



Call for applications for a Monitoring and Evaluation Officer

Recruiting organization

The Association for the Development of Education in Africa (ADEA) is the voice of education in Africa and has played an important role in the educational arena for 30 years as a convenor, knowledge creator and forum for policy dialogue. Since its creation, ADEA has acted as a partner between African ministries of education and training and development partners. As a forum for policy dialogue, ADEA promotes innovative policies and practices by sharing and disseminating ideas, experiences, learning and knowledge among countries and stakeholders.

The Education and Skills Data Project

Africa is facing an education and skills data crisis. The COVID-19 pandemic has exacerbated the situation. Due to the ongoing challenge of lacking quality education and skills data for informed decision-making, insufficient data continues to undermine the ability of African countries to make demand-driven policy decisions on education and skills. Through this project, ADEA seeks to support up to 30 African countries over a five-year period to produce and use the quality data on education and skills for informed decision-making through policy, planning, program implementation, monitoring and evaluation.

Position summary

ADEA is looking for an experienced monitoring and evaluation professional to set up and manage the Project's monitoring, evaluation, research and learning system (MERL). The Monitoring and Evaluation Officer will contribute to the project planning, implementation, monitoring, evaluation, and reporting of results, to improve the performance in education and skills data governance. He or she will also be requested to use his or her expertise and experience to reinforce Ministry of Education stakeholders' capacity in monitoring and evaluation in a perspective of data governance and use.

This position reports to the Project Manager.

Tasks and responsibilities

The Monitoring and Evaluation Officer's mission is to ensure the implementation and management of the project's monitoring, evaluation, research and learning system (MERL), to promote the achievement and documentation of the project results.

Specifically, the Monitoring and Evaluation Officer will:

- › Contribute to data-governance capacity and knowledge building in the Project's Partner countries:
 - Participate in the mapping of data ecosystem partners on the continent and in the selected countries.
 - Provide data for the development of communication and knowledge mobilization strategies for the project.

- Contribute to the development of the community of practice to promote peer learning at national, regional and continental level and support capacity building.
 - Prepare a roadmap for capacity and knowledge building in the Project's Partner countries and for scaling up data governance best practices.
- › Ensure monitoring and evaluation of the Project:
- Set up a monitoring-evaluation-research-learning system for the project (MERL)
 - Carry out monitoring, evaluation, research and learning activities within the project.
 - Set, define and update indicators for monitoring project results.
 - Develop data collection and processing tools, to produce reports on project results and learning.
 - Integrate gender, youth, and geographical aspects into project monitoring, to provide disaggregated data and specific indicators to support studies and research.
 - Determine the project's baseline situation and propose milestones and targets.
 - Conduct studies and research required for project monitoring.
 - Carry out quality control and monitoring of project implementation.
 - Capitalize on project best practices.
- › Ensure the data related initiatives and projects mapping in the countries targeted by the project:
- Gather information on all ongoing data-related initiatives and projects within the education sector in beneficiary countries.
 - Group projects into categories or themes (data analytics, data engineering, data governance, data infrastructure, or other relevant themes)
 - Identify links between projects and highlight these on a visual map (ex: dependencies, similar objectives or targeting the same beneficiaries, funded by same organizations, etc.)
 - Assess each initiative based on an evaluation grid.
 - Verify if there is a system for monitoring the progress of each initiative, and mechanisms for regular reporting, including progress reports, milestones and key performance indicators.
 - Verify if there is formal communication with key stakeholders to keep them informed of project progress and any changes, and whether a regular reporting schedule provides updates on project status.
 - Periodically review and update project mapping to reflect new initiatives, changing priorities or unexpected issues. Ensure that mapping remains a dynamic and valuable resource.
 - Contribute to the creation of a database to document cartographic information.
 - Prepare documents for stakeholders on best practices, lessons learned, evolving initiatives, etc.
 - Support focal points in the production, analysis and communication of data on the quality of education and skills, based on selected indicators.
- › Contribute to project management:
- Ensure the timely project reporting.
 - Prepare monthly, quarterly, semi-annual, and annual reporting templates.
 - Capacitate the project team members, partners, and countries to use the developed reporting templates.

- Consolidate the monthly, quarterly, semi-annual, and annual reports received from project team members, partners, and countries.
 - Prepare the project cases stories.
 - Support the Communication Officer in the drafting the knowledge products.
 - Participate in the development of the project's annual work plans (AWPs).
 - Participate in the preparation and holding of meetings with stakeholders.
 - Participate in updating the risk register and recommend mitigation measures.
 - Contribute to the preparation of required technical and financial reports.
 - Prepare project evaluations.
 - Participate in the recruitment, integration and evaluation of subordinates and short-term consultants.
- › Carry out other activities within the scope of his/her responsibilities and as assigned by Project Manager.

Qualifications and Requirements

Qualifications:

- › Advanced university degree (Master or equivalent) in statistics, evaluation, education, social sciences, economics, or related field.
- › At least 8 years' successful experience in M&E, research and learning at a senior level in Africa.
- › At least 6 years' experience in a structure producing data on education and/or skills in Africa, implying collaboration with one or more Ministries of Education.
- › Considerable experience working in multicultural and multidisciplinary teams.
- › Experience in developing, implementing, and disseminating a capacity building program.
- › Strong computer skills, particularly in the use of data management and analysis tools.
- › Experience in data quality assurance and/or auditing or on-site verification of data quality.
- › Fluent in spoken and written English or French, and a working knowledge of the other language, with excellent communication and writing skills.
- › Experience of working with a pan African organisation is an added advantage.

Technical requirements:

- › Good knowledge of the education sector in Africa.
- › Good knowledge of protocols for collecting and verifying quality data
- › Ability to analyse multiple data sources to identify data trends and make recommendations on project implementation.
- › Ability to lead surveys and write survey reports.
- › Good knowledge of Results-Based Management.
- › Knowledge of gender and youth issues and how they are considered in monitoring and evaluation.
- › Ability to work in a multicultural, multidisciplinary team.
- › Sense of initiative and proactivity, ability to work under pressure and meet tight deadlines.
- › Being results-oriented, organized, and systematic.

Working conditions

- › Full-time consultancy mandate.
- › Based in Abidjan, Ivory Coast, with occasional field assignments in Partner countries and on-site meetings.
- › Occasional overtime may be required to meet project deadlines.
- › Competitive remuneration.

Application process

Interested candidates are invited to send their curriculum vitae and a letter of motivation to emploi@c2dservices.com by **March 3, 2024 (5 PM, GMT)**. Please indicate "**Application for the position of Monitoring and Evaluation Officer**" in the subject line.

As an equal opportunity institution, we welcome applications from people of all backgrounds and experience. Only selected candidates will be contacted.