



CHEMONICS

SCOPE OF WORK

Position: M&E Consultant

Project: USAID- Global Health Supply Chain –Procurement and Supply Chain Management (GHSC-PSM) Liberia

Location: Monrovia

Term: **Short Term**

Start Date: Immediate

Reports to: M&E and IS Manager

Level of effort: Up to 30 work days, with the possibility of extension in the number of work days only upon approval from the Country Director.

Chemonics, Inc. has been awarded the USAID-Funded Global Health Supply Chain -Procurement and Supply Management (GHSC-PSM) Project to be implemented globally, including Liberia. The goal of GHSC-PSM is to ensure uninterrupted supply of health commodities to prevent suffering, save lives, and create a brighter future for families across the globe. Under the IDIQ contract, there are three task orders (TOs) that directly support the U.S. President's Emergency Plan for AIDS Relief (PEPFAR), the President's Malaria Initiative (PMI), and the USAID Office of Population and Reproductive Health (PRH), through a comprehensive array of services for health commodity procurement and related systems strengthening technical assistance that encompass different elements of a comprehensive supply chain. To attain the aforementioned GHSC-PSM goal, the project will meet the following objectives:

- **Objective 1: Improved availability of health commodities (global procurement and logistics)**
- **Objective 2: Strengthened in-country supply chain systems**
- **Objective 3: Effective global collaboration to improve long-term availability of health commodities**

Summary of Responsibilities:

The M&E Coordinator will be responsible for implementing M&E activities designed by the M&E and MIS Manager and the Program Technical Team. The Coordinator will be responsible to oversee the Research Surveys, Assessments, Studies, Database development and management in consultation with the Program and the M&E team. Key to this position will be management of the M&E functions that include data collection, analysis reporting and knowledge management for the purpose of learning and promoting accountability in project management. This will entail communication with all involved in M&E design and implementation.

- Under the overall guidance and direct supervision of the M&E and MIS Manager, the M&E Coordinator will be responsible for the monitoring of project activities with efficient data visibility drilling down to the health facilities level, making the availability of quality data for decision making, while ensuring a culture of data use and continuous quality improvement (CQI)
- To ensure that the goals of GHSC-PSM are achieved, considering the project's value for money and that project's activities result in the achievement of its intended outputs and outcomes in a cost effective and timely manner
- Lead the design and implementation of the project's periodic program activities review meetings and workshops quarterly and annually
- Develop and manage successful relationships and networks with partner organizations, target communities and donor representatives. Coordinate with other stakeholders and organizations working in GHSC-PSM's implementation area to share data management tools, project activity data and lessons learned, as well as to maximize cost effectiveness of data collection, ensure use of existing information and avoid duplication of results tracking
- The M&E officer will be responsible for designing and implementing the M&E activities of the Project; assisting the M&E Manager in the preparation of Quarterly/Annual reports on project progress and will monitor the project activities on a regular basis, and will be responsible for the verification and analysis of different project data in relation to the project activities and donor requirements
- The Monitoring and Evaluation Officer works in close collaboration with county M&E Officers and county liaisons, and county health teams and other program units
- Develop and strengthen monitoring, verification and evaluation procedures in the field and recommend appropriate changes to the project Activity M&E Plan (AMEP)
- Monitor all project activities, expenditures and progress towards achieving the project outcome; monitor and evaluate overall progress on the achievement and sustainability of overall project results
- Provide feedback to the M&E manager and program team on project strategies and activities by identifying bottlenecks in completing project activities and suggest strategies for improving the efficiency and effectiveness of the successfully achieving project activities
- Provide monthly, quarterly, and annual progress on all project activities to the M&E Manager, while assisting in coordinating across the available components of the Project to ensure effective implementation of M&E throughout the project
- Develop M&E tools in supporting and ensuring their effective use throughout the project implementation and also organizing and training project and government staff on M&E

- Represent GHSC-PSM on external M&E-related working groups, task forces, conferences, publications and panels
- Ensure compliance with USAID policies and procedures, as well as GHSC-PSM corporate M&E policy and procedures
- Provide direction for, and as appropriate direct implementation of, all work related to M&E activities, including: 1) routine monitoring of program activities, 2) the rolling baseline data collection and analysis, 3) an internal midterm evaluation, 4) an end line survey; and 5) special studies or reports as determined necessary by program progress
- Ensure impact on gender and resource utilization are tracked, monitored, analyzed and reported; disaggregate all baseline and monitoring data by TOs (and any other level of disaggregation as outlined in the indicator reference sheets) in data collection forms, databases and data collection processes
- Develop data quality standards and implement standard operating procedures to mitigate risk. Conduct periodic internal Routine Data Quality Assessments (RDQA) to assess the validity, reliability, integrity and timeliness of reported data and, where necessary, to make adjustments as per the data audit findings for an effective and efficient M&E system. Ensure accuracy and timely data reporting by working closely with partners and data enumerators by putting in place data collection and management procedures

Qualification and required competencies

- Bachelor's degree from a recognized university or higher institution of learning
- At least five years of experience in M&E (specific experience in commodities distribution, project supply chain, medical commodities and work in the health sector directly with the MoH, CHTs, and major stakeholders is an advantage)
- Skills and knowledge of surveys design and administration, qualitative and quantitative research designs and administration
- Computer literate in Word, Excel, (experience in electronic surveys designs and deployment with some mobile data collections apps including Magpi, Salesfocre, TaroWorks, SurveyCTO, and so on is an added advantage)
- Experience in data analysis and report writing (knowledge of SPSS or other statistical package is an advantage)
- Ability to supervise the M&E staff remotely and through regular field visits during project implementation, while coaching and managing M&E and program staff to meet project's goals and objectives
- Familiarity with USAID PIDS and reporting requirements (knowledge of supply chain indicators is an added advantage)
- Excellent oral and written communications skills. Team management and good leadership abilities
- Willingness to travel extensively within remote parts of Liberia

Interested candidates should send an email to (**psmliberiarecruit@gmail.com**) and include the following:

- A cover letter with phone number and email address (signed)
- Curriculum Vitae
- Copies of relevant credentials
- Contact details of Professional References (one of which must be the current or last employer)

In the subject line of your email, specify that you are applying for the Position of **M & E Consultant**. **All applications should be addressed to the Administrative Officer, GHSC-PSM Liberia**

Deadline for submission is Tuesday, September 20, 2016 at 4:00 p.m. Only qualified applicants will be considered.