

I. Post Information

Post Title: **Monitoring and Evaluation (M&E) Senior Associate**

Project Focus: **Implementation**

Project Area: **Infrastructure**

Post Number:

Duty Station: Freetown, Sierra Leone

Organisational Unit: **GHMCO, AFR**

Supervisor/ Grade: **M&E Specialist**

Source of Funding (*project/non-project*):

Current Grade:

Proposed Grade: **ICS7 Approved**

Grade: ICS7

Post Classified by:

Classification Approved by:

II. Background Information - UNOPS

UNOPS is an operational arm of the United Nations, supporting the successful implementation of its partners' peacebuilding, humanitarian and development projects around the world. Our mission is to help people build better lives and countries achieve sustainable development.

UNOPS areas of expertise cover infrastructure, procurement, project management, financial management and human resources.

Working with us

UNOPS offers short- and long-term work opportunities in diverse and challenging environments across the globe. We are looking for creative, results-focused professionals with skills in a range of disciplines.

Diversity

With over 4,000 UNOPS personnel and approximately 7,000 personnel recruited on behalf of UNOPS partners spread across 80 countries, our workforce represents a wide range of nationalities and cultures. We promote a balanced, diverse workforce — a strength that helps us better understand and address our partners' needs, and continually strive to improve our gender balance through initiatives and policies that encourage recruitment of qualified female candidates.

Work life harmonization

UNOPS values its people and recognizes the importance of balancing professional and personal demands.

III. Background Information - Ghana Multi Country Office (GHMCO)

UNOPS Ghana Multi Country Office (GHMCO), located in Accra, spans across West Africa, covering Ghana, Gambia, Liberia, Nigeria and Sierra Leone. GHMCO is responsible for managing strategic and operational risks associated with a subset of the regional portfolio of engagements, developing

and delivering cost effective services contributing to partners' sustainable results and achievements of UNOPS management results.

GHMCO has a diverse portfolio covering infrastructure, renewable energy, urban plan development, project management, procurement and futuristic studies. Opened in 2015, GHMCO is one of the newest Multi-Country offices in UNOPS with a vision and drive to deliver top quality results to its partners with a sharp focus on operational excellence.

IV. Background Information - Job-specific

Poor access to electricity is recognised as a binding constraint to long-term economic growth in Sierra Leone. The country is currently experiencing a net deficit of power and is in desperate need of new power sources. The Ministry of Energy, Sierra Leone has developed an Energy Sector Roadmap and action plan with initiatives to increase energy access through technical and non-technical interventions. Part of the roadmap strategy is to incorporate Sierra Leone's great Renewable Energy resources to provide security of electricity supply to rural communities and to boost the economy. To help address the energy infrastructure needs, UNOPS on behalf of the Ministry of Energy, is implementing projects to increase renewable energy based mini-grid electricity accessibility to households, businesses, health centers, schools public services etc. and enhance economic growth in underserved rural communities.

The project aims to expand energy access to remote villages, leading to improved development outcomes in health, education and productive use to beneficiary communities. The project is in support of the Ministry's objective of increasing access to electricity in rural communities, exploring a variety of alternative sources of renewable energy. It is envisioned that the project will contribute to the Sustainable Development Goals (SDGs) 7 addressing multiple development initiatives.

Local Context

UNOPS has been active in Sierra Leone since 2000 and has delivered a variety of infrastructure projects nationwide, particularly in the fields of Renewable Energy, Health and Security Infrastructure, and has implemented and procured a variety of vehicles, non-medical health related items, medical equipment, and Solar Photovoltaic systems.

V. Functional Responsibilities

The M&E Senior Associate will report directly to the M&E Specialist. She/he will be expected to implement and/or support the roll out of M&E strategies across the country office projects and conduct regular missions to project locations to monitor and interact with project stakeholders in the execution of the projects. The M&E Senior Associate will be responsible for the following functional responsibilities:

Monitoring and Evaluation:

- Contribute to formulating, rolling out and managing M&E strategies and plans, logframes and result tracking toolkits including gender-sensitive performance indicators and establishing baselines and methodology.

- Coordinate with the mini-grid operators to get regular updates on result framework indicators. Also, manage the update results in the google sheets, conduct analysis on the status and prepare periodic presentations for donors and UNOPS internally.
- Conduct periodic spotcheck visits to the project sites, collect M&E information and manage the project trackers. Also, visit the field data collection process (impact evaluation surveys) conducted by the third party contractors.
- Undertake necessary steps to clean and analyze M&E result related datasets (regular result management, impact monitoring and impact evaluation).
- Undertake regular monitoring visits to the project sites independently or together with the Project Manager and the Project Team to ensure that performance indicators and targets remain relevant and in accordance with the project design and work plan.
- Perform any other duties as requested by the supervisors and Project Manager.

Reporting and Documents Control:

- Ensure that all the required datasets are in place for the donor review processes engaging the relevant stakeholders.
- Contribute to the periodic assessments and surveys (e.g. site selection assessments, longitudinal study etc.) in terms of background document reviews, preparing updates and infographics for visualizations etc.
- Prepare progress and monthly highlight reports in coordination with the project team, the Programme and Partnership teams.
- Ensure timely and quality submission of reports as identified in the project agreement through coordinating inputs and drafting reports related to project activities.

Knowledge Management:

- Contribute to finalizing the questionnaires and toolkits for capturing most significant change stories, best practices and other impact stories. Also, coordinate data collection, analysis and report preparation.
- Prepare presentations, infographics, fact sheets on M&E updates and results. Coordinate the communication of the results with the relevant stakeholders.
- Contribute to developing, rolling out and managing the project dashboards.
- Share knowledge with the project team members ensure coordinated delivery of activities and synergies.

VI. Competencies



Treats all individuals with respect; responds sensitively to differences and encourages others to do the same. Upholds organizational and ethical norms. Maintains high standards of trustworthiness. Role model for diversity and inclusion.



Acts as a positive role model contributing to the team spirit. Collaborates and supports the development of others. **For people managers only:** Acts as positive leadership role model, motivates, directs and inspires others to succeed, utilising appropriate leadership styles



Demonstrates understanding of the impact of one's own role on all partners and always puts the end beneficiary first. Builds and maintains strong external relationships and is a competent partner for others (if relevant to the role).



Efficiently establishes an appropriate course of action for self and/or others to accomplish a goal. Actions lead to total task accomplishment through concern for quality in all areas. Sees opportunities and takes the initiative to act on them. Understands that responsible use of resources maximizes our impact on our beneficiaries.



Open to change and flexible in a fast paced environment. Effectively adapts its own approach to suit changing circumstances or requirements. Reflects on experiences and modifies own behaviour. Performance is consistent, even under pressure. Always pursues continuous improvements.



Evaluates data and courses of action to reach logical, pragmatic decisions. Takes an unbiased, rational approach with calculated risks. Applies innovation and creativity to problem-solving.



Expresses ideas or facts in a clear, concise and open manner. Communication indicates a consideration for the feelings and needs of others. Actively listens and proactively shares knowledge. Handles conflict effectively, by overcoming differences of opinion and finding common ground.

VII. Recruitment Qualifications	
Education:	<ul style="list-style-type: none"> • High School diploma is the minimum requirement for this role. • Bachelor's degree in Social Sciences, International Development, International Relations, Project Management, Development Studies, Statistics or relevant disciplines is an asset • Advanced university degree (Master degree or equivalent) in Social Sciences, International Development, International Relations, Project Management, Development Studies, Statistics or relevant disciplines is desired.
Work Experience:	<ul style="list-style-type: none"> • A minimum of 7years of experience in a relevant role for supporting programme/ project monitoring and reporting; • Experience in the renewable energy, humanitarian and/or development sector is preferred; • High proficiency with computers, and other software/ platforms related to the position's field of expertise. Good experience in working with the G-Suite platform including, Google Drive, Google Calendar, Gmail, Google Sheets, Docs, and Slides is preferred • Excellent communication, coordination, and organizational skills, including the ability to coordinate with multiple stakeholders is required; • Experience with an international donor organization and/or UN agencies programmes is preferred; • Experience in preparing, coordinating, and leading donor reporting processes is required; • Ability to analyze online communications using performance indicators is preferred; • Certification in Prince 2 (foundation) is desired.
Language Requirements:	<p>Fluency in spoken and written English is required.</p> <p>Fluency in Krio is desired.</p>

VII. Signatures- Post Description Certification		
Incumbent <i>(if applicable)</i> :		
Name:		
Title:	Signature:	Date:
Supervisor:		
Name:		
Title:	Signature:	Date:
Chief Division/Section:		
Name:		
Title:	Signature:	Date:

