

JOB OPPORTUNITY

Monitoring and Evaluation Specialist, Monitoring and Evaluation Support Project, South Sudan

Company Profile:

MSI, a Tetra Tech Company, is a Washington, DC metro area international development firm with a 35-year history of delivering development results across the world. Our core expertise is in the fields of monitoring and evaluation (M&E), institutional development, public sector management, governance and anti-corruption. MSI implements nearly 100 projects in 90 countries around the world such as Jordan, Morocco, Lebanon, Syria, Pakistan, Afghanistan, Colombia, and Mexico. As one of the leading companies in our field, MSI has partnered with more than 80 organizations across all sectors of international development with clients ranging from large bilateral and multilateral donors such as USAID, the World Bank and the UNDP to national and local governments, NGOs, think tanks, foundations and universities. For more information on MSI, please visit our website at www.msiworldwide.com.

Project Summary:

The United States Agency for International Development (USAID), program office requires support to assist USAID/South Sudan to effectively monitor, evaluate, and relay information about funded interventions. The Monitoring and Evaluation Support Project (MESP) provides USAID/South Sudan with flexible, demand-driven technical, analytic, advisory, training, monitoring, evaluation, and related support services for performance measurement, planning, monitoring, evaluation, reporting, activity mapping, and performance information management and dissemination activities.

****Please note: Only citizens of South Sudan are eligible for this position****

Position Summary:

The M&E specialist will provide technical advice, technical assistance, and guidance to the program office, technical teams and implementing partners on issues related to the Mission's monitoring and evaluation of performance. 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.

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. This is a long-term technical assistance (LTTA) position.

Responsibilities

Under the direction of the DCOP, the M&E Specialist will assist the USAID/South Sudan Program Office and technical teams. Responsibilities include:

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- 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 suggest 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 to identify appropriate performance indicators for tracking results and monitoring critical assumptions and/or preparing comprehensive performance monitoring plans.
- Assist in training USAID staff and implementing partners as needed 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.
- 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.
- Support, develop, and/or implement quasi-experimental evaluation designs or fully randomized research trials.
- 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, with travel to the field when necessary.

Required qualifications and experience

- Undergraduate degree in economics, political science, international development, social sciences, statistics or related fields is required. Master's degree or equivalent is desired



- A minimum of 2-3 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 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.

Dead line is Monday 4th February 2019. Please note shortlisting & interviews will be conducted as the office start receiving CV's.

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

MSI is an EEO/AA/ADA Veterans Employer.

To apply: Please visit our website, www.msiworldwide.com; and Hard copies should be delivered to MSI Goshen House Gate No. 1

