



The United States Peace Corps Togo is seeking an individual for the position of
Monitoring, Reporting, and Evaluation Specialist.

OPEN TO: All interested candidates
POSITION: Monitoring, Reporting, and Evaluation Specialist
OPENING DATE: February 06, 2017
CLOSING DATE: February 21, 2017
STATUS: Full Time 40 (hours per week)

A- About Peace Corps in Togo

Peace Corps is an international autonomous agency of the US Government with operations in over 70 countries. It operates in Togo by the invitation of the Government of Togo. Peace Corps Togo has memoranda of understanding with government ministries that outline broad areas of agreement of cooperation regarding the work of Peace Corps Volunteers in Togo. Volunteers are assigned to government and non-government agencies and organizations, community based organizations, and schools who partner to enable Volunteers to provide capacity building in Education, Health and Environmental Action and Food Security. Peace Corps also aims to build cultural understanding between Americans and Togolese citizens.

B- Monitoring, Reporting & Evaluation (MRE)

The Peace Corps recognizes monitoring, reporting, and evaluation (MRE) as a critical area to strengthen and expand in its effort to better communicate the value of Volunteers' work in the communities they serve. Peace Corps partners have called for increased rigor and improved quality assurances in MRE techniques, and Peace Corps staff members have expressed a desire to use data and tools to strengthen project management. MRE can assist Volunteers to measure and understand their value on their project's technical areas and support staff in providing Volunteers with feedback on their work.

The Peace Corps has made important strides to strengthen MRE, including the release of six MRE sessions in its Core Training Package.

C- Overall Responsibilities of this Position

This position is aimed at establishing monitoring systems, coordinating data flows, conducting staff development in MRE, leading PCV trainings in MRE, and providing leadership and coordination for timely and reliable data for analysis and reporting according to Peace Corps guidance and the requirements of US government funded partnerships.

D- Duties and Responsibilities

1- Monitoring, Reporting and Evaluation (MRE) (65% of time)

Manages, coordinates and collects program data and information from PCVs; conducts evaluative and reflective activities regarding the project and related PC activities, and writes and contributes reports on projects. The duties include the following:

- Establish and / or develop an integrated monitoring system for Peace Corps projects according to Peace Corps guidance and tools that utilize volunteer reporting from the field, stakeholder and staff reviews.
- Work with APCDs/Program Managers, PCVLs, and Volunteers to ensure appropriate tools are developed for each programming sector and training activities.
- Works with staff to compile reports for PC/Togo, USAID and other partners, as well as PC/HQ to demonstrate the use and impact of PC/Togo's programming and training activities.
- Provide MRE training to staff, Volunteers and their counterparts.
- Prepares and delivers analysis of activities and impact to stakeholders including the Project Advisory Committees.
- Liaise with the programming and training team to compile the reports and generate data toward the indicators and impact data when and where possible.
- Learns how to use all relevant reporting tools and operations and mentors other staff and Volunteers on their use, particularly the Volunteer Reporting Tool and Forms (VRT/F).
- Reviews and verifies accuracy of Volunteer Reporting Forms received from Volunteers. Coordinates timely, technical, relevant and supportive feedback on VRFs to the PCV author and uploads them into the Volunteer database (VIDA).
- Provides managers, coordinators and others data and text for periodic and annual reports as well as information needed to comply with special funding needs and Peace Corps headquarters reporting requirements.
- Participates in monitoring and evaluation meetings and activities and contributes draft documents used in the Integrated Planning and Budget (IPBS), the annual Peace Corps reporting: Project Status Reviews (PSRs), Training Status Review (TSR), Congressional Reports and Peace Corps Togo Annual Report.
- Encourages PCVs and their counterparts to monitor and complete reporting documentation to Peace Corps on their activities.
- Liaises with Grants Coordinator to encourage prompt and accurate reporting by PCVs for their Small Project Assistance (SPA) and Peace Corps Partnership Program (PCPP) grants.
- Recruits members, provides orientation and training, and directs the research and activities of the Volunteers' Monitoring and Evaluation Task Force.
- Oversees the work of the Monitoring and Evaluation Peace Corps Volunteer Leader (PCVL).
- Compiles data to inform strategic site placement of PCVs.
- Monitors and assists in Site Identification.
- Adjusts project frameworks in accordance with demands of Project Advisory Committee (PAC) and PC/HQ.
- Generates reports using training evaluations and other relevant data to inform adjustments in the implementation of both programming and training.
- Collaborates with Programming and Training Manager to improve 3rd year retention and overall volunteer satisfaction.
- Works closely with the Programming and Training Manager to assure strategic and operational coordination with the entire Programming and Training Team.

2- Volunteer and Staff Training (35% of time)

Plans and conducts training activities to ensure that Trainees are given a good start and Volunteers are prepared to be a valuable member of their Togolese communities. The duties include:

- Provides technical training in line with the development of MRE competencies.
- Serves as the lead MRE technical specialist to collaboratively work with the Training Manager and her/his team to evaluate training.
- Delivers MRE training to PCTs and PCVs.
- Ensures high rates of reporting from PCVs.
- Contributes to PCV welcome books, trainee handbooks, PCV handbooks, and other post documentation dealing with the recruitment, selection, placement, training, and support of PCVs.
- Contributes articles on MRE to Staff Notes and Volunteer Newsletters.
- Performs other duties as assigned by the CD or the PTM to help Peace Corps successfully carry out its mission in Togo.

E- Qualifications

- Education: Bachelor's degree in project management and evaluation, international development, social sciences, or relevant field required. Master's degree in Evaluation, Program Management, Social Sciences or related field preferred.
- Experience: 3 to 5 years of experience in applied monitoring, reporting and evaluation required. Demonstrated experience evaluating development projects including designing, implementing and reporting using appropriate analysis.
- Demonstrated data analysis and writing skills.
- Excellent computer skills including word processing and spreadsheet programs; excellent command of English, spoken and written; advanced ability in spoken and written French.
- Ability to work independently with little supervision; good organization and time management skills; willingness to take the initiative; excellent teamwork skills, strong service attitude; personal integrity; strong cross-cultural skills; strong interpersonal skills, strong interest in Togo's development.
- Knowledge and experience with participatory community analysis tools for development.
- Strong experience with workshop and group facilitation, session plan design, and cultural adaptation & sensitivity training.
- Proactive and self-motivated.
- Team member who is solutions oriented and interested in finding better and more productive ways to accomplish responsibilities.
- Ability and willingness to travel throughout Togo as needed for implementation of the program and as in line with the job.

E- Position Elements

- Supervision Received: The Director of Programming and Training.
- Available Guidelines: Peace Corps Manual, instructions provided by the CD, PTM, Training Manager and APCDs/Program Managers.
- Exercise of Judgment: Broad exercise of judgment within the confines of job responsibilities.
- Limits of Authority: The Monitoring, Reporting and Evaluation Specialist (MRE) is expected to research, negotiate, and suggest solutions within the confines of the job responsibilities.
- Nature, Level and Purpose of Contacts: Works closely with Programming and Training Staff, Country Director, Peace Corps Trainees and Volunteers. Also interacts with MRE

professionals from Togolese governmental partners and other international NGOs. Communicates at all levels as required by the job responsibilities.

Eligibility

- Togo nationals
- Foreign nationals with resident status within the host country at the time of application or able to obtain within 90 days after selection.

G- HOW TO APPLY

All the applications including a cover letter and curriculum vitae in English with three references, copies of most recent diplomas, work certificates and a valid police record (*Casier Judiciaire datant de moins de trois mois*) must be sent by e-mail **only** to the following address: jobs@tg.peacecorps.gov **by February 21, 2017.**

NB: - **Only the selected applicants will be contacted.**

- ***Please indicate the title of the position you are applying for.***