



**Monitoring & Evaluation Technical Advisor  
Ministry of Education, Culture and Higher Education  
Terms of Reference (ToR)**

<b>I. General Information</b>	
<b>Post/Title:</b>	Monitoring & Evaluation Technical Advisor – Ministry of Education, Culture and Higher Education.
<b>Department</b>	Planning & Budgeting –Federal Ministry of Education, Culture & Higher Education (MOECHE)
<b>Reporting Lines</b>	<b>Permanent Secretary(PS/Director General(DG)</b>
<b>Key Internal Contacts:</b>	Ministry leadership (Permanent Secretary, Director General), Director of Planning, Technical Advisors (Program Director, MoECHE GPE Coordinator, Teacher development), CARE Area Managers, Education Technical Advisor and Senior Grants Officer.
<b>Key External Contacts:</b>	Federal Member states Ministries of Education (Jubaland, South West, Hirshabelle, Galmudug and Banaadir Regional Administration). CARE Area Managers, Education Technical Advisor and Senior Grants Officer and Concern Worldwide.
<b>II. Background Information</b>	
<p>The Global Partnership for Education (GPE) funded Education Sector Program Implementation Grant (ESPIG) is aligned with the priorities of the Federal Government of Somalia’s new ESSP and with GPE strategic objectives. The project focuses on the primary education subsector and seek to expand equitable access to quality primary education opportunities, improving learning outcomes, ensuring the acquisition of foundational skills at the expected level for each grade, and enhance system capacity at the central MOECHE and Member State Ministries. The ESPIG grant aim to address the needs of large numbers of out-of-school children in South Central Somalia, with a focus on children from marginalized groups such as IDPs, pastoralists/nomads, urban poor, minority clans, and children with disabilities, and with a particular emphasis on girls. The grant will be implemented by the Federal Government of Somalia ministry of education, culture and Higher Education (MoECHE) in collaboration with the federal member states ministries of education in Jubaland, South west, Galmudug, Hirshabelle states and Banaadir regional administration with CARE as grant agent and Concern Worldwide as sub-contractor.</p>	
<b>III. Position Summary</b>	
<p>The federal Ministry of education, culture and higher education of the Federal Government of Somalia is seeking to recruit a Technical Advisor – Monitoring &amp; Evaluation. He/she will be embedded in the ministry of education Office in Mogadishu from where he/she will support in establishing a robust monitoring and evaluation systems for education sector in line with NDP M&amp;E framework. He/she will support MoECHE, Ministries of federal member states to contribute to delivery of education programs/interventions including GPE program results. He/she will be part of the Program Management Unit comprising of senior staff responsible for the effective and efficient delivery of the GPE grant. In close collaboration with the MOECHE, PMU team and other project staff. The M&amp;E Technic advisor will oversee the program results for necessary follow –up, adjustments and improvement of results contributed by the program activities.</p>	

#### **IV. Key responsibilities (Measurable results)**

##### **1. Technical Support for systems building (40%)**

- Establish a robust monitoring and evaluation systems for education sector in line with NDP M&E framework of the ministry of planning.
- Develop participatory models for qualitative data collection, including community-driven platforms, and coach local staff and government officials on their implementation.
- Undertake M&E knowledge skills capacity assessment of CARE, government partners and sub-contractor staff and provide recommendations for addressing any gaps identified.
- Develop detailed capacity building plans for Ministry and partner staff to build their knowledge and skills in data collection, cleaning, analysis and reporting.
- Provide tailored coaching and training for project stakeholders (CARE and partner staff, MoE officials) in line with the capacity building plans mentioned above.
- Lead on the development and implementation of a memorandum of understanding between MoECHE and the Federal States on best approaches to joint coordination mechanisms and review annually the same;

##### **2. Support monitoring, evaluation and reporting (35%)**

- Coordinate periodical monitoring data collection to obtain information on activity implementation, outputs and outcomes, determine adherence to the work plan and methodology, identify emerging trends and areas for improvement;
- Advise and hold regular coordination monitoring meetings with the MOECHE staff to evaluate performance and provide timely technical guidance;
- Support MOECHE take rapid and appropriate actions in cases where external factors create emerging opportunities and risks to the implementation of the program;
- Support MOECHE and Federal States on regular reviews of the program and ensure acceleration of activities;
- Establish standardized complaints and feedback mechanism and monitor its functionality, addressing emerging issues. This includes documenting the feedback received and how the project addressed these issues.
- Document programme learning and disseminate lessons learned to MOECHE, Federal member states and other stakeholders;
- Provide technical support to effective external baseline, midterm and final evaluation studies;
- Support high quality monitoring and data collection is in place for the programme, taking into consideration the proposal and the prescribed donor contract;
- Organize joint quarterly monitoring visits to project sites together with the MOECHE and relevant partner staff at all levels to monitor progress and offer guidance/support as required;
- Maintain programme data repository and facilitate the storage, archiving and easy retrieval of ESPIG data, while assuring data integrity, safety and confidentiality.
- Prepare evidence based consolidated reports (quarterly, annual and final) as per contractual requirements.
- Share/ exchange M&E knowledge and experiences with other CARE and GPE programmes;

##### **Other duties as assigned by MOECHE (25%)**

#### **V. Authority**

The Monitoring & Evaluation Technical Advisor will report directly to the PS/DG –Ministry of Education, Culture and Higher Education.

#### **VI. Key Qualifications**

- Minimum University degree in social sciences, statistics or other closely related disciplines with Extensive knowledge of statistics
- At least 5 years of relevant work experience in programme monitoring and evaluation
- Minimum 4 years' experience in designing and implementing practical monitoring and evaluation systems
- Proficiency in using professional statistical analysis software packages is required (SPSS, Stata, SAS or R).
- Demonstrated experience in the use of mixed methods for analysis
- Experience in tool development (quantitative and qualitative)
- Experience in the development of a feedback and complaints response mechanism
- Experience in capacity building of local staff and partners on M&E
- Experience in setting up electronic data collection systems and operating remote data collection systems (including remote quality assurance).
- Effective verbal and written communication, multi-tasking, organizational, and prioritization skills
- Demonstrable attention to detail, ability to follow procedures, meet deadlines and work independently and cooperatively with team members is required.
- Excellent interpersonal and cross-cultural communications skills
- Ability to work independently and as a virtual team member.
- A full commitment to CARE core values and humanitarian mandate.
- Experience working in similar contexts (post conflict/fragile) and familiarity with assessment of social/gender norms in similar contexts.

#### **VII. Core Values & Critical Key Competencies**

Respect, Integrity, Commitment, Diversity, Stress Tolerance, communicating with Impact, Excellence and Building Partnerships.

#### **VIII. How to Apply**

Interested applicants should send their cover letters and CV to [somconsultant@care.org](mailto:somconsultant@care.org) by 30<sup>th</sup> September 2018.