

6. In consultation with the Country Coordinator, plan and execute spot checks in the filed programs and projects of local partners.
7. Record, manage and preserve monitoring and evaluation data in a safe and accessible way.
8. Ensure all financial, activity and narrative reports have been filed on good time and lodged with both Country Coordinator and Assistant Country Coordinator.
9. Conduct routine data quality assessments to improve the quality of program data.
10. Support external consultants and partners in conducting baseline surveys and any other activities where data may be required.
11. Assist partners and project staff in capacity building and training project monitoring and evaluation (M&E).
12. Clean up data collected by partners and provide regular feedback to partners regarding the status of their reports.
13. In consultation with the Country Coordinator, provide data collection guidelines for partners' programs and projects staff.
14. Undertake regular field visits with partners to project sites to support the implementation of the M&E framework.
15. Undertake any other duties as directed by the Country Coordinator and/or Assistant to Country Coordinator.

#### **Essential requirements**

- Educated to at least degree level in relevant discipline or equivalent.
- Minimum 2 years' experience in M&E related work.
- Good understanding of M&E methods, the logical framework approach and other strategic planning strategies.
- Good understanding of quantitative and qualitative research methods.
- Ability to plan and implement M&E system within Mission 21 Coordination Office and partners respectively.
- Field/Project work and working with communities.

#### **Key competencies and skills**

- To have good interpersonal skills.
- To have good verbal and written communication.
- Able to communicate clearly in English.
- To have excellent and versatile skills in the use Microsoft Word and Excel.
- To be able to demonstrate an understanding of the needs of local partners.
- Working with integrity and confidentiality while valuing the individual.
- To demonstrate leadership skills and ability to work with minimum supervision and in a team.