

MONITORING AND EVALUATION/KNOWLEDGE MANAGEMENT SPECIALIST-004-2024

A. Reports to: Project Manager

B. Summary: The Monitoring and Evaluation/Knowledge Management (M&E/KM) Specialist will be responsible for monitoring of the implementation of project activities, for the evaluation of project performance, and will lead activities related to capacity building, knowledge management and communication.

C. Duration of Assignment: Initial contract of 2 years; successful completion of a six-month probationary period; subject to annual appraisals with renewable contract if performance is satisfactory.

D. Duty Station: Based in Mogadishu, with regular visits in the field as required for monitoring, reporting and coordination.

E. Specific duties and responsibilities:

1. Establishes and maintains project monitoring and evaluation systems in line with the Results and Impact Management System (RIMS) of the International Fund for Agricultural Development (IFAD).
2. Periodically monitors and evaluates project progress by visiting project interventions areas at all levels throughout the project period.
3. Undertake periodic assessments to determine progress in the achievement of targeted project outcomes, using appropriate methodologies to enhance effective beneficiary participation.
4. Fine tunes and concretizes project indicators at activity, output and outcome level.
5. Identifies data requirements at all levels: Design data collection and reporting tools and mechanisms, and coordinate technical staff and partners for data collection, analysis and reporting.
6. Develops standard formats and reporting procedures at all levels.
7. Leads the undertaking of baseline, mid-line and end-line evaluations in line with rigorous impact evaluation methodologies.
8. Develops a capacity building plan and organizes trainings on M&E for all relevant project staff, stakeholders and implementing partners.
9. Provides direct technical support to partners, ministries, regional level institutions, project stakeholders and community level actors in the use and implementation of M&E and Knowledge Management tools and processes. This includes strengthening capacities, skills and practices for the development of M&E indicators, data collection, analysis and interpretation to inform project strategies.
10. Supports the development of technical monitoring systems, specifically for the environmental and natural resources management.
11. Prepares and consolidates physical and financial monitoring of project performance liaising with the project finance team to track physical and financial progress of the project.
12. Leads and takes responsibility for development and implementation of the capacity development, knowledge management and communication plan, ensuring internal and external soundness of the plan, quality of trainings provided and considering different needs at different levels.
13. Oversee the development and operationalization of a coherent knowledge management and communication strategy, including the promotion of project visibility at the local, regional, national and international levels.
14. Leads knowledge management and development activities, in collaboration with the

M&E officer and technical officers.

15. Reviews and produces capacity building, knowledge management and communication annual work plans, budgets and reports on it.
16. Manages technical assistance by consultants related to capacity building, knowledge management and communication, monitors their performance and ensures timely delivery of quality outputs in relation to project activities, as well as prepares terms of references (ToRs).
17. Provides or contributes to capacity building of staff, implementing partners and community- based institutions.
18. Takes responsibility to draft press releases when needed, targeting different groups.
19. Develops and takes lead on implementing a project communications strategy.
20. Facilitate documentation and production of project success and case stories.
21. Takes responsibility to set-up and maintain a project website.
22. Manage communication with partners (Government, development partners, private sector, civil society, communities at large).
23. Keeps records and documents of activities related to capacity building, knowledge management and communication.
24. Other tasks as assigned by the Project Manager.

F. Qualifications:

1. Education: M.Sc./MA in economics, agricultural economics, statistics, monitoring and evaluation (M&E) or a related field.
2. Experience: Minimum 10 Years of experience leading M&E, Knowledge management and capacity building, preferably in donor funded projects.
3. Skills and knowledge: Ability to provide technical support to colleagues; strong managerial skills and demonstrated capacity to manage people and interact with a wide range of partners, good interpersonal communication and reporting writing ability; advanced user of MS Word, Excel, Power Point and Outlook; proven user of GIS-based systems and statistical software; excellent quantitative and analytical skills.

G. How to Apply

Interested candidates should submit an up-to-date CV and Cover Letter to hr@sadarinstitute.so by 14th March 2024. Your cover letter should specify the position you are applying for and outline your suitability for the role.

NOTE: Only candidates shortlisted for an interview will be contacted. Sadar Development and Resilience Institute (SADAR) is committed to employment equity, welcomes diversity and encourages applications from all qualified applicants.