparation of ad-hoc analytical reports.

The Monitoring and Evaluation Specialist will also play an integral role in the drafting, editing and overall quality control of Third Party Monitoring reports, studies, and other MESP reporting deliverables. The position reports directly to the Deputy Chief of Party (DCOP) with Chief of Party (COP) providing overall guidance.

Responsibilities and Deliverables

Under the direction of the Deputy Chief of Party (DCOP), the Monitoring and Evaluation Specialist will assist the USAID/South Sudan Program Office and technical teams to:

Performance Monitoring and Reporting

- Review Performance Management Plans (PMPs) and performance reports
- Conduct Data Quality Assessments (DQA) to determine the validity, reliability and integrity of performance data gathered to monitor program performance as required.
- Review all Mission- as well as activity-level baselines and targets;
- Support collection and assessment of baseline data where such data do not exist and suggesting revisions to targets;
- Help technical teams develop/articulate the theory of change or development hypotheses and critical assumptions on which program/project success depends.
- Support USAID technical teams identify appropriate performance indicators for tracking results and monitoring critical assumptions and/or preparing comprehensive performance monitoring plans.



- As needed, assist in training USAID staff and implementing partners by drawing upon the *USAID Performance Management Toolkit*, the *USAID Programming Resources Guide*, and the most recent USAID monitoring and evaluation tools and policies.

Data Collection and Analysis

- Advise on data collection, reporting methodologies and instruments used by USAID/South Sudan to identify any systemic flaws and support the development of systems that produce consistent, cost-effective, reliable, and timely data and reports.
- Support compilation of performance indicators in individual project performance data tables and convene adaptive learning sessions with USAID/South Sudan staff on a quarterly basis to assess the progress of activities.
- Track and analyze the data gathered and suggest ways to improve USAID/South Sudan's performance, particularly with regard to program impact.
- On a quarterly basis work alongside the Mission's M&E Specialists to update the Mission's Performance Monitoring Plans in order to document progress on all performance indicators toward the achievement of DOs and IRs that make up the Mission's Strategic Results Framework including Operational Framework.

Support to evaluations and assessments

- Provide technical support in preparation of evaluation and assessment related Scope of Work (SOWs) for studies requested by the Mission;
- Serve as evaluation team member on specific evaluations and assessments conducted by the MESP as required;
- May support design/conduct baseline studies to establish initial status on program performance indicators, including institutional assessments, large scale surveys that gather information on continuous and/or categorical variables, etc.
- May support develop/implement quasi-experimental evaluation designs or fully randomized research trials;
- S/he will provide support in the planning and execution of Evaluations, Assessments and Special Studies as required.

Preparation of Technical Reports

- Work with field monitors to provide review of technical information.
- Consolidate reports from field monitors into succinct technical narrative reports.
- Ensure that first draft of technical narrative reports is free of grammatical and typographic mistakes, and complies with MESP quality standards.
- Ensure that the format of reports is streamlined and structured in a manner that clearly links findings, conclusions and recommendations.
- Ensure that technical narrative reports have graphic enhancements, such as tables and graphs that succinctly relay data and its analysis, photos and other visual aids.
- Support the development of tools, such as power point presentations, to further disseminate findings, conclusions and recommendations in a format that is user-friendly and suitable for collaboration, learning and adaptation.
- Play a key role within a team that ensures the quality control of written deliverables to USAID.



The Monitoring and Evaluation Specialist will assist the DCOP and COP in any other duties as required. The position is primarily based in Juba, South Sudan, and should be prepared to travel to the field when necessary.

Required qualifications and experience

- Undergraduate degree in economic, political science, international development, social sciences, statistics or related fields is required. Master's degree or equivalent, is desired
- A minimum of 5 years of professional-level experience in monitoring and evaluation or related sector program management, and technical/monitoring and evaluation skills are required. Experience in strategic planning, design and application of methods and strategies to produce, analyze and use data, and share/communicate information with a variety of actors in different environments.
- Strong oral and written proficiency in English language are required.
- Must have strong inter-personal skills such as communication, negotiation, representational and program/project management and coordination, time management, quantitative and analytical skills with ability to communicate technical information clearly and effectively with professionals.

Note: In addition to Cover Letter and Resume. Prospective applicants are requested to submit a 1-2 page writing sample that demonstrates ability to analyze and draw logical conclusions based on analytical findings in a development context. Writing, analytical and presentation ability will be tested if selected for an interview.

Interested Candidates who meet the required Qualifications and Experiences above should submit their Cover letter, Writing Sample and Resume/CV ONLY on **PDF** to:

AMajid@msi-southsudan.com

Please mention the position you are applying for in the subject line. Or Hand delivered to MSI offices Goshen House Next to KCB, Airport Road, Juba- South Sudan. By COB **Monday, Feb 12th 2018**.

Only candidates who have been selected for an interview will be contacted. No phone calls, please.

MSI is an EEO/AA/ADA Veterans Employer.

For further position details, please visit our website:

<http://www.msiworldwide.com/careers/>

