SUMMARY OF RESPONSIBILITIES

Reporting to the Chief Operating Officer, the Monitoring & Evaluation Specialist will be responsible for the measurement, monitoring and evaluation of all projects and programmes undertaken by the Agency. He or she will ensure that there is consistency in the objectives and success indicators of programmes and will spearhead the development and timely delivery of relevant reports against outcomes.

KEY RESPONSIBILITIES

- Implement the project monitoring and evaluation strategy, and recommend any possible changes based on the lessons learned at regional/local level;
- Ensure that the established guidelines on project monitoring and evaluation for different project components are respected;
- Identify information requirements of components concerning planning, monitoring and evaluation;
- Review the performance indicators and reports produced by different stakeholders and suggest necessary changes;
- Monitor and report on the performance of the programs in the region and suggest measures to improve the monitoring system; Assist the COO in preparing periodic reports on the activities, schedule, and financial status of all project components in a standard reporting format as required by the government and the World Bank;
- Set up operational arrangements for collecting, analyzing, and reporting project data, and for investing in capacity building, to sustain the Monitoring and Evaluation function;
- Coordinate with the Agency staff on meeting the monitoring and evaluation requirements;
- Coordinate with communities, service providers, and local governments in the region to ensure a long-term approach to participatory monitoring and evaluation process;
- Assist in improving communication and information sharing between different stakeholders;
- Work closely with the donor communities that belong to the region in order to ensure that the results of monitoring and evaluation in the field are efficient and effective;
- Assess, at regional level, training needs relevant to monitoring, evaluation and management information systems and provide, if required, training to local stakeholders in all institutional strengthening and capacity;
- Building activities in monitoring and evaluation for local government, communities, Caribbean Export staff, and other stakeholders;
- Prepare TORs for special studies when necessary (e.g. Impact monitoring and evaluation studies);
- Prepare quarterly and annual reports, and assist in the preparation of the annual work plans;
- Undertake field visits to a sample of micro-projects in the region, on a periodic basis, to ensure compliance with operational procedures and assess progress.

**CORE COMPETENCIES**

- Sound knowledge of CARIFORUM countries and their services export potential
- Good team working skills
- Effective networking skills
- Experience and capacity in institutionalizing M&E systems and standards.
- Strong experience with data collection, management, analysis and report production.
- Considerable work experience and capacity to collaborate with partners at multiple levels,
- Excellent computer skills including Microsoft Office Suite, including knowledge of common statistical software packages, health information technologies and software applications, relational database systems and web technologies.
- Spoken and strong writing skills to prepare reports, promotional materials and oral presentation
- Proven ability to work effectively in a team environment with both technical and non-technical staff.
- Excellent inter-personal and inter-cultural skills.
- Excellent training and M&E capacity building skills.
- Fluent in English and Spanish. Ability to communicate in French or Dutch is desirable.
TRAVEL DEMANDS

- Travel will be required to undertake the duties of the post effectively.

EDUCATION/ EXPERIENCE/ CREDENTIALS

- Bachelor’s or Master’s Degree in Human Resources, Social Science, Statistics, Economics, Public Policy, in a field related to the terms of reference;
- Minimum 5 years of relevant professional experience in project management, project monitoring and evaluation and relevant connected fields;
- Experience in working with international organizations and a good knowledge of NGOs and other local development agencies will be considered an asset;
- Familiarity with contractual financing procedures;
- Good communication and social skills;
- Computer skills (Word, Excel, Access) and MIS systems;
- Fluency in English at minimum
- A CARIFORUM national.