

JOB OFFER

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| Job description | |
| Position title | Planning and M&E Officer / EQUIP 2 project |
| Nature of the position | Open to Sudanese National only |
| IDENTITY OF THE AGENT | |
| Statuts | Full time |
| Context description | |
| Programme background | Following EQUIP 1 (2018-2021), the Education Quality Improvement Programme in Sudan 2 (EQUIP 2, 2021-2024) is a EU-funded programme that seeks to improve the quality of education in Sudan, for which Expertise France, in partnership with France Education International, is responsible of the component 2: Enhance basic-school teachers' qualification in Sudan, particularly through the focus on professional skills for both pre-service teacher training (PSTT) and in-service teacher training (ISTT). |
| service | EQUIP2 |
| Authority | The staff member is under the direct supervision of the EQUIP 2's Team Leader (Expertise France) |
| THE POSITION'S TASKS | |
| Main activities | <p><u>Areas of responsibility</u></p> <p>Under the direct supervision of the Team Leader, the Planning and M&E officer will be responsible for the smooth and comprehensive (preparation, roll-out, reporting) organisation of the project's activities. The incumbent will be working within the technical unit, composed by 3 technical experts, and in close consultation with the admin team, as well as with the coordination team based in Paris and the M&E international consultant who will be hired to develop the project M&E framework. The incumbent is expected to frequently travel across the 18 states of Sudan. The activities include but are not limited to:</p> <p>a. Planning and reporting:</p> <ul style="list-style-type: none"> - Coordinate logistics, including venues, guest lists, transport, accommodation, media coverage and photographers of training activities; - Support the admin team in developing timely and realistic budgets for training activities; - Support the technical team in developing concept notes prior to and short reports after completion of activities; - Support the team leader in implementing the communication strategy, including media coverage, effective public relations and production / distribution of communication products; - Assist in establishing programme work plans and monitors progress and compliance; - Take an active part in writing the reports in collaboration with the project team in Khartoum and in close collaboration with the Project Coordinator; |

- Any other relevant activities as requested by the team leader to support the smooth implementation of technical activities.

b. Monitoring, Evaluation and Learning:

- Support the design and implementation of the M&E plans and frameworks;
- Ensure the quality, consistency and harmonization of monitoring, evaluation and learning tools, processes, procedures and methodologies used at different stages of the project cycle
- Develop qualitative and quantitative data collection tools;
- Support the establishment and roll-out of an internal system to follow-up on M&E activities, especially through the development of online/offline database for data collection and management;
- Guarantee the quality and relevance of the data collected and compliance with the EF guidelines for protection of personal data
- Update performance indicators, databases and tools relevant to the project and share findings with teams and alert on significant deviations
- Consolidate field data to be submitted to donors in accordance with the programme frameworks and indicators
- Develop and maintain visual tools such as dashboards to capture project's progress
- Undertake field visits to monitor and assess programme implementation and decides on required corrective action
- Capitalize, document and disseminate good practices, lessons learned and innovations of the project
- File and archive the technical documentation produced and / or used by the project (paper and soft copies): ToR, activity reports, sources of verification...
- Contribute to the development of terms of reference (TOR) for the recruitment of external M&E consultants as per the needs of the project (evaluations, surveys, capitalization, etc.)
- Participate in the preparation and implementation of project reviews (annual and quarterly)

Profile

- Advanced university degree (master minimum) in education, sciences or any relevant field. Specific M&E course/degree would be an asset
- Proven experience of at least 5 years in functions related to Monitoring, Evaluation and Learning of projects or programs, preferably in the education sector
- Excellent understanding of result frameworks & indicators, especially EU frameworks, as well as international M&E standards and applications
- Good command of the main monitoring and evaluation tools and methods, both quantitative and qualitative (surveys, FGD, KII...)
- Good knowledge of data collection (Kobo Tool Box, Survey CTO, ODK, etc.), data analysis (R, SPSS, Stata, etc.) and data visualization (PowerBI) softwares
- Fluent in Arabic and English (excellent writing skills required in English)

Application procedures

By **30 October 2021, 23:59 Sudan Time**, candidates are requested to send to frederic.vincent@expertisefrance.fr:

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| | <ul style="list-style-type: none">- A CV in English, including references- A short cover letter- An evidence-based portfolio of similar activities Interviews will take place from between 7-18 November 2021 |
| Working hours | Sunday-Thursday - Tentative starting date: December 2021 |