



## **TERMS OF REFERENCE: Monitoring and Evaluation (M&E) Officer Position**

### **1. The SADC Parliamentary Forum**

The Southern African Development Community Parliamentary Forum (SADC Parliamentary Forum), headquartered in Windhoek, Namibia was established in accordance with Article 9(2) of the SADC Treaty on 8<sup>th</sup> September 1997, by the SADC Summit of Heads of State and Government held in Blantyre, Malawi. The SADC Parliamentary Forum was principally established to “constitute a Regional Parliamentary framework for dialogue on issues of regional interest and concern”.

Currently, the SADC Parliamentary Forum has a membership of 14 member Parliaments, thus representing well over 3,000 SADC Parliamentarians. The member Parliaments are Angola, Botswana, the Democratic Republic of Congo, Lesotho, Malawi, Mauritius, Mozambique, Namibia, Seychelles, South Africa, Swaziland, Tanzania, Zambia and Zimbabwe.

### **2. Job Purpose**

As part of its effort to enhance the effectiveness of its interventions, the SADC Parliamentary Forum has initiated a process of mainstreaming results-based monitoring and evaluation into all its operations. The Forum is developing a Results Measurement Frameworks (RMF) which will include clearly articulated results and a Monitoring and Evaluation (M&E) plan that details the key indicators with targets and baselines as well as data collection and reporting arrangements. This approach will facilitate greater predictability and tracking of inputs, outputs and outcomes as the overall contribution of SADC-PF to enhancing parliamentary oversight in the sub-region. To ensure effective mainstreaming of M&E into the organization the SADC Parliamentary Forum and in particular its Parliamentary Capacity Development (PCD) Program is seeking the services of a suitably qualified Monitoring & Evaluation (M&E) Officer to assist with the design and implementation of a Monitoring and Evaluation (M&E) System.

### **3. Key Results Areas (KRAs)**

- i. Assist in the design and development of an overall M&E System for the SADC Parliamentary Forum including its PCD Program;
- ii. Manage and implement the performance-based M&E System to ensure the achievement of set targets;

- iii. Ensure the development and update of M&E information management system; Take a lead role in the conduct of baseline studies, impact evaluations, mid-term reviews and periodic reporting on the same;
- iv. Coordinate internal and external progress reporting with particular reference to integrating quantitative and qualitative data in tracking project performance;
- v. Document best practices and lessons learnt and advise on the inclusion of the same;
- vi. Work with the different departments and officers to ensure the mainstreaming of Log-frames and other types of M&E indicators in existing and new project proposals as well as program implementation;
- vii. Facilitate internal M&E skills transfer through staff mentoring and coaching;
- viii. Keep abreast of the African Capacity Building Foundation's (ACBF) and other partners' M&E systems and innovatively draw the lessons for integration into the SADC Parliamentary Forum's M&E System;
- ix. Undertake any other duties as may be required.

#### **4. Educational Qualifications and Professional Skills Required**

- i. Degree in Project Management or any other relevant social science from a recognized institution of higher learning; A Masters Degree would be an added advantage.
- ii. Specialized training in Monitoring and Evaluation (M&E) will be an added advantage;
- iii. Five years hands-on experience in M&E and project management of development programs ;
- iv. Experience in regional, international or multi-sectoral organizations (including donors) will be an added advantage;
- v. Good knowledge of Project/Program design, management and evaluation ;
- vi. Experience in research design, data analysis and reporting.

#### **5. Other Skills and attributes**

The suitable candidate is, amongst other skills and attributes, required to have:-

- i. good analytical and communications (written and oral) skills;
- ii. good Information Communications Technological (ICTs) skills including the use of the SPSS;
- iii. the ability to be a good team player and possession of good problem solving skills;
- iv. a Result and performance oriented approach to work;
- v. ability to lead multi-disciplinary experts and coordinate their work;
- vi. know and respect parliamentary protocol and etiquette;
- vii. experience in working in a multi-cultural environment
- viii. willingness to travel in the SADC region and beyond

## **6. Nature of the Contract**

This is an African Capacity Building Foundation (ACBF) supported position within the SADC Parliamentary Forum. The contract terms and conditions are subject to the donor's agreement with the SADC Parliamentary Forum. The contract is for a maximum of 4 years.

## **7. Duty Station**

SADC Parliamentary Forum Secretariat, Windhoek, Namibia.

## **8. Application Procedure**

This position is open to SADC citizens only. Applications must be channeled through the National Parliament of the country of which the applicant is a citizen.

## **9. Application Deadline**

Applications must be submitted by the 12<sup>th</sup> July 2013 at latest on the following address:

**The Clerk of the National Assembly  
Parliament House  
Government Centre  
Port Louis**

**Date: 02.July.2013**