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## MONITORING AND EVALUATION ADVISOR, CHINSALI

### Job Announcement No. AID – 002 -21

**OPEN TO:** All Interested Candidates

**POSITION:** Monitoring and Evaluation Advisor

**OPENING DATE:** February 15, 2021

**CLOSING DATE:** March 5, 2021

**WORK HOURS:** Full-time; 40 hours/week

**SALARY RANGE:** FSN 10 - (ZMK 437,165.01 p.a. - ZMK 686,526.47 p.a.)

The United States Agency for International Development (USAID) in Zambia is seeking eligible and qualified applicants for the position of Monitoring and Evaluation Advisor in the Chinsali USAID/Zambia Health Office.

#### **BASIC FUNCTION:**

This USAID Project Development Specialist (Monitoring and Evaluation Advisor) position is in the newly created Provincial Office. The M&E Advisor will provide high quality and sustained technical assistance to the Provincial Office Team and support the development and implementation of monitoring and evaluation (M&E) activities that meet the needs of USAID/Zambia's performance monitoring and results reporting under the President's Emergency Plan for AIDS Relief (PEPFAR), and any other health programs under the Global Health Initiative (GHI).

The incumbent will guide partners, tracking progress against performance indicators as part of the Mission's Performance Monitoring Plan (PMP) and semi-annual and annual portfolio review process. S/he will review program level implementation plans and track overall progress in improving health status over time. Given that s/he will be closer to the site of implementation, s/he will support USAID/Health Office Agreement Officer Representative/Contract Officer Representatives (AOR/CORs), as well as implementing partners (IPs) to ensure that PMPs, activity work plans, and monitoring plans include relevant and effective performance measures.

The Monitoring and Evaluation (M&E) Advisor will work closely with Provincial Health Information Officers and other Government of the Republic of Zambia (GRZ) counterparts at the provincial and district level to ensure optimal coordination, harmonization, and alignment of strategic information (SI) processes, activities, and systems.

The incumbent will work as part of the overarching USAID Health Office encompassing USAID Health Office/Lusaka and other USAID/Zambia Provincial Health Offices. He/she will work closely with the USAID Health Office M&E Team encompassing colleagues in Lusaka and other provincial offices. He/she will also work closely with other U.S. Government (USG) staff working on health programs. The position will include extensive travel within the province (approximately 35% of the time), meeting with IPs and GRZ counterparts at the provincial and district levels. This position reports to the USAID Senior Technical Advisor at the provincial level.

## **MAJOR DUTIES AND RESPONSIBILITIES**

### **I. Monitoring and Evaluation (45%)**

- In collaboration with the USAID Health Office M&E Team and AOR/CORs, conduct field visits to monitor the activities of IPs within the province; track progress against program descriptions/targets, implementation plans and annual work plans; recommend action to A/COR for improvement or modifications to address challenges/barriers; and highlight successes in achievement of results.
- Conduct site improvement through monitoring systems (SIMS) visits to monitor capacity at facility, community, and above-site levels to provide high-quality HIV/AIDS services in all program areas. Facilitate the use of these data and quality outcomes by USAID, USG, IPs and GRZ to improve services within the province.
- Perform Data Quality Assessments (DQAs) on indicators related to USAID health programming and perform routine project monitoring. Work with the USAID Health Office M&E team and all AOR/CORs to ensure adequate site visits are made.
- Develop and maintain a site visit calendar including DQA, SIMS, environmental compliance, monitoring and mitigation, and additional assessments required to ensure routine project monitoring.
- Provide training on methods used in the collection and use of strategic information and USAID and PEPFAR reporting guidelines to implementing partner and GRZ staff. Through formal and informal trainings, meetings, and briefings, disseminate best practices in strategic information and health management information systems (HMIS) implementation/utilization amongst IP and provincial/district GRZ staff.
- Generate accurate data analysis and reports reflective of provincial results across USAID health programming. Identify opportunities to strengthen reporting and quality programming.

### **II. Technical Oversight, Program Management, and Collaboration (30%)**

- Work directly with the Ministry of Health (MOH), and other government ministries to strengthen and build capacity for health M&E activities and programs at provincial and district levels.
- Provide support to implementing partners and government counterparts in the province on their M&E systems; offer advice on possible improvements in methodologies, record-keeping, data verification, analysis, and utilization.
- Participate in the development and implementation of capacity building programs, workshops, and other participatory activities that will serve to broaden knowledge and practice of effective M&E for health programs and related activities at provincial, district, and partner level.
- Working with AOR/CORs, review performance reports to ensure that IPs are in compliance with host-government agreements, and with the performance expectations

outlined in their work plan and in their contract/agreement with the USAID Health Team/Lusaka.

- Work collaboratively with Provincial and District Health Officers and ensure accurate reflection of the USAID contribution to the provincial results.

### **III. Activity Management (15%)**

- Serve as Activity Manager for cooperative agreements, grants and contracts associated with M&E, as delegated by the USAID Health Office/Lusaka Chief.
- Provide technical direction for grants, contracts, and/or cooperative agreements for SI programs.
- Ensure compliance with PEPFAR and USAID policies and regulations and host government agreements as they relate to the specific mechanisms managed. Maintain specific and in-depth knowledge of applicable USG laws and legislative directives, as well as regulations regarding allowable use of funds (e.g., family planning, HIV/AIDS).

### **IV. Administrative Management (10%)**

- Maintain files and records on programmatic M&E data for activities within the province's coverage area; responsible for data integrity and security of information in the reporting databases.
- Support USAID Health Office M&E Team's data entry, cleaning, analysis, and reporting.
- Oversee and coordinate the visits of short-term advisors, evaluators, and other visitors associated with assigned M&E or program area activities.

## **REQUIRED QUALIFICATIONS:**

**A. Education:** Master's degree in Public Health, Social and Economic Development, Public Administration, International Health, or other relevant field of study required.

**B. Prior Work Experience:** A minimum of five years of progressively responsible, professional-level experience working in strategic information and/or monitoring and evaluation of a public health or developmental program that includes the application of accounting, statistical methods or mean proficiency is required. Additional experience in implementing and maintaining health data information systems to support and evaluate health-related program activities is also required.

**C. Post Entry Training:** Post entry training will include technical and programmatic training as well as coverage of PEPFAR and USAID established policies, procedures and regulations that govern specific activity management, including monitoring and program assessment/evaluation. Necessary post-entry training will be provided on-site or at regionally based facilities.

**D. Language Proficiency:** Language Proficiency: Level IV (fluent) written and oral English proficiency is required. Candidate must have the ability to present information, analysis, and recommendations in clear written and oral formats.

**E. Job Knowledge:** A thorough knowledge of M&E systems development and operation; sound knowledge of HIV/AIDS prevention, care, and treatment in sub-Saharan Africa; and a good understanding of African social, cultural, and political contexts is required.

**F. Skills and Abilities:** Demonstrated ability and experience in the conceptualization, design, management, and performance monitoring of complex development programs. 2) Excellent interpersonal skills, required to establish and maintain a wide range of working-level contacts with Health programs in government, non-governmental, and private-sector circles. 3) Demonstrated ability to work effectively within team and interagency environments. 4) Management and analytical skills to strategize, develop and implement effective USAID-supported Health programs. 5) Financial management and administrative skills to track the performance of implementing partners. 6) Ability to interpret, apply, and explain program policy, guidelines, regulatory directives, and related guidance. 6) Ability to organize and present information and to draft clear, concise documents. 7) Excellent computer skills, including ease in using database, word processing, spreadsheet, and presentation software applications.

**TERMS OF APPOINTMENT:**

Subject to availability of funds, this will be a five-year contract, with an option to extend, depending upon continuing need of the services.

**BENEFITS:**

The position is classified at FSN-10 level. The final salary of the successful candidate will be negotiated within that range, depending on qualifications and previous earnings history.

**APPLYING:**

Qualified candidates should send:

1. A formal application letter or cover letter.
2. A current CV.
3. Photocopies of all professional certificates and degrees.
4. A fully complete application form DS-174 (available online at <https://eforms.state.gov/Forms/ds174.pdf>); and
5. Contact information for at least three professional references.

**SUBMIT ALL APPLICATION MATERIALS TO:**

[EXOZambiaHR@usaid.gov](mailto:EXOZambiaHR@usaid.gov) (E-mailed applications required.)

The email subject heading **must** read either of the following (the location of the position must be clear):

**Application: Monitoring & Evaluation Advisor, Chinsali, AID-002-21**

**Only short-listed candidates will be contacted.**