TERMS OF REFERENCE FOR RECRUITMENT OF MONITORING AND EVALUATION OFFICER

Tilitonse Foundation wishes to temporarily engage the services of a Monitoring and Evaluation Officer with the possibility of long term employment based on performance.

Project Background

Tilitonse Foundation was established in 2016 as a grant-making facility to support Malawian Non State Actors (NSAs) to engage in governance interventions. The Foundation's work is within Malawi Government development policy frameworks such as the Malawi Growth and Development Strategy III and global frameworks such as the Sustainable Development Goals (SDGs), the African Union Agenda 2063, and the Paris Declaration. Tilitonse Foundation, guided by its 2018 – 2022 strategic plan, supports Non State Actors in consolidating and up-scaling good governance in Malawi while aiming at increasing the capacity of NSAs to actively promote citizens' engagement in democratic governance and in upholding citizens' rights by the state.

The core objectives of the Foundation are:

- To build capacity in Non-State Actors so as to promote, strengthen, enhance and entrench good governance and build sustainability.
- To mobilise and provide funds to NSAs for the promotion and enhancement of good governance in Malawi.
- To provide a platform for NSAs for improving inclusivity, transparency, accountability and responsiveness in governance in Malawi
- To promote and encourage NSAs to engage in societal transformation through catalyzing more accountable, inclusive and responsive governance.

Position Overall Responsibilities

The Monitoring and Evaluation Officer will be responsible for coordinating M & E activities and providing performance and quality assurance for Tilitonse Foundation and grant partner's activities, outcomes and reports. S/He will design monitoring and evaluation system and activities. S/he will develop M & E frameworks, plans, systems and standards. S/he will also be a key person in facilitating all documentation and ensure that necessary data for impact monitoring is available. S/he will play a central role in lesson learning and incorporation of critical lessons into Tilitonse Foundation and its respective grant partners

Main Tasks

The main tasks of the Monitoring and Evaluation officer will be:

- Responsible for development, use and maintenance of an efficient Monitoring & Evaluation system including data collection, analysis and dissemination
- Responsible for surveys, studies and internal appraisals/evaluations of the Foundation and its grant partners.
- Generate high timely and quality reports according to the needs of Tilitonse Foundation, Development Partners and its grant partners.
- Ensure safe and professional filing of data to enhance the capacity of the organization's institutional learning capacity.
- Work closely with other staff on planning and monitoring of Tilitonse Foundation's activities.
- Design data collection tools that capture output, outcome and impact indicators.
- Ensure that all primary data collectors are oriented in the developed tools
- Ensure TF has a data flow which is understood by all involved in data collection and management.
- Develop data base that meet the data needs for Tilitonse Foundation, Development Partners and grant partners
- Collect, verify, and compile data from the field in line with the Tilitonse Foundation M & E plan
- Support Tilitonse Foundation in the collection of relevant data and provide technical support in basic data management to staff.
- Ensure the database are kept up to date
- Conduct staff capacity assessment and provide support to staff in all M & E activities (data collection, development of trainings pre & post test tools, reporting based on indicators
- Provide technical support in report writing to staff and grant partners
- Conduct periodic data audit at each aggregation level as stipulated in the data flow
- Conduct quality data check by reviewing reports, baseline, midline and end line reports
- Institute Tilitonse Foundation financial monitoring and support grant partners in ensuring compliance is being adhered to.

Knowledge, Skills, and Abilities (Competencies)
Knowledge
- **The ideal applicant should possess** good knowledge of statistics with ability to design and conduct quantitative and qualitative studies

Skills
The ideal applicant should possess the following skills:

- Proficiency in use of computer packages such as MS Word, Access, Excel, Power Point and Outlook; SPSS/STATA/ EPI info.
- Proficiency in managing field data collection work, including familiarity with IT enabled

tools (cell phones, PDAs)

Attributes

The ideal applicant should possess the following attributes:

- Excellent time management and organizational skills
- Innovative, assertive and positive attitude towards work and the team
- Good interpersonal and communication skills
- Strong verbal and written communication skills; ability to lead and work effectively with interdisciplinary team with minimal supervision

Formal education and experience

The ideal person should possess the following education and experience:

- Minimum of a Bachelor's degree in demography, biostatistics, Information Technology, other social sciences or related field and at least five years of relevant experience in monitoring and evaluation with proven success
- Experience in training and facilitation on M&E systems development, maintenance and improvement
- Experience working with local/international NGOs, donors and knowledge of the local context is essential

Application Process

For consideration, please email your letter of Expression of Interest together with resume/curriculum vitae via email to jobs@tilitonsefoundation.org . The closing date for receiving applications is **5:00 p.m**. on Friday **15ᵗʰ July, 2022**. The Foundation is an equal opportunity employer and does not discriminate based on age, race, color, religion, gender, national origin, genetic information, sexual orientation or disability status. Only short listed candidates will be contacted.

Note: The successful candidate selected for the position will be subject to a pre-employment background check.