

## VACANCY ANNOUNCEMENT

**PROJECT TITLE: Local Development for the consolidation of Peace in Mozambique – Sub-Programme for the Province of Sofala (DELPAZ Sofala)**

**POSITION: Monitoring and Evaluation Officer (M&E Officer)**

**STARTING DATE: immediately**

**CONTRACT PERIOD: until 31<sup>st</sup> March 2025 (with the possibility for extension until the planned extended project closure, expected 31<sup>st</sup> March 2026)**

**LOCATION: Beira, Mozambique (with regular travel to the districts of Machanga, Chibabava, Gorongosa, Chemba, Maringue and Cheringoma)**

The Austrian Development Agency (ADA) has been delegated by the European Union (EU) to implement the sub-programme for the Province of Sofala of a strategic project focusing on the local development for the consolidation of Peace in Mozambique (DELPAZ Sofala).

ADA is the Operational Unit of the Austrian Development Cooperation (ADC). It is in charge of implementing all bilateral programmes and projects in ADC partner countries and administers its budget.

The **overall objective** of the DELPAZ Sofala project is to contribute towards consolidation of peace at subnational levels in Mozambique.

While specific objective 1 will be implemented by UNCDF; AICS and ADA are responsible for the implementation of **specific objective 2**: to improve the livelihoods of rural communities in conflict affected districts, with a special focus upon women and disadvantaged groups. ADA is implementing specific objective 2 in Sofala Province (total budget: 12 Mio Euro, intended top-up to 14.1 Mio. in preparation), while AICS is responsible for implementation in Manica and Tete Provinces.

**The three main intended outputs of DELPAZ Sofala are:**

- Enhanced public investment and service provision in target districts and rural municipalities (with a focus on increasing access to water and sanitation) (Output 2.1)
- Increased adoption of climate smart and productivity enhancing agriculture technologies and practices by conflict affected communities (Output 2.2)
- Enhanced market integration and off-farm economic activities of conflict affected communities (Output 2.3)

In the course of four (including the intended extension five) years, ADA is implementing DELPAZ Sofala mainly via two modalities:

- 1) Implementation via the Project Management Team (PMT) by applying ADA's rules and regulations (described in the ADA Project Implementation Directive - PID)
- 2) Implementation via a Grant Agreement with the "*Conselho Executivo Provincial of Sofala (CEPS)*" by applying MZ governmental systems, rules and regulations (subject to additional controls and a vetting system as stipulated in the Grant Agreement)

## SPECIFIC DUTIES AND RESPONSIBILITIES

The Monitoring and Evaluation Officer (M&E Officer) is responsible, under ADA supervision and orientation, for coordinating the systematic monitoring of the progress and impact of the DELPAZ Sofala subprogram, focused on the design in accordance with the DELPAZ M&E Guidelines and common methodological and procedural basis developed by UNCDF, in coordination with ADA and AICS, implementation and reporting of the monitoring plan.

He/She will work to ensure that proper monitoring and evaluation is carried out at outcome and output levels and for ensuring that DELPAZ Sofala maintain its strategic vision and that all activities result in the achievement of intended outputs in a cost effective and timely manner. In addition, he/she will build the capacity of project staff and CEPS staff in monitoring and evaluation and specifically the impact assessment .

The overriding aim is to ensure that indicators required meeting both the overall DELPAZ and DELPAZ Sofala reporting, and evaluations commitments are consistently met, measured and reported. In support of this he/she will work closely with Project Management Team (PMT) and several other third-party affiliated implementers as well as UNCDF to ensure that routine data collection protocols are maintained. Responsibilities also include preparation of annual work plans and supporting reporting and evaluation cycles. He/she will assist the PMT and CEPS in preparing semiannual and annual progress reports and will monitor the overall progress of DELPAZ Sofala in achieving outcomes.

### Activities expected to be performed by the M&E Officer (in cooperation with the PMT):

- Update and adjust as needed the results, effects and performance indicators of the Sub-programme's results chains;
- Develop/adjust and implement manuals and data collection tools useful for monitoring and measuring results;
- Contribute to the review of data collection methodologies and concepts adopted by project implementing partners;
- Ensure that the indicators and monitoring and evaluation tools are well understood by the Project staff and that they allow the measurement of the Project's performance in real time;
- Develop/adjust and implement the M&E Work Plan with clear guidance on data collection timelines;
- Design the necessary tools for data collection exercises by project staff and ensure its operation;
- Adjust the settings of the ODK Kobo Toolbox platform and the results chains according to the evolution of the Sub-programme's strategy;
- Train PMT and specially District Focal Persons regarding the use of data collection tools and its insertion in a database, including how to conduct interviews in the field;
- Collect data following DELPAZ M&E manual and additional indications from ADA on a regular basis to measure achievement against the performance indicators;
- Maintain and administer, under the Team Leader supervision, the M&E database, analyses and aggregate findings and draw attention to critical situations;
- In accordance with the DELPAZ M&E Guidelines ensuring the quality of the information collected and producing useful data analyzes for the management of DELPAZ Sofala;
- Organize and conduct internal performance reviews periodically;
- Contribute to the documentation and capitalization of lessons learned, good practices, significant changes, the sharing of experiences and support project evaluations;

- Recruit, train and build the capacity of data collectors in the use of data collection tools via ODK Kobo Toolbox;
- Assist the data collectors in the recording of data in the field and ensure the administrative follow-up of the services provided by the data collectors (establishment and monitoring of contracts, control of reports and invoices);
- Organize and launch impact assessment and follow-up surveys in a timely manner and in accordance with the results measurement plan and the M&E Guidelines;
- Check that monitoring data are discussed in appropriate forum and in the DELPAZ Working Group M&E and in a timely fashion in terms of implications for future action. If necessary, create such discussions to fill any gap;
- Participate in the development of the Terms of Reference for evaluations/studies, in the evaluation of offers, and contribute to the monitoring of their execution;
- Support progress reporting, project mid-term review and final evaluation;
- Support the District Focal Persons in the development of monthly work plans and monthly reports based on results and preparation of monthly data sheets;
- Ensure the consolidation of the District Focal Persons progress report;
- Prepare semi-annual reports and annual progress reports of the Sub-programme;
- Ensure the proper archiving of all electronic documents relating to monitoring and evaluation on the server that will be indicated;
- Ensure the proper communication of the progress of the program (in cooperation with the PMT and in particular with the Communication and Administrative Officer);
- Ensure the proper archiving of all electronic documents relating to monitoring and evaluation on the server;
- Ensure effective implementation of project through planning, controlling, monitoring and evaluation of the project activities according to the project document, its log-frame and work plan;
- Lead monitoring, quality data collection and support the Team Leader in timely and comprehensive reporting on the project according to EU requirements as set out in the Contribution Agreement between EU and ADA as well as UNCDF, AICS and ADA;
- Ensure that activities and investments comply with Mozambiquan and ADA's environmental, gender and social standards;
- Perform any other task deemed necessary for the proper functioning of the DELPAZ Sofala Sub-programme at the request of the Team Leader;

Activities expected to be performed by the M&E Officer (in cooperation with the CEPS and districts):

- Assist CEPS and districts to ensure that the indicators and monitoring and evaluation tools are well understood by CEPS staff and that they allow the measurement of the Sub-programme's performance in real time;
- Assist relevant CEPS and district staff to develop a M&E Work Plan with clear guidance on data collection timelines;
- Assist relevant CEPS and district staff to adjust the settings of the ODK Kobo Toolbox platform and the results chains according to the evolution of the Project's strategy;
- Train CEPS and district staff regarding the use of data collection tools and its insertion in a database;
- Train and build the capacity of data collectors in the use of data collection tools via ODK Kobo Toolbox;



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- Support CEPS to assist the data collectors in the recording of data in the field and ensure the administrative follow-up of the services provided by the data collectors (establishment and monitoring of contracts, control of reports and invoices);
- Contribute and support the districts in the development of monthly work plans based on results;
- Establish and maintain good working relationships with CEPS and Secretary of State and non-government organizations, project stakeholders, beneficiaries, contractors, project partners, other donors, public;

## QUALIFICATIONS AND REQUIREMENTS

- Hold a Bac + 4 diploma or equivalent in economics, geography, agronomy, statistics or in other relevant disciplines;
- At least 5 years work experience in the field of monitoring and evaluation related to natural resource management initiatives and/or project cycle management, experience, training, and knowledge in the field of Agriculture monitoring, data collection and analysis would be a particular added advantage;
- Strong conceptual knowledge about theories of change, logic model, M&E systems design, performance measurement, quantitative and qualitative data collection and analysis, data quality assurance, database management, data visualization and reporting as well as integration of gender;
- Have at least 2 years of professional experience in government or donor funded projects and other relevant institutions would be an advantage;
- Work Experience as a Monitoring & Evaluation specialist in EU-funded projects would be a very strong asset;
- Work experience as a Monitoring & Evaluation specialist in / with donor funded activities (e.g. Beira Corridor or “Vale do Zambezi”) would be an advantage;
- Having experience in applying the DCED standard and monitoring and evaluating projects based on the inclusive market systems approach would be an asset;
- Strong communication and presentation skills including ability to write quarterly, semiannual e annual reports;
- High level interpersonal and cross-cultural skills including ability to build alliances and collaborative relationships with sensitivity to diversity;
- Ability to maintain high standards of integrity; establish straightforward, productive relationships;
- Ability to treat individuals with fairness and respect, demonstrating sensitivity for ethnic, cultural and gender differences;
- Ability to interact with multiple staff in all relevant agencies and respond to and liaise with stakeholders from other implementing Partners (Donors, CSOs, Privat sector, others);
- Excellent written and good business language communication/planning/reporting skills in Portuguese and English are required;
- Knowledge of local languages spoken in Sofala or German would be an asset;
- Data Management Skills and experience with Data Modelling
- Full proficiency in Master ODK Kobo Toolbox or other similar applications would be a strong asset;



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- Full proficiency in Microsoft Office 365 applications, especially Outlook, Word, Excel, PowerPoint and Teams applications;
- Understanding of international development cooperation principles and quality standards, and safeguards is highly desirable;
- Experience in development cooperation and issues related to poverty reduction; leave no one behind;
- Demonstrated understanding of gender equality/women's empowerment, social inclusion and environmental protection/climate action and experienced in ensuring gender sensitive and socially inclusive project implementation;
- Ability and willingness to travel within Mozambique;

Women are especially encouraged to apply. ADA supports gender equality on all levels and attaches great value to a gender balance in senior positions. In case of equal qualification for the position and at the absence of other outweighing factors, preference would be given to the female candidate. We also welcome applications of persons with a migrant background and/or of persons with disabilities.

### **SUBMISSION OF APPLICATION**

**Applications must be sent to [DELPAZapplications@ada.gv.at](mailto:DELPAZapplications@ada.gv.at) by Thursday, 25<sup>th</sup> of April 2024 – hour 23:59 (Maputo time) indicating “Monitoring and Evaluation Officer (M&E Officer), DELPAZ Sofala” in their subject and including the interested candidate’s CV in English language, a motivation letter, and name, contacts, working relationship of 3 references (at least one reference to your direct superior) as well as other relevant documents/information incl. salary expectation. Only short-listed/selected candidates will be contacted.**

All applications will be treated with the strictest confidence and no application fees or information with respect to bank account details are required by ADA for our recruitment process. Please note that in the event of an invitation for an interview, ADA is unable to reimburse costs incurred. Candidates must expect that references from previous employers will be requested by ADA.