



JOB DESCRIPTION

QARARUNA' MONITORING AND EVALUATION OFFICER

Job Title: Monitoring and Evaluation Officer

Hiring Institution: Center for Strategic Studies of the University of Jordan

Duration of the contract: 5 months [Full time], with possibility of extension

Deadline for submission: 3rd Oct. 2020

Starting Date: 10th October 2020

Background information

The Centre for Strategic Studies (CSS) at the University of Jordan is currently implementing the project “Strengthening CSOs in Jordan Towards Better Influencing on the Democratization Process”, which is part of a wider project called “Qararuna- Support to Civil Society for Democratic Governance”, co-funded by the European Union (EU) and the Spanish Agency for International Development Cooperation (AECID). Qararuna aims at deepening the role of civil society in contributing to democratic governance and policy making in Jordan as part of the support to Jordan's reform process towards consolidation of deep democracy and the promotion of inclusiveness within national policies and decision-making processes, including women and youth, leading to a stronger democratic and tolerant political culture.

The whole Qararuna project, managed by AECID, works around two main methodological axes: the project is being implemented by providing capacity building to strengthen CSOs capacities (implemented by the Center for Strategic Studies) and by means of financial assistance (sub-grants) to CSOs to implement actions in the domains of voter information and civic education, election observation, monitoring parliamentary performance, increasing the capacity of CSOs to form coalitions, contribute to policy-making and lobby parliament and government, or increasing the participation of women and youth in policy-making and the democratic process. Currently there are 8 sub-grants implemented by different civil society organizations all across Jordan.

Scope of Role

Under the overall guidance of the Center for Strategic Studies and the Spanish Agency for International Development Cooperation (AECID) Office in Jordan, the Monitoring and Evaluation (M&E) Officer will be responsible for the monitoring of the whole Qararuna project (including the grant managed by the CSS and the 8 ongoing sub-grants supervised by AECID) and ensuring high quality and timely inputs, and for ensuring that the project maintains its strategic vision and that its activities result in the achievement of its intended outputs.

The M&E Officer shall be responsible for the overall collection, summarizing, compiling, dissemination and timely reporting of all forms of data generated from the different Qararuna Project partners with a key focus on submission of timely, qualitative and quantitative data and information to CSS and AECID.

Furthermore, the M&E officer will be responsible for designing and implementing a Monitoring Framework that feeds the project progress reports; will monitor the indicators status on a regular basis, developing and maintaining the Monitoring Framework; and will analyze the different data produced by the project.

The M&E Officer will work in close collaboration with CSS and AECID project teams as well as with the different project partners.

Duties and Responsibilities

The Monitoring and Evaluation Officer will have the following duties and responsibilities:

- Develop and strengthen monitoring and evaluation procedures through the design of a Monitoring Framework Plan (MFP) aligned with the Qararuna project and sub-projects matrixes and indicators.
- Maintain a tracker of the MFP and indicators, and disseminate progress of implementation on a monthly basis.
- Monitor and evaluate overall progress on achievement of results.
- Lead the development, review and utilization of data collection, monitoring and reporting tools from the beginning of the project.
- Participate actively in the introduction of Quality Assurance and Quality Improvement measures for all project interventions.
- Support Qararuna team members, as well as project partners, through capacity building and close supervision, in collecting data, as well as in capturing and documenting best practices and tools for learning, reporting and dissemination.



- Work with Qararuna and partners teams to ensure that the project indicators are tracked through the implementation of appropriated tools.
- Recommend further improvement of the logical frame work and/or indicators.
- Maintain a database system and archive of collected data accessible to CSS and AECID.
- Provide regular feedback to CSS and AECID on project monitoring status and trends.
- Any other duties as assigned by CSS and/or AECID.

Required Qualifications and Experience

Education:

- University Degree preferably in Social Sciences, Statistics or related field.
- Specialized training in M&E is essential.

Experience:

- At least 5 years of experience in the design and implementation of M&E in development projects or in similar positions.
- Experience in designing tools and strategies for data collection, analysis and production of reports.
- Experience in working with the Logical Framework methodologies.
- Ability to collect, analyze and produce good quality data and information.
- Demonstrated experience in capacity building and mentoring of staff.
- Experience in use of data to inform decision-making, planning, and performance monitoring.
- Experience in dealing with Civil Society Organizations in Jordan preferred.

Language Requirements:

Fluency in written and spoken Arabic and English is required.

Please send your CV to:

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