



## **MONITORING & EVALUATION SPECIALIST**

*J-FLAG is seeking to employ a dedicated and multifaceted individual as the Monitoring and Evaluation Specialist to manage, coordinate and implement all monitoring, evaluation and learning activities under its youth empowerment project, and strengthen the organisation's monitoring and evaluation capacity.*

**Application Deadline:** August 21, 2015  
**Start Date:** September 1, 2015  
**Expected Duration of Assignment:** 1 year with possibility for renewal.

### **Background**

J-FLAG is the foremost organisation advocating for the rights of lesbian, gay, bisexual and transgender (LGBT) persons by promoting social change, empower the LGBT community, and build tolerance for and acceptance of LGBT people.

Since 2012, the organisation has been operating under four broad objectives:

1. Increase public tolerance and understanding of LGBT peoples from 17%
2. Transform J-FLAG into an effective umbrella group to improve service to the LGBT community
3. Create the foundation for legal reform
4. Increase organisational sustainability

These objectives were determined through a variety of methods, including consultations for the Strategic Plan 2012-2017, to determine the needs and priorities of the LGBT community.

The M & E Specialist will have primary responsibility for managing, coordinating and implementing all monitoring, evaluation and learning activities under its youth empowerment project, which uses a multifaceted approach, inclusive of experiential learning, case studies, simulation, field visits and cooperative learning to give LGBT youth a voice and enable their meaningful participation in public policy and social justice advocacy at the community and national levels.

## **DUTIES AND RESPONSIBILITIES**

### **Summary of Key Functions:**

- Implementation of evaluation policies and strategies
- Management of the evaluation process
- Facilitation of knowledge building and knowledge sharing on monitoring and evaluation

### **THE MONITORING AND EVALUATION SPECIALIST ENSURES THE FOLLOWING RESPONSIBILITIES:**

Ensures the implementation of monitoring and evaluation policies and strategies, focusing on the following:

- Participate in and contribute to the finalization of monitoring and evaluation frameworks for the projects and activities;
- Develop monitoring and evaluation tools and processes for programmes and activities;
- Provide technical support to relevant staff to strengthen their monitoring and evaluation systems;
- Update as necessary Monitoring and Evaluation plans, consistent with relevant M&E frameworks, in consultation with relevant stakeholders, including and especially, LGBT people, young people and partners;
- Strengthen systems and tools, and training materials to train staff, volunteers and other implementing partners personnel;
- Provide technical guidance for the implementation of the M&E plan, through training and other on-site support;
- Facilitate review of progress on a quarterly basis and ensure problem solving through remedial actions;
- Ensure any disparities between planned and actual outputs are addressed;
- Assist the organization in the identification of potential implementation problems and bottlenecks and recommend appropriate strategies to address them;
- Manage and provide leadership on M&E of all youth-focused related projects
- Prepare activity, quarterly and annual programmatic reports and progress updates.

Ensures effective management of the monitoring and evaluation process, focusing on the following:

- Ensure that project monitoring arrangements comply with donor requirements and that the provisions of the grant agreement are fully observed;
- Review the quality of existing data sources, the methods of collecting them and the degree to which they will provide good baseline data for activity/project evaluations; based on this review consult partners to develop approaches to address identified gaps;
- Follow up on implementation of monitoring, evaluation and learning recommendations; ensure the use of evaluation findings by providing guidance in preparation of timely management response to all mandatory evaluations and by developing a communication/dissemination plan.

Ensures facilitation of knowledge building and knowledge sharing in the area of monitoring and evaluation, focusing on achieving the following results:

- Identify and formulate lessons learned and document best practices from evaluations and studies to be integrated into project reports;
- Maintain cooperative relationship with all key stakeholders;

- Participate in external supervision and evaluation missions of the GFTAM and other agencies by facilitating access to M&E data as required.

## **COMPETENCIES**

### **CORPORATE COMPETENCIES:**

- Demonstrate integrity and commitment to ethical standards;
- Promote the vision, mission, and strategic goals of J-FLAG;
- Display cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Treat all people fairly and with respect.

### **FUNCTIONAL COMPETENCIES:**

#### Knowledge Management and Learning

- Promote knowledge management in J-FLAG and a learning environment in the office through leadership and personal example;
- Actively work towards continuing personal learning and development in one or more Practice Areas, acts on learning plan and applies newly acquired skills.

#### Development and Operational Effectiveness

- Ability to lead strategic planning, results-based management and reporting;
- Ability to lead formulation and monitoring of management projects.

#### Management and Leadership

- Build strong relationships with clients, focuses on impact and result for the client and respond positively to feedback;
- Consistently approach work with energy and a positive, constructive attitude;
- Demonstrate good oral and written communication skills;
- Demonstrate openness to change and ability to manage complexities;
- Lead teams effectively and shows mentoring as well as conflict resolution skills;
- Demonstrate strong oral and written communication skills;
- Remain calm, in control and good humored even under pressure;
- Ability to work in a team.

## **REQUIRED SKILLS AND EXPERIENCE**

### Education:

- Masters Degree in Social Sciences with at least three years M&E related experience in the field of human rights, gender, development or public health.

### Experience:

- 3 years minimum M&E related experience in the field of human rights, gender, development or public health;
- Extensive knowledge of monitoring and evaluation methodologies i.e. both quantitative and qualitative data collection, processing and analysis;
- Knowledge of sampling and questionnaire design;
- Knowledge of, and experience with using data analysis software

- Knowledge of and experience in gender, human rights, youth empowerment, development, and public policy;
- Experience working with and maintaining good relations with LGBT people, youth, national, international, as well as counterparts and beneficiaries (e.g. International and Local NGOs and government) representatives;
- Strong IT skills.

**J-FLAG is committed to achieving diversity in its workforce in terms of gender, sexual orientation, and age. Lesbians, bisexual and transgender persons are strongly encouraged to apply. Priority will be given to qualified young people below 29 years. All applications will be treated with the strictest confidence.**

**ALL APPLICATIONS MUST BE SUBMITTED BY JOBSATTHEFORUM@GMAIL.COM BY 3PM ON AUGUST 21, 2015.**