



## Terms of Reference for Monitoring, Evaluation, and Reporting Officer

**Duration:** 1 year (renewable)

**Start Date:** immediately (ASAP)

**Closing date:** 1 month after publication (can be recruited before)

**Consultancy Fee:** 3500 USD/month, with in-country living allowance, accommodation and travel expenses covered.

**Place of Service:** Huambo, with frequent trips to field bases (Mbanza Congo, Uige)

**Reporting to:** Country Director Angola – The MENTOR Initiative

**Line management:** All M&E staff with The MENTOR Initiative Angola (5 positions)

**The context:** The MENTOR Initiative has been present in Angola since 2002, working along with the National Malaria Control Program to reduce the burden of the disease in Zaire, Huambo and Uige provinces. Since 2011, the Country Programme has been managing 3 large Public Sector Malaria Case Management programmes mainly oriented towards capacity building; 1 Private Sector Programme introducing Artemisinin Combination Therapies (ACTs) and Rapid Detection Tests (RDTs) in the private pharmacies. In 2013, a new Neglected Tropical Diseases Control program was launched. All five programmes are 5 year-programmes. Another 1-year program will start in the coming weeks, focusing on malaria in pregnancy.

### **Scope of Services:**

The M&E and Reporting Officer will assist in maintaining and improving the existent M&E systems. He/she will develop and implement M&E systems for new programs, focusing on data collection, analysis and reporting. He/she will ensure that The MENTOR Initiative Angola M&E systems are in conformity with donors' and national Health Information System, and in line with international standards.

He/She will supervise directly the program M&E and database officers.

He/She will train all program database officers in all bases in order to ensure that data is collected in line with all donors' requirements.

The M&E and Reporting Officer will also be in charge with assisting the program coordinators in drafting the operational reports to the donors.

He/she will assist the National NTD Program in developing a proper M&E system, in relation with relevant partners (the donor, WHO, other organizations working on NTDs...). The position is an overarching role focused on the Neglected Tropical Diseases Program, but it will also be involved in malaria programmes.

The responsibilities of this post include the following:

### **Data collection and M&E**

- Assist Program Coordinators to maintain, improve quantitative and qualitative data collection to report on project output and outcome indicators.
- Assist Program Coordinators to develop systematic, efficient and realistic monitoring plans that capture quantitative and qualitative data to report on project performance indicators for new programs
- Coordinate the relations with donors when it comes to their M&E systems and their implementation by MENTOR Angola

- Build capacity through training of MENTOR M&E and operational staff on the links between the logical framework, data management, data analysis and results-oriented program strategies
- Build capacity of MENTOR staff on programming, monitoring and evaluation methods and principles, report writing techniques and requirements for relevant donors.
- Improve or develop program and operational reporting templates that facilitate the acquisition and aggregation of information in programs.
- Assist the Country Director in the coordination of the compilation and dissemination of the quarterly reports.

#### **Reporting**

- Improve or develop program and operational reporting templates that facilitate the acquisition and aggregation of information in programs.
- Assist the Country Director in the coordination of the compilation and dissemination of the quarterly reports.

#### **HR**

- Initial recruitment of database officers
- Direct management of Initial recruitment of database officers
- Ensure that MENTOR code of conduct and internal rules and regulations are adhered to and respected.

#### **Support malaria and NTD campaigns planning and roll out:**

- In coordination with the Country Director and Programme Coordinators, organise the data collection aspects of distribution of NTD drugs to schools and communities as required.
- In coordination with the National NTD Program, the Country Director and the NTD Programme Coordinators, organise the routine data collection of NTD cases in health facilities

#### **Other**

- Participate in exploratory missions as per requirements from the CD and agreed with the HQ base Programme Manager
- From time to time and as requested work with MENTOR Initiative at organisational level to share best practice across the organization.
- Includes the possibility of transfer to another similar post in another MENTOR Initiative country programme within the period of this contract agreement.
- Any other duties as may be assigned by the CD and agreed with the HQ based Programme Manager.

#### **Job Requirements:**

- Academics: a minimum of a Master's degree in Public Health, International development program management, epidemiology, or statistics.
- Job experience: Public Health data or program management with a minimum 3 years experience in monitoring and evaluation of Public health programs.
- Skills: data management (indispensable), M&E systems strengthening, excellent knowledge of Programme cycle Management, Communication and analytical skills
- Computer skills: Excel, Access, Epi-Info and other data-management software
- Solid experience with large operations
- Organised, self starter, able to build and maintain partnerships
- Experience in managing teams in the field
- Proven capacity to train others
- Flexible and willing to learn
- Excellent team worker and communications skills
- Practical, hands on approach
- Fluent in English and Portuguese
- Angolan nationality/ work permit an advantage.

**To apply:**

Sent an email to [rh.angola@mentor-initiative.net](mailto:rh.angola@mentor-initiative.net) with the subject (job position) and the following documents:

- Motivation letter
- Updated CV
- 3 referees

We accept applications until the closing date stated.

**The position is open to all nationalities, Angolan nationality/ work permit an advantage.**