



AGA KHAN FOUNDATION

Terms of Reference
MERL Director

Monitoring, Evaluation, Research and Learning Director for Coastal Rural Support Program Mozambique (CRSP,M)

Background

The Aga Khan Foundation is an agency of the Aga Khan Development Network established in Switzerland in 1967 by His Highness the Aga Khan. It is a private, international, non-denominational, non-profit development agency which seeks sustainable solutions to long-term problems of poverty, hunger, illiteracy and ill health, with special emphasis on the needs of rural communities in mountainous, coastal and other resource-poor areas. In 2001, AKF(M) launched the Coastal Rural Support Program Mozambique (CRSP(M)), with the goal of improving the overall livelihoods and quality of life of over 200,000 people in the province of Cabo Delgado in northern Mozambique. CRSP(M)'s portfolio of programs focuses on agriculture, market development, built environment, education, health, civil society strengthening and human resource development.

CRSP(M) seeks to bring a range of interventions together in order to maximize outcomes by tackling the multi-faceted and interlinked nature and root causes of poverty. Using a multi-input area development (MIAD) approach, CRSP(M) is supporting interventions to build sustainable capacities for improving food security, income, education and health of women, men and children in the program area, drawing upon diverse sectoral expertise to address the social and economic dimensions of poverty.

The Position

The position is based in Pemba, Mozambique. The successful candidate will be responsible for leading CRSP(M)'s Monitoring, Evaluation, Research and Learning (MERL) Unit and guiding the monitoring, evaluation, and research of and learning from CRSP(M)'s activities in health, education, civil society strengthening, market development, agriculture, and built environment, all of which are implemented using a gendered lens.

Specifically, the duties of the **MERL Director for CRSP** include:

Program Monitoring and Evaluation

- Strengthening the existing MERL framework for the programme from the perspective of developing a robust yet practical MERL system for CRSP(M).
- Leading, with the support of the Director of Programs, annual and semi-annual work planning of program components, including district plans in all program districts.
- Ensuring the systematic collection, analysis, and reporting of routine data as per the overall CRSP(M) logic model/MERL plan. This includes building the capacity of M&E staff to design data collection tools and building the capacity of component staff to apply these tools.
- Leading the design and implementation of mixed methods studies (i.e., both quantitative and qualitative) to assess the achievement of project outcomes, with or without the support of externally hired consultants.



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- Where studies are to be outsourced, preparing terms of reference for these studies, and supervising and ensuring the quality of their implementation as required.
 - Ensuring that a management information system (MIS) is finalized, in place and functional, thereby allowing data to be accessed in a simple way for purposes of reporting and program improvement.

Training and Capacity Building

- Overseeing the design and delivery of training courses on monitoring and evaluation for program staff as is commensurate with their needs and level of familiarity with these concepts.
- Training/developing capacity among enumerators/researchers and data management staff.
- Mentoring and strengthening MERL unit capacity through appropriate recruitments, on-the-job capacity building, and identification of external training resources.

Reporting and Dissemination

- Ensuring the timely submission of results-based reports to all donors and building the capacity of M&E staff in results-based reporting.
- Documenting best practices and sharing lessons learned with internal implementing partners and other network partners, government and NGOs.
- Preparing reports for project supervising committees, AKF management, and other stakeholders as required to inform regular decision-making processes.
- Coordinating annual reporting to AKF's Board and other stakeholders.

Management

- Managing the MERL budget and coordinating with CRSP(M) and AKF Finance on all matters pertaining to this budget;
- Supporting, supervising and assigning tasks to MERL staff, and conducting annual performance appraisals for each staff member;
- Supporting other MERL functions and activities as required.

In all his/her activities, the candidate will work closely with the CRSP(M) Director of Programs, other M&E staff and relevant program and finance staff.

Required Qualifications and Experience:

The successful candidate will have:

- A post-graduate degree (Master's level), preferably in rural or social development, or in behavioural or social sciences, with practical experience in the monitoring and evaluation of activities in integrated development programs, particularly in the agriculture, market development, education, health, and civil society sectors;
- A minimum of 8-10 years of relevant professional experience, with at least 5 years of direct experience in a development context within complex M&E units, particularly in Eastern or Southern Africa;



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- Extensive knowledge of results-based management (RBM), including how to design and analyze logic models and how to develop SMART indicators;
 - Demonstrated knowledge and capacity to design and implement qualitative and/or quantitative research methods for the purpose of project evaluation;
 - Demonstrated capacity to write high quality results-based and donor reports;
 - Experience with the development of data collection methods and tools (forms, formats, questionnaires) as well as systems for the entry, analysis and storage of data (e.g. Ms Access, SPSS, or others);
 - Excellent written and verbal English-language skills; knowledge of Portuguese or of languages local to Cabo Delgado are assets;
 - Ability to travel extensively and live in remote conditions.

Other Competencies:

- Demonstrated capacity to multi-task, work independently, take initiative and manage a variety of activities simultaneously;
- Ability to communicate technical issues simply, effectively and persuasively;
- Demonstrated ability to transfer knowledge through training, capacity building and mentoring;
- Ability to manage teams effectively, including financial and human resource management
- Ability to think analytically and take initiative in solving problems;
- Strong knowledge of the southern and eastern African development context is an added advantage;
- Experience with CIDA, USAID and other bilateral donors is an asset.

Expression of Interest

Qualified candidates are invited to submit a copy of the CV and letter of interest by email no later than **October 24, 2011** to katrien.demoor@akdn.org.

Only successful shortlisted candidates will be contacted.