# 

# Terms of Reference

**Date:** June 30, 2025

**Title**: **Monitoring and Evaluation Officer** (1 Positions) for South Sudanese Nationals Only

**Client:** IMA WORLD HEALTH (MOMENTUM Integrated Health Resilience Program)

**Location:** This position is expected to be based in IMA Country Office inJuba with regular field travels to MIHR supported Counties in Bor, Magwi and Yambio Counties

**The Organization:**

IMA World Health, which is part of Corus International, has been present in South Sudan since 2008. Corus International is the parent of a family of world-class organizations working to deliver the holistic, lasting solutions needed to end extreme poverty once and for all. We are a global leader in international development, with 150 years of combined experience across our brands. Our nonprofit and for-profit subsidiaries include IMA World Health and its fundraising brand Corus World Health, Lutheran World Relief, CGA Technologies, Ground Up Investing, and Farmers Market Brands. In South Sudan, Corus operates under IMA World Health. Our more than 600 employees around the globe are experts in their fields and dedicated to helping the world’s most vulnerable people break the cycle of poverty and lead healthy lives.

At Corus we believe that good only grows stronger, and we reflect that belief in our workplace culture. We value every employee’s specialized area of expertise and nurture professional growth. We promote an engaging and supportive work environment, where employees feel enabled and driven to innovate, learn, and collaborate. And because our subsidiaries often function as partners, our employees could work across our enterprise family.

**Position Summary:**

The Monitoring and Evaluation (M&E officer) will be working on MOMENTUM Integrated Health Resilience (MIHR) project, led by IMA World Health and will report to the MNCH Project Manager. The M&E Officer will be responsible for providing overall technical leadership in monitoring and evaluation of the MNCH life-saving intervention in 15 MIHR supported facilities in Bor South, Juba, Magwi and Yambio Counties of South Sudan. He she will coordinate with the MIHR service provider consultants (Clinical Officers/ Pediatric Nurse and Midwives) and in consultation with the county Facility Supervisors at the supported health facilities in managing and supervising all the M&E related activities, including overseeing program data collection, quality reporting and analysis of MIHR selected indicators from the 15 MIHR supported facilities) in Bor and Yambio States Hospitals, Magwi County Hospital, Abbara, Bazungua, Three Angels, Obbo, Gurei, Gumbo, Kimu, Munuki, Malakia, Pariak, Nyakuron and Yambio PHCCs in Juba, Bor South, Magwi and Yambio counties.

S/he will work in collaboration with HQ, MERL team and maintain a close working relationships with the MNCH PM including MNCH technical LEADS at HQ for MNH life-saving intervention guidance and support.

## **Responsibilities:**

**Monitoring and Evaluation:**

* Responsible for project data entry into the DHIS2 system using MOH safe motherhood reporting tool with emphasis on MIHR selected indicators on monthly basis.
* With HQ based MERL Leadership, MNCH Technical Lead, and MNCH Project Manager develop a monthly tracking and reporting tool to capture all the selected project lifesaving indicators for Maternal, Newborn and Child health including immunization and nutrition services data from all MIHR supported facilities.
* Conduct data verification and data quality checks for all data entered the database and reports as submitted by the field team
* Conduct data entry and analysis of the project selected indicators and produce a comprehensive report based on donor requirement on weekly, monthly and quarterly basis.
* Track and provide feedback on the achievement of key performance indicators outlined in the project log frame and ensure the project is on track of all the indicators including monitoring of the project performance.
* Develop a system for weekly, monthly and quarterly data aggregation and analysis for reporting and updates for the Country level use and for reporting to HQ each month.
  + Oversee and provide technical leadership on key areas related to monitoring and evaluation of MIHR strategic work plan aligns with both USG MNH life-saving intervention and MOH strategies.
  + Promote forums and ensure reporting tools such as registers for MNCH are available in all MIHR supported facilities
  + Lead in other aspects of M&E project activities such as surveys, baseline/midline assessments, evaluations, documentation of success stories and learnings, including reporting as required by the Donor

**Accountability:**

* Set up and manage contextualized feedback and response mechanism system that ensures the facility feedback towards the project performance is logged and addressed in a professional and timely manner.
* Ensure timely and quality compilation of all project data reports on weekly basis, including work plan project performance and monitoring on monthly, quarterly, and semi-annual reports, etc.

**Collaboration:**

* Work in close collaboration with MIHR HQ MERL and South Sudan MNCH life-saving technical lead and other program officers to address all technical and programming requests related to M&E on MNCH lifesaving intervention.

**Reporting:**

* Track reporting deadlines for M&E activities and ensure these are submitted by MIHR Health Facility Supervisors, Clinical Officer/Pediatric Midwives on weekly/ monthly basis.
* Timely consolidate the monthly activity and indicator tracking tables and analysis.
* Review progress and technical reports and provide M&E input, feedback and recommendations.
* Provide support and ensure that a feedback and responses mechanism is established and functional across MIHR supported facilities including tracking of referral feedback.
* Contribute to work plans which include monthly, quarterly and annual reports by providing the necessary program data to ensure that the accrued data are reported based on Project indicators and other reports in summarizing project results and evidence.

**Capacity Building and Accountability:**

* Conduct capacity-building efforts for MIHR service providers consultants and other facilities staff/ partners in M&E, data collection and management, including tracking progress based on data driven in all MIHR supported facilities.
* Provide feedback on reports and data collected to help improve quality and timeliness.

## **Supervisory:**

* Supervise the implementation of the project’s M&E activities, including monitoring of the project indicators, routine data collection, data cleaning, data quality, and data, synthesizing data for quality assurance and data auditing and reporting.
* Provide technical leadership on data driven approach for the preparation of high-quality technical briefs and presentations for visitors such as USG employed high-level staff, local health authorities including other stakeholders.

**Information Management, Innovation and Learning:**

* Regular updating of project beneficiary database, activity and indicator tracking tables.
* Work In collaboration with the MNCH project manager, MIHR facility consultants to document project-based learning events to capture, the lessons learned and success story for internal and external purposes.

**Key deliverables:**

* Project data compiled and entered DHIS2 using the MOH Safe Motherhood indicators
* Tracking and reporting tools developed to capture all the project indicators
* Data verification and quality check for all the project indicators done monthly
* Project data compiled and entered databased, analyzed and reported monthly
* Tracking tools for project performance and monitoring developed and used for monitoring the project achievement on monthly and quarterly basis.
* Responded to Headquarter MERL team, MNCH technical lead and Donor comments to any data replated issues on MNCH lifesaving selected indicators
* Contributed to project development work plan, including monthly, quarterly and semi-annual project achievements writing.
* Feedback provided to all the project staff at MIHR supported facilities of issues/ gaps related M&E activities at MIHR supported facilities.

## **Essential:**

* + Ability to work both in a team and autonomously, taking initiative to identify needs, challenges, and way forward.
  + At least two years’ experience in using DHIS2. Experience in designing data collection and reporting tool.
  + Familiarity with IMA development programmers and working procedures, especially CORUS/IMA policies and programming procedures.
  + Proven skills in management of large data sets and report writing.
  + Computer Literacy: Proficiency in the use of standard MS Office packages and the use of internet.
  + Languages: Proficiency in both spoken and written English Language. Working knowledge of local languages is an asset.
  + Ability to respond to donor and HQ requests on short notice in a timely and accurate manner.
  + Strong communication and collaboration skills
  + Team management and teamwork skills
  + Delivering technically sounds results and deliverables in a timely manner.
  + Planning and decision making
  + Relationship-building
  + Creativity and Innovation

**Physical and Mental Requirements:**

* + The physical requirements that may be needed to execute responsibilities may include bending, standing, and walking, etc.
  + The mental requirements that are essential to satisfactorily executing the responsibilities outlined in this job description include, but are not limited to: learning new tasks, comprehending, and retaining information, completing tasks independently, effectively communicating verbally and in writing, demonstrating proficiency in using computer software to perform assigned tasks.

**Working Conditions, Travel and Environment**

* + IMA, as relevant to the country has a hybrid work policy, all employees reporting to the office Monday through Friday’s and weekends if required allowing work to be done remotely; 5 days/week minimum in the office is required. The employee must be available to work outside normal office hours or on weekends as required.
  + This position will have frequency field travel as required for field support supervision and coordination purposes. While performing the duties of this job in different locations, the employee may be exposed to precarious settings under high-security risks and/or very basic living conditions and outside weather conditions.

As a member of the Corus Family, each employee is expected to:

* + Help develop and maintain an environment that welcomes and develops a diverse workforce.
  + Foster a work environment where everyone feels valued and included.
  + Support employees’ evaluation and promotion processes based on skills and performance.
  + Promote a safe, secure, and respectful environment for all members of Corus family, stakeholders in general, and particularly for the communities we serve.
  + Follow Corus Code of Conduct helping to prevent any type of abuse including workplace harassment, sexual abuse and exploitation, and trafficking in persons.
  + Adhere to the Organizational Core Values

## **Education & Experience Requirements:**

* + Master’s degree in public health or similar field, or Medical Degree (M.D.)
  + 5 to 7 years of experience implementing and managing donor-funded projects in developing countries, US Government funding experience desired
  + Demonstrated experience in implemented MOH integrated and comprehensive essential package of health care services with emphasis on safe mother hoods, Immunization and Nutrition services data.
  + Demonstrated skills and experience working with country governments and partners specifically including ministries of health, local NGO partners, and local community organizations.
  + A background in maternal, newborn, and child health will be an advantage. Exceptional skills in collecting, analyzing, and interpreting data
  + Excellent knowledge of data collection protocols for quality data collection and verification
  + Strong experience in assuring data quality and/or conducting data quality assurance (DQA) reviews
  + Fluency in English with strong verbal and written skills required.

Interested applicants who meets the above criteria should submit applications to [southsudanprocurement@imaworldhealth.org](mailto:southsudanprocurement@imaworldhealth.org) or Hand deliver to IMA WORLD HELTH Head office at Goshen House Gate 1 Opposite Ministries on Airport Road not later than **July 10th, 2025 at 5.00Pm**

Because of the need, applications will be reviewed on a rolling basis