



UNITED NATIONS INDUSTRIAL DEVELOPMENT ORGANIZATION

TERMS OF REFERENCE

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| Position Title: | Monitoring and Evaluation (M&E) Officer (for South Sudanese nationals) |
| Main Duty Station and Location: | Wau and Great Bahr el Ghazal region |
| Duration of Contract: | Short Term |
| Employment Start Date: | ASAP |
| Advertisement Closing Date: | <u>15th November 2016, 5.00 PM EAT</u> |

Background information

UNIDO is implementing a project on Enhanced Value Addition and Strengthening Value Chains in the Greater Bahr el Ghazal region of South Sudan. Project is funded by the European Union (EU) and it is part of the overall all ZEAT-BEAD programme jointly implemented by FAO, UNOPS, GIZ and UNIDO. Main objective of UNIDO action under the ZEAT-BEAD Project is developing and implementation of value chain upgrading strategies and capacity building of actors operating in the identified five value chain in the Greater Bahr el Ghazal region.

UNIDO is focusing specifically on small household producers and small private business owners to create a sustainable and simple marketing network by developing and implementing upgrading value chain strategies. Project will also contribute to building the capacity of the different actors to operate in the value chain and tune to technological and business features for more value addition of their production asset. UNIDO will carry its activities under this project in a concerted and coordinated approach with the other implementing agencies and NGO's delivering under the EU global action.

UNIDO seeks the services of a qualified, experienced and competent Monitoring and Evaluation (M&E) Officer who, in coordination with the Chief Technical Advisor and the Project Coordinator, will be primarily responsible for designing overall M&E and learning needs of the project. The incumbent will review indicators outlined in the project Logical Framework and design M&E tools and protocols so that project achieve intended outputs in a cost effective and timely manner. S/he will also establish system for baseline data collection, analysis, reporting and learning activities to help ensure accountability and improving efficiency.

Key responsibilities

The Monitoring and Evaluation (M&E) Officer will have the following duties and responsibilities:

- Review project logical framework and outlined indicators and recommend further improvement of the logical frame work;
- Creating a framework and procedures for evaluation and monitoring of project activities;
- Develop monitoring strategy and impact indicator for the project success;
- Develop project monitoring plan in line with the project logical framework;

- Design appropriate M&E data management tools (templates and formats) in relation to the project activities;
- Suggest strategies 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;
- Draft M&E tools and develop/strengthen data collection procedures;
- Advice and recommend tools and strategies to increase project performance and results;
- Assist project staffs in clarifying project information needs;
- Support project staffs on ways to properly document, organize and capture project progress;
- Build capacity of project personnel and stakeholders on participatory approaches in M&E and data collection, analysis and reporting;
- Suggest ways to facilitate data collection and design baseline data collection tools and analysis based on performance indicators.

Desired Qualification

- At least one to three years of professional experience in design and implementation of M&E activities in development projects implemented by national/international NGOs/UN bodies/ Government;
- Diploma or university degree in economics, agriculture, business administration or related discipline;
- Sound knowledge and understanding of project monitoring and evaluation;
- Understanding of current M&E trends and systems in development organizations;
- Relevant computer software skills and expertise in analyzing data using statistical software;
- Proficiency in Windows Excel and qualitative and quantitative data management techniques;
- Strong training & facilitation skills;
- Experience of field data collection and report writing;
- Ability to produce high-quality briefs and reports in English;
- Excellent communication and writing skills in English;
- Proven organizational ability to work independently and managing multiple tasks in an effective, pro-active and timely manner.

How to apply:

Prospective candidates are requested to submit their CV along with a covering letter outlining their skills and experience to unidoeproject@gmail.com with subject line “**Application for M&E Officer**” or submit hard copy application to the UNOPS Compound, Juba Town at Security Desk (Kind Attn.: UNIDO).

The deadline for submission of applications is **15th November 2016**. Applications will be analyzed as and when they received.

Any query related to this position may be sent to the above mentioned email address only.

We value your interest however, only short listed candidates will be contacted for interviews.
