



Role profile

Basic information	
Job title	State Monitoring, Evaluation & Learning Coordinator
Department	International
Location	Abuja
Reports to (<i>Job Title</i>)	Senior Monitoring, Evaluation & Learning Coordinator
Matrix manager if applicable (<i>Job Title</i>)	
Direct reports (Number or Not applicable)	N/A
Overall people management responsibility (Number or Not applicable)	N/A
Matrix management responsibility (Number or Not applicable)	N/A
Budgetary responsibility (Amount or Not applicable)	N/A
Child protection clearance required (If applicable, Standard/Enhanced)	Not required
Expected travel per annum	Occasional travel
On call/unsocial hours	No

Role definition
<p>Role purpose</p> <p>The purpose of this position is to support the organisation's emergency response team in the monitoring and evaluation of emergency projects in Borno state. He/she will provide support to partner organisation to systematically measure progress in the implementation of the host organisation's emergency response and to ensure accountability and learning. The person in this position will design a framework or apply the country's existing framework through which these measurements (M&E data) are fed back to those involved in the running of the various components of the emergency response programme. He/she ensures that the information collected can support and guide the decisions of the management team to improve the quality and impact the programme operations.</p>
<p>Role context (What does the department do? Is the role part of a team? How big is the team and where does the job fit in? (An organogram is helpful here))</p> <p>The role works within the International Programmes role family and the wider Programme Funding remit. The role provides support to programmes to ensure that programmes are well implemented and reported on. Because reporting is key and central to CA, this role ensures that timely reporting is done</p>

and in the best possible way that meets CA standards. Will be some travel within country required.

Key outcomes

(Between 4 and 6)

- Develop and strengthen Monitoring and Evaluation systems to allow for effective, accurate reporting for decision making and project implementation.
- Work in close collaboration with the emergency response team, sector specialists, and the Monitoring and Evaluation Unit in the Country Office to put in place a detailed results framework that is tracking programme progress and informing management decisions. This includes the development of SMART indicators that measure progress against objectives in the emergency response programme.
- Manage the implementation of the M&E Framework through a concrete action plan for the emergency response programme.
- Provide assistance to the overall capacity development on monitoring and evaluation to staff and partners, including supporting them collect case studies and inform decision making whilst ensure learning and knowledge generated throughout the programme is disseminated and remains with the team beyond the deployment.
- Support the generation of timely and high-quality reports for reporting and proposal development purposes to key stakeholders (donors and beneficiaries). This may include monthly/quarterly progress reports and statistics as well as mid-/final reports to stakeholders.
- Participate in proposal development to ensure accurate information is provided in project design and that the programme response logic is clear and well defined.

Role requirements

Relationships

(Key relationships, frequency of contact, purpose of contact (liaison/influencing/negotiating etc.)

External	Relationships with partners and institutional donors externally.
Internal	The position is line managed by the Programme Manager or Country Manager. Has a key role in ensuring good relations with other roles in communications, fundraising and advocacy in Christian Aid in the UK.

Decision making

(Accountability, level of decision making and impact of them, authority to make decisions, how often, responsibility for resources)

Contribute to fundraising proposals • Provides support to partners based on frameworks agreed with country team • Represents Christian Aid and the programme externally with partners, other NGOs, and other agencies • Appraise, monitor and review programme in line with CA and external requirements

Analytical skills

(Responsible for one discrete area or several strands within a function, how much creativity, analysis and judgement or routine/semi-routine)

- Problems or issues need detailed information gathering, investigation and analysis including assessment of benefits and risks of different courses of action.
- Initiative and judgment needs to be applied regularly in the course of day-to-day work. Expected to make direct contribution to improved performance, whether through own area of work or participation in cross-disciplinary projects.

Developing self and others

(The extent to which the job holder is responsible for their own work, for influencing and/or directing the work of others, acting in an advisory/specialist capacity)

May have formal responsibility for others including direct responsibility for performance management and developing plans to improve the performance of partner staff, volunteers or others; may have project management responsibility for directing work of others and taking responsibility for ensuring

that work quality and professional standards are maintained.

Person specification

Applied skills/knowledge and expertise

(Extent/type of knowledge, skills and experience required, extent to which a source of expertise to others. Maybe a professional qualification but may be skills and knowledge gained through experience)

Essential

- Degree, preferably in statistics, or the social sciences. 3 years NGO experience and knowledge of monitoring and evaluation.
- Detailed knowledge of M&E frameworks, systems and/or indicator reference sheets.
- Experience managing programme databases (design, entry, analysis).
- Good understanding of routine data quality checks/validation.
- Experience in survey and qualitative interviewing, including supervising field data collection teams.
- Experience in qualitative and quantitative tool design, data analysis and reports and research writing.
- Solid understanding of CHS and other accountability frameworks, including community feedback mechanisms.
- Team management (if applicable): Experience in managing a team as a strong team player with positive attitude.

Desirable

- Ability to incorporate governance methodologies into partners' work
- Understanding of partnership approach to international development
- Understanding and familiarity with database management
- Familiarity and understanding of SPSS
- Understanding of governance related issues in Nigeria.
- Ability to produce quality reports from analysis conducted on data sets.

IT competency required

Intermediate

Competency profile

LEVEL 2: You are expected to be able to:

Build partnerships

- Take on different work when necessary to achieve a team or organisational goal.
- Actively consult with others to ensure you understand their needs or goals.
- Listen to and take on board fresh perspectives and views even if you initially disagree with them.
- Maintain on-going relationships with individuals and contacts through networks, based on mutual rapport and respect.

Communicate effectively

- Make complex things simple for the benefit of others.
- Actively listen and question to check your understanding and draw out others when they are not

<p>expressing themselves clearly or seem to be holding back.</p> <ul style="list-style-type: none"> • Be sensitive to what others may be feeling, based on what they say, how they say it and their non-verbal behavior, adapting your style and approach to fit. • Address difficult issues when they arise, being honest and open. <p>Steward resources</p> <ul style="list-style-type: none"> • Implement ways to reduce the inefficient use of resources or pass the ideas on to someone who can make them happen. • Estimate the resources needed to achieve your own work plans or objectives and to deliver them in the most efficient and cost effective way. • Set and communicate realistic timelines for achieving tasks, working out how best to adapt as priorities change or unforeseen circumstances arise. <p>Deliver results</p> <ul style="list-style-type: none"> • Prioritise, plan and monitor own work to meet own and team deliverables to agreed performance or quality standards. • Acknowledge others' priorities whilst being prepared to say "no" if there are genuine reasons why their needs cannot be met. • Use logical processes and relevant tools and techniques to report on information or analyse options. • Make timely and considered recommendations or decisions based on analysis of available data, information and evidence. <p>Realise potential</p> <ul style="list-style-type: none"> • Evaluate your own work and actively address gaps in knowledge and skills, without prompting. • Recognise how you react to feedback and manage reactions positively, acting on specific feedback from others. • Share your knowledge where it will help others to be more effective. • Provide instruction, constructive feedback and guidance to others to help them learn. <p>Strive for improvement</p> <ul style="list-style-type: none"> • Constructively challenge existing practice. • Seek better ways of doing things, taking into account the possible implications. • Make positive suggestions on a way forward when faced with challenges even if these fall outside own scope of work. • Look inside and outside Christian Aid for new ideas and evaluate them for own work. 	
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Further details of specific tasks and duties will be agreed with the line manager as part of the performance agreement. Any reasonable duty may be assigned that is consistent with the nature of the job and its level of responsibility.

This role profile is not prescriptive; it merely outlines the key behaviours the role-holder requires to be successful in the role; the key behaviours and responsibilities are subject to change. Any changes will be made in consultation with the role-holder.

You will be expected to abide by the Code of Conduct, policies and procedures within Christian Aid which may be updated from time to time.

You must be in sympathy with the aims, beliefs and values of Christian Aid as it seeks to work on relief, development and advocacy for poverty eradication.