

**Position Title** – Monitoring & Evaluation (M&E) Specialist

**Location** – Work at Home Setting

**Reports To** – Manager, Programs

**Status** – Full Time, Contract

**Contract Term** – 1-Year

**Travel Requirement** – Some International Travel Required

### **Position Overview**

Reporting to the Manager, Programs, the M&E Specialist will lead the design, implementation and operation of M&E systems from project initiation to closeout. The Specialist will oversee the monitoring, evaluation, analytics, and reporting of performance and results, providing regular project reports to funders and management as required. The Specialist provides technical leadership, oversees data management and ongoing training to M&E field officers. The Specialist will conduct regular project data analysis and identify methods to use results for improving program reporting and performance. ; leading efforts to strengthen monitoring and evaluation and learning.

### **Job Responsibilities**

- Assist the Manager of Program with development of M&E Plans for projects, including indicator selection, target setting, data collection, Logic Models, Performance Measurement Frameworks (PMFs), Theory of Change (TOC), reporting, database management, and developing M&E and/ performance monitoring plans.
- Lead role in overseeing data collection, collation, storage, analysis, and reporting, ensuring that data is of high quality and audit worthy.
- Responsible for supporting the preparation and review of annual works plans and program reports in collaboration with program staff.
- Manage research activities and ensure outcomes and lessons learned are integrated into the project and shared with relevant stakeholders.
- Provide training and mentoring to field staff and partners to ensure the understanding and implementation of the M&E Plan and M&E system.
- In coordination with program staff, develop, update and maintain CDF's monitoring and evaluation standards.
- Provides technical expertise (TA) to projects – provides hands on support with concrete ideas and recommendations for integrating M & E. This TA includes but is not limited to building partners M&E capacity; developing terms of reference for hiring local staff or consultants; supporting the selection of qualified local staff or consultants; providing quality control on consultant draft and final reports; mining data within and across programs for relevant results.
- Oversee the Baseline Survey, Mid-Term Review, Endline Survey and Final Review of the project with consultants and field staff.
- Collaborates with other CDF specialists to develop knowledge products, plain language guidelines, subject guides, training materials and tools/solutions that are innovative and in line with CDF strategy.
- Leads organization wide support for M & E, by identifying gaps and strategies to address them, to increase effectiveness of M&E tools in programming.
- Builds capacity of programming staff through leading learning opportunities to improve application of tools and processes and updates of evolutionary thinking around M & E.
- Supports responses to RFP or sole-source processes (bids) to expand project portfolio and sources of revenue.

- Provides support to intern, volunteer and consultant recruitment and orientation to ensure effective and consistent delivery of technical assistance overseas.
- Represents CDF, M & E and the co-operative model at domestic and international events, forums and conferences.
- Supports the Business/Program Development Team with the preparation of Logic Models, Theories of Change and PMFs for new Concept Documents and Proposals as needed.
- Improves and streamlines CDF's M&E data collection and reporting writing process using suitable software.

## **Capabilities**

- Knowledge of the major evaluation methodologies (e.g., qualitative, quantitative, mixed method, and impact) and data collection and analysis methodologies.
- Proven success in designing, implementing and operating project M&E systems from project initiation to closeout stages.
- Experience mainstreaming M&E and managing organizational change thereof.
- Proven experience with training and facilitation.
- Demonstrated knowledge of international development, project management, results-based management (RBM), financial reporting and control, and a commitment to co-operative forms of enterprise (co-op model).
- Speak, listen and write in a clear, thorough and timely manner using appropriate and effective communication tools and techniques.
- Work cooperatively and effectively with others to set goals, resolve problem, and make decisions that enhance organizational effectiveness.
- Determine strategies to move the project forward, set goals, create and implement actions plans, and evaluate the process and results.
- Assess problem situations to identify causes, gather and process relevant information, generate possible solutions, and make recommendations and/or resolve the problem.

## **Position Requirements**

- Bachelor's or master's degree in statistics, demographics, public policy, international development, economics, or related field. Master's degree or bachelor's plus an advanced certificate in M&E, statistics, or economics preferred.
- Minimum of six years of professional experience in a senior M&E position responsible for implementing M&E activities on international development projects
- Experience in strategic planning and performance measurement, including indicator selection, target setting, reporting, database management, and developing M&E and/ performance monitoring plans.
- Fluency in English, French and/or Spanish an asset.

**DEADLINE TO SUBMIT APPLICATION IS AUGUST 19, 2022 - TO APPLY CLICK ON LINK BELOW.**

<https://cdfcanada-coop.hiringplatform.ca/processes/81146-monitoring-evaluation-m-e-specialist?locale=en>

**NOTE: Only candidates shortlisted for interview will be contacted!**

**CDF Canada is committed to employment equity, welcomes diversity and encourages applications from all qualified applicants.**