Call for Applications (CFA)

Position title: Monitoring, Evaluation and Reporting Officer (Ebola Programme)

Reference no.: CFA/DRC003/19

Appointment: Consultancy Contract

Duty station: Kinshasa, Democratic Republic of Congo

Organization Unit: Migration Health

Closing Date: 22nd February 2019

Organizational Context and Scope:

Since 2016, the International Organization for Migration (IOM) has been supporting migration health initiatives in Democratic Republic of the Congo (DRC). Within its Health border and mobility management (HBMM) framework, IOM delivers and promotes comprehensive, immediate and long-term preventive and curative health programmes which are beneficial, accessible, and equitable for migrants, mobile population and other vulnerable and hard to reach populations. IOM works within existing health framework and with government authorities and Health, WASH, and Protection cluster coordination mechanism. IOM provides travel health assessments, emergency life-saving assistance and health system strengthening which has been disrupted by long term conflict, distance and other accessibility issues in DRC.

IOM supports the Ministry of Health to strengthen health service capacity at the border points to effectively prevent, detect and respond to the infectious diseases and other public health threads. IOM provides; integrated surveillance and disease control training for the frontline health staff working in border areas, necessary medical and health commodities for the border posts, analyses and reports on population mobility trends in priority health zones to inform preparedness efforts, as well as risk communication assistance to sensitize cross border population and neighbouring communities. IOM is an active partner of the Ministry of Health in supporting Point of Entry Surveillance during outbreaks, including the current 10th Ebola outbreak in North Kivu (2018-2019).

Under the direct supervision of the Emergency Coordinator, and overall supervision of the Chief of Mission (CoM) the incumbent will assume the functions and the following responsibilities:

**Project Development:**

1. Contribute to the design and development of new projects/programmes in coordination with the Migration Health Programme Coordinator incorporating existing national and international strategies related to the programmatic areas of IOM’s Migration Health Programme in DRC.
2. Prepare high quality concept notes/project proposals (narrative including logical framework, budget, and M&E framework) in close coordination with relevant PMs and units in the mission; liaise with respective RTS/HQs/ACO/LEG for internal endorsement followed by timely submission of the documents to respective donors and counterparts.

3. Carry out needs and gaps-analysis, donor and partners mapping and subsequently, provide strategy and technical inputs, to Migration Health Coordinator and relevant staffs, necessary for fundraising and collaboration opportunities with relevant humanitarian partners.

Reporting and M&E:

4. In close coordination with MHC, review current active projects in terms of stated objectives, outputs and current monitoring and evaluation (M&E) strategies. Lead the development of a common M&E framework and performance monitoring tools for quality control purposes (in coordination with the National Programme Officer in Kinshasa) that incorporates regular reporting requirements, impact evaluation strategies and project mitigation measures for ensuring the projects are successfully completed within the deadline and approved budget.

5. Maintain an up-to-date project indicators (specifically for WHO Key Performance Indicators) and activity tracking tool aligned with the results frameworks of all ongoing projects managed by the IOM DRC Kinshasa Office. Work together with the MHC to ensure that project achievements comply with and meets the agreed activity plans and results frameworks. Work specifically with the Information Management Officer (Health) under DTM to see how daily reporting from POE/POCs can contribute to key performance indicators.

6. Conduct regular monitoring and evaluation field visits to ongoing activities implemented by IOM and IOM’s partners, and provide inputs to respective project managers to ensure that the projects meet the agreed results frameworks.

7. Undertake internal project evaluations or reviews and/or coordinate the conduct of evaluations by other internal or external evaluators as may be applicable, including promoting the use of evaluation recommendations and lessons for improvement.

8. On an ongoing basis, spearhead capacity building of project managers, officers and assistants and implementing partners on M&E processes, tools and data collection.

9. Ensure that required project reports are prepared, approved by necessary individuals and/or Offices/Departments in close coordination with project managers and resource management staff. Ensure that reports are submitted and approved by respective donor or other recipients in a timely manner.

10. Review and prepare weekly and ad-hoc reports (including Weekly Field Reports, Weekly Snapshot, Weekly Presentation for POE Taskforce Meeting), situation, thematic and operational updates as well as visibility materials e.g. newsletter for sharing with internal and external counterparts, including government agencies, donors, partners, RO, Headquarters.

11. Liaison with counterparts or donors, problem solving, as required.
**Required Qualifications**

**Education & Experience:**

- Master’s degree in a relevant social science such as Monitoring and Evaluation, Public Health, Project Planning and Management, Development Studies, Political Science, International Development or Relations, Humanitarian Assistance, Migration Studies or a related field from an accredited academic institution with minimum two years of relevant professional experience in M&E or project development; or
- University degree in the above fields with four years of relevant professional experience.
- Prior experience in the field of project development and monitoring and evaluation for emergency health programming, outbreak preparedness and response, humanitarian assistance and related fields;
- Experience in IOM project development and management;
- At least 3 years experiences in drafting and implementing monitoring and evaluation frameworks;
- Experience liaising with specialized international agencies (UN agencies, international organizations and international specialized NGOs);
- Experience working in the country or region is an advantage.

**Languages:** Fluency in English and French is required.

**Competencies:**

The incumbent is expected to demonstrate the following values and competencies:

**Values**

- Inclusion and respect for diversity: respects and promotes individual and cultural differences; encourages diversity and inclusion wherever possible.
- Integrity and transparency: maintains high ethical standards and acts in a manner consistent with organizational principles/rules and standards of conduct.
- Professionalism: demonstrates ability to work in a composed, competent and committed manner and exercises careful judgment in meeting day-to-day challenges.

**Core Competencies**

- Teamwork: develops and promotes effective collaboration within and across units to achieve shared goals and optimize results.
- Delivering results: produces and delivers quality results in a service-oriented and timely manner; is action oriented and committed to achieving agreed outcomes.
- Managing and sharing knowledge: continuously seeks to learn, share knowledge and innovate.
- Accountability: takes ownership for achieving the Organization’s priorities and assumes responsibility for own action and delegated work.
- Communication: encourages and contributes to clear and open communication; explains complex matters in an informative, inspiring and motivational way.

**Managerial Competencies**
• **Leadership:** provides a clear sense of direction, leads by example and demonstrates the ability to carry out the organization’s vision; assists others to realize and develop their potential.

• **Empowering others and building trust:** creates an atmosphere of trust and an enabling environment where staff can contribute their best and develop their potential.

• **Strategic thinking and vision:** works strategically to realize the Organization’s goals and communicates a clear strategic direction

Interested candidates are required to submit letter of motivation, curriculum vitae and credential documents clearly indicating the position title in the subject line via e-mail to iomgomarecruitment@iom.int

Appointment will be subject to certification that the candidate is medically fit for appointment, accreditation, any residency or visa requirements, and security clearances.

Only shortlisted candidates will be contacted. IOM adheres to a recruitment policy which promotes gender equality and encourages female candidates to apply.