



## JOB DESCRIPTION

<b>Job Title:</b>	<b>M&amp;E Officer (Consultancy)</b>
<b>Location:</b>	<b>Abuja, Nigeria</b>
<b>Reporting to:</b>	<b>Impact Assessment &amp; Shared Learning Manager</b>
<b>Duration:</b>	<b>3 months Initial contract (renewable till 31<sup>st</sup> December 2021 based on performance)</b>

### Job Purpose

The M&E Consultant will provide supportive guidance to the management of the Systems and Structure Strengthening Approach against Radicalization to Violent Extremism (SARVE) project for a successful monitoring, evaluation and learning of the programme. This individual will also support M&E/Programme staff of the project sub-recipients and partners and ensure the strategic and functional integration of all M&E activities as well as active collaboration with the sub-recipient and other relevant authorities. S/he will be responsible for all M&E activities of the project and ensure accurate reporting of results for programme activities.

### Duties and Responsibilities

- Actively participate in the development and review of all routinely generated field level reports, with the emphasis being on analyzing and describing programme results
- Participate and contribute in programme planning and implementation, contributing to work plans and M&E plans
- Provide inputs into trainings and workshops, particularly around measuring output & outcome level data
- Facilitate trainings and workshops, particularly those focusing on developing the capacity of partner's skills and abilities in monitoring and evaluation
- Work closely with partners to establish their internal M&E systems, M&E plans, and data quality management
- Support the implementation of project's M&E systems, including establishing and updating the project's database
- Support quarterly Programme and M&E review of SARVE II project and other projects within the Humanitarian Unit of AAN.
- Prepare monthly internal reports, including analysis of data, and contribute towards regular donor reports
- Update quarterly workplan and Result Framework (RF) of SARVE II project
- Update Humanitarian projects data on AAN Management Information System
- Implement a system designed to identify lessons learned and disseminate timely information
- Collaborate with other programme staff to ensure every staff knows and understands their role in M&E
- Other tasks as assigned

### Key Working Relationships:

**Internal:** Entire AAN Staff

**External:** Donor, Partners, Community and other stakeholders.

### Persons Specifications

Attributes/Skills	Essential	Desirable
<b>Education/ Qualifications</b>	<ul style="list-style-type: none"> <li>● First degree in Social sciences or Arts/humanities</li> </ul>	<ul style="list-style-type: none"> <li>● Membership of relevant professional bodies</li> </ul>
<b>Experience</b>	<ul style="list-style-type: none"> <li>● At least 3 years work experience 2 of which should have been spent in the development sector</li> <li>● Experience in monitoring and evaluation of conflict mitigation, preventing violent extremism and/or democracy and governance programmes, including working with development agencies and organizations, government officials, civil society leaders, community leaders, programme beneficiaries, and programme staff</li> </ul>	<ul style="list-style-type: none"> <li>● Ability to use the District Health Information System (DHIS)/or any other database software</li> </ul>
<b>Skill Abilities</b>	<ul style="list-style-type: none"> <li>● Excellent interpersonal and communication skills with fluency in written and spoken English.</li> <li>● Excellent planning and prioritization skills</li> <li>● Excellent facilitation skills</li> <li>● Technical skills in analysing quantitative and qualitative data</li> <li>● Ability to use various statistical software programmes such as SPSS, STATA.</li> <li>● Extensive knowledge of reporting procedures, best practices, guidelines, and tools for monitoring, evaluation and learning, including impact evaluation</li> </ul>	
<b>Personal Qualities</b>	<ul style="list-style-type: none"> <li>● A person of integrity</li> <li>● Creative and takes initiative.</li> <li>● Able to work effectively in a diverse team environment.</li> <li>● Willing to work additional hours at crucial times.</li> </ul>	

	<ul style="list-style-type: none"><li>• A self-motivated person able to work with minimum supervision</li><li>• Effectively promote AAN's mission, values, and objectives</li></ul>	
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**Signed by:**

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**M&E Consultant**

**Signed by:**

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**IASL Manager**