



Federal Government of Somalia
Ministry of Women and Human Rights Development
Terms of Reference
Monitoring and Evaluation Officer

BACKGROUND

The Ministry of Women and Human Rights Development of the Federal Government of Somalia (FGS) is mandated to advance the promotion and protection of gender equality and human rights, including the rights of women, children and other vulnerable groups.

Women, Peace and Security (WPS) Joint Programme proposal has been developed in consultation with key stakeholders including the FGS, the Federal Member States (FMS), women's rights activists, women peacebuilders, and civil society organisations (CSO). The WPS Joint Programme embraces learnings from previous Women, Peace and Protection (WPP) and human rights-related initiatives and programmes in Somalia and meets the need to advance the United Nations Security Council Resolution (UNSCR) 1325 in the Somali context and adheres to the priorities and principles of the ninth Somalia National Development Plan.

The objective of the Joint Programme on Women, Peace and Security (WPS) is to promote women's meaningful participation in peacebuilding processes, particularly within decision-making and leadership roles, and to sustain peace at national and community level by engaging, empowering, and capacitating women through legislative provisions, policy interventions, and strengthening and establishing infrastructures for peacebuilding. At the grassroots level, the joint programme aims to empower women as leaders and active agents of change through the support of initiatives at the community level and exchange of knowledge among practitioners. Women-led organizations and networks in peacebuilding will be promoted and the capacity of institutions will be strengthened, to ensure that deep-rooted issues that are the basis of systematic violations of the human rights of women are addressed and sustainable solutions for peace, protection and reconciliation are established.

The Ministry of MoWHRD is looking for a qualified, proactive individual who can manage and coordinate the WPS Joint Programme.

Main objectives

Under the supervision of the Director General and in liaison with other programme stakeholders, the Monitoring and Evaluation Officer shall:

Key outputs and key deliverables

The incumbent is expected to contribute to the efficient and effective achievement of the overall WPS Joint Programme objectives by the key project stakeholders with the following key outputs.

Summary of key functions:

- Technical support
- Monitoring
- Coordination of Programme Reporting
- Design and implementation of monitoring and evaluation

Technical Support

- Develop knowledge products and manuals to guide collecting of data and reporting
- Train partners on Results-Based Management and monitor implementation
- Working with WPS coordinator to identify resources/materials and lead trainings and capacity building to staff and partners on monitoring and evaluation
- Develop and implement a training and feedback mechanism to the project teams and the partners in the projects to further enhance LoA implementation arrangements with a strong focus on reporting arrangements, including the evidence collection required for reporting against results.
- Support implementation of effective Project Steering Committee, which are attended by donors and government stakeholders. Tasks shall include developing draft agendas, amending them following feedback from national counterparts and project staff, organizing logistics and writing up the recommendations.
- Assist with ideation and development of new ideas for projects.
- Ensure that Third Party Monitoring Teams of UNDP can carry out spot checks and data collection.
- Provide UNDP team with success stories and materials for project and program visibility.
- Carry out any other task assigned by the Ministry
- Support the development and refinement of standard reporting templates for consistent reporting for the programme across all settings

Monitoring

- Develop M&E plans in line with Project Document and Letter of Agreements of Women, Peace, and Security Joint Programme
- Develop required templates and data sheets for collecting data and information
- Collect disaggregated data of activities at selected districts and national level
- Provide trainings and capacity development for women networks, traditional and religious leaders
- Provide technical support to partners in developing Performance Monitoring

Frameworks (PMFs), systems and plans, and Baseline Surveys.

- Support the development, monitoring, and implementation of assessment tool to measure peace and security milestone achieved at the district level (i.e.: accountability, transparency, access to equitable services, and capacity of local authorities
- Regular review and monitoring of progress against WPS programme log frame. Provide updates on progress, concerns, divergence and recommend corrective actions or measures to the Programme Management.

Coordination of Programme Reporting

- Preparation of analytical reports using relevant information available from the Federal Member States on the implementation of the work plans; also provide inputs in the development of the Work Plans
- Develop and implement a clear approach and schedule for reporting for each 2 outcomes of the programme.
- Draft and finalize projects' regular reports and other donor reports, as necessary, particularly on reflections and lessons learnt on implementation.
- Draft and finalize semi-annual reporting for each project outcome and outputs.
- Collect, analyze, and disseminate in a timely manner progress reports in consultation with partners, stakeholders, project specialists, regional coordinators, partner agencies and other relevant sources of information.
- Ensure all project and programme reporting for UNDP and UNWOMEN Corporate requirements are met in a timely manner with efficiency and high quality.
- Conduct capacity building for Ministry's staff and national partners on effective and accurate reporting.

Design and implementation of monitoring and evaluation

- Overall responsibility for the design of the monitoring, evaluation and learning strategies of the project, data collection methodologies and research protocols.
- Ensure alignment of the project with the NDP goals and the Sustainable Development Goals 2030 Agenda Goal 10 and goal 16.
- Contribute to the development of evaluation plans and reviews.
- Extract critical lessons learned and good practices from review meetings, HACT audit and monitoring reports.
- Participate in and provide inputs to the development of project planning and implementation.
- Contribute to monitor the implementation of the work plan through collection and analysis of qualitative and quantitative data.
- Prepare briefing notes for the programmes on progress of the Work Plan and contribute to analysis as to causes behind the differences between planned and actual achievements.
- Develop and implement common data collection strategies between and within projects where appropriate.
- Review information provided by stakeholders on indicators and targets to assess progress and identify constraints and gaps in implementation.

- Ensure response in terms of results frameworks of the Project LoAs.
- Ensure that the monitoring systems are gender responsive.
- Work closely with the technical teams and FMS for collection of the best practices and subsequent implementation across the projects and programmes.
- Prepare situation analysis by compiling data, analyzing, and evaluating information.
- Oversee implementation of capacity assessments and analyze data generated from this exercise.

Education

- Master's degree in development, human rights, law, social sciences, or other relevant fields with 2 years' experience in monitoring and evaluation work
- Bachelor's degree in development, human rights, law, social sciences or other relevant fields with 4 years' experience in monitoring and evaluation work

Experience and Language

- Minimum 4 years' experience in project monitoring, evaluation and learning, report drafting and presentation.
- Strong research, data analysis and collation skills necessary for report formulation.
- Experience in the usage of computers and office software packages (MS Word, Excel, Power Point etc.), knowledge of spreadsheet and databases packages, and experience in handling of web-based management systems.
- Good experience on WPS 1325, gender justice, women's empowerment is a requirement.
- Experience working with government stakeholders in the implementation of projects or programmes in Somalia
- Experience working with Federal Member States
- Ability to deliver results in complex and challenging environments, and to translate good practices into practical solutions
- Understanding the Somali local context and customs
- Proficiency in Somali and English is required.

All applications with up to date CVs should be sent to the
Ministry of Women and Human Rights Development
Email:info@mwhrd.gov.so

The closing date for applications is: 25 May, 2022