# JOB DESCRIPTION

**Position:**     Regional Monitoring, Learning and Evaluation Technical Advisor
         Alive & Thrive (A&T) Project

**Supervisor:**    Senior Regional Technical Director

**Salary:**  Within the Band salary range and commensurate with education & experience.

**Project Summary:**  Alive & Thrive (A&T) is an initiative to save lives, prevent illness, and ensure healthy growth and development. Good nutrition in the first 1,000 days, from conception to two years of age, is critical to enable all children to lead healthier and more productive lives. Alive & Thrive is scaling up improved infant and young child feeding and maternal nutrition through large-scale programs in several countries in Asia and Africa and through strategic technical assistance and the dissemination of innovations, tools, and lessons worldwide. Alive & Thrive is funded by the Bill & Melinda Gates Foundation and the governments of Canada and Ireland.

**POSITION SUMMARY:** The A&T ECOWAS Monitoring, Learning, and Evaluation (MLE) Advisor will work as part of an A&T senior technical leadership team based in Dakar, Senegal. The Technical Advisor is responsible for providing overall technical and program leadership in the design, implementation and oversight of A&T's ECOWAS MLE portfolio, focused on overseeing the implementation research that A&T will undertake, monitoring the A&T program components and its partners' implementation of these. The program components include: development and implementation of national maternal, infant and young child nutrition (MIYCN) policies and programs; building the capacity of implementing partners on MIYCN service delivery; advising on the effective design and use of MIYCN social and behavior change (SBC) approaches; delivering MIYCN technical support to regional and district level governments and their implementing partners; and generating evidence through research activities. The Technical Advisor will also play an important role in ensuring that nutrition indicators are included in the ECOWAS Health Information Systems and create a culture of information use at regional , national and district levels.

## ESSENTIAL JOB FUNCTIONS:

*General roles/responsibilities:*

- Elaborate an overall MLE plan for all A&T activities in ECOWAS within an existing framework and with support from other team members.
- Support countries with strengthening national health information systems, particularly around using data for program improvement and achieving higher coverage of health and nutrition services
- Provide MLE guidance, oversight, and trainings to staff, including indicator development, data collection techniques and methodologies, measurement tools and analysis, and reporting protocols; developing and promoting the use of training materials, reference materials, and written guidance to all project staff and sub-grantees.

- Develop and manage a system for tracking/monitoring intermediate outcomes of program activities, using innovative techniques.
- Identify opportunities for joint data collection within existing survey platforms and develop relationships with institutions as needed.
- Ensure timely and effective communication of MLE results to a variety of actors, including preparing tables, graphs, reports and visual presentations based on the data analysis for presentation to internal and external audiences
- Provide capacity building (technical assistance and/or training) to partner organizations on strategic use of data and developing MLE plans, as needed
- Provide technical support to lead the completion, quality and timeliness of MLE processes, products, plans, protocols (e.g., methods and tools), reports, and scientific manuscripts
- Manage IRB requirements by A&T/ECOWAS and manager work conducted by MLE partners to meet scientific standards for the purposes of reporting, publishing, and disseminating MLE products.

### *Other roles/responsibilities:*

- Help develop A&T ECOWAS annual work plans, budgets (especially the MLE component) and project reports, and ensure timely reporting and responses for information to HQ.
- Actively participate in, contribute to and, in some cases, conduct or help facilitate major A&T program development and implementation activities (strategic planning, program presentations, advocacy and policy meetings, workshops), as appropriate.
- Present/disseminate program results and MLE data to regional, nationals and districts as needed, projects and partners, and other professional colleagues and organizations at regional and national level.
- Maximize A&T's awareness about ECOWAS and global contextual factors that must be considered for adapting MLE matters, e.g., events, opportunities, news, partners' and other stakeholders moves/shifts.
- Contribute to A&T Generation 2.0 MLE processes, as pertinent to reflect the ECOWAS portfolio.
- Help implement an evidence-based adaptive management approach by developing strategies to identify and support needed program adjustments as needed.
- Supervise A&T ECOWAS focal point at country level.
- MLE input, particularly with a focus on data quality and use to a large-scale nutrition or public health/development project, with strong networks with governments, development experts and researchers.

**The above statements are intended to describe the general nature and level of work being performed by someone assigned to this job. They are not intended to be an exhaustive list of all responsibilities, skills, efforts, or working conditions associated with a job.**

REQUIRED SKILLS AND QUALIFICATIONS:

***Education:*** Master or equivalent experience in Public Health, Nutrition, Program Monitoring & Evaluation, Health Systems Management or related social science or health discipline.

***Experience:***
- At least 10 -12 years of relevant experience in one or more of the ECOWAS countries (similar global experience may be acceptable) required with at least 5 years in a senior technical leadership role providing
- Demonstrated ability to design and manage MLE systems, including implementation of a range of MLE activities.
- Strong knowledge of management information systems with a focus on generating and analyzing reports.

- Extensive knowledge of and experience with research design and a range of quantitative and qualitative data collection techniques and approaches, which may include any/all of: health and nutrition surveys; Lot Quality Assurance Sampling (LQAS) for program monitoring; rapid assessment techniques; focus groups; ethnographic methods; quality assurance/quality control; diagnostic studies; participatory evaluation techniques.
- Experience in communicating MLE results to a variety of audiences, and in using monitoring data to improve programs.
- Extensive public health/nutrition field experience in designing, implementing, monitoring and reporting on various types of service delivery platforms
- Experience in analysis and interpretation of quantitative and qualitative data, including experience drafting reports based on both quantitative and qualitative data
- Excellent written and spoken French and English
- Willingness to travel as required.

### Skills:
- Ability to work independently, think critically, assess priorities, and manage a variety of activities while communicating, connecting, and collaborating with HQ and field office staff, subcontractors, and a broad coalition of government, NGO, and international project partners
- Strong interpersonal and organizational skills
- Ability to convey a strong technical position (within A&T teams and with A&T's partners) for decision-making on MLE matters supported by knowledge, experience and capacity to contextualize.
- Excellent problem-solving skills
- Excellent writing, editorial, communication, and presentation skills.
- High attention to detail
- Competency in survey design and implementation and experience in data analysis using Stata, SAS, EpiInfo, or SPSS

**SUPERVISION GIVE/RECEIVED:** Coordinates own work flow and sets individual priorities. Works under general guidelines for completion and accuracy as determined by the supervisor. Accomplishes results through lower level staff managers or through experienced staff who exercise independence in their assignments.

**TECHNOLOGY TO BE USED:** Personal Computer, Microsoft Office (i.e. Word, Excel, PowerPoint, etc.), e-mail, telephone, printer, calculator, copier, cell phones, PDAs and other hand-held devices.

**TRAVEL REQUIREMENTS:** Travel within ECOWAS 25% to 40%

**APPLICATION INSTRUCTIONS:**
Interested applicant should submit their cover letter and CV to ABalde@fhi360.org copy to BRalph@fhi360.org, listing MLE Technical Advisor in the subject heading.

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