



Organização das Nações Unidas Para o Programme

Terms of reference of Monitoring and Evaluation (M&E) Officer

Position title: M&E Officer

Location: Maputo - Mozambique

Level: NO- B

Duration: 2 years (with possible extension)

Within the framework of the realignment of the CO to take into account the Atlas environment, a new Strategic Planning Unit has been created with a view to build a framework and in-house capacities to enhance development effectiveness of UNDP Mozambique programmes. This is seen as a key objective and to build a strong basis for measuring performance and promoting accountability within the organization.

In order to co-ordinate the smooth implementation of the UNDP funded activities and to achieve the objectives of the Programme, a qualified and experienced National Programme Officer would be recruited to work closely with the Head of the Strategic Planning Unit and other technical sub groups responsible for M&E.

- Assist in the development of draft M&E plans for UNDP funded programme and projects.
- Identify the capacity gaps in the field of M&E of Government institutions, implementing partners, NGO's and CBO's collaborating in the implementation of UNDP funded programmes/ Projects, and recommend remedial actions;
- Support the implementation agencies of UNDP funded programmes in establishing a M&E system that will ensure a successful follow-up of the planned strategies
- Drafts of ToRs for Baseline, Mid-term and End of the Program Evaluations for each project;
- Assists in selection of consultants to undertake M&E reviews and ensure quality control over the outcome of such assessments.
- Assist in the training programmes for implementing partners on the use of recommended reporting and monitoring formats and guidelines;
- Develop a field-monitoring plan based on agreed upon progress and target indicator sets and undertake ongoing field and desk monitoring of UNDP supported interventions.
- Review periodic technical reports of implementing partners and provide appropriate comments and recommendations;
- Consolidate of periodic findings and recommendation of periodic progress reports for submission to UNDP Management and Government cooperating Agency and RBA;
- Participate in and contribute to Technical Working Group meetings;
- Undertake any other tasks as assigned by the CO and the Head of the strategic Planning Unit for the overall Management, Supervision, Monitoring and Evaluation of the implementation of the UNDP funded Programmes and Projects.

Qualification requirement

- The Programme Officer (M&E) should have:
- A Masters Degree in Economics or Public Administration, Sociology, Management or any related field;
- At least 6- 8 years experience in managing field activities including M&E of interventions and results;
- A sound understanding of Programme related issues.
- Managed a project wherein systematic input, output and process data were collected, summarized and used to guide programmes;
- Basic computer literacy and experience in management information systems,
- Knowledge of recent developments in programme/project M&E;
- Excellent communication and interpersonal skills and be able to work as a team;

Formal training in programme/project design and formulation, management and evaluation.