

Job Title: Senior Monitoring & Evaluation Expert

About Us

MDF West Africa Limited (MDF West Africa) is a training and management consultancy firm that is registered in Ghana and commenced business in May 2009. MDF West Africa serves global and local clients in any of the West African countries and beyond. With a core staff of 28 professionals, supported by a network of 25 associated trainers/consultants, MDF West Africa is a multi-project organisation implementing approximately 15 projects simultaneously.

MDF West Africa is a fully owned local subsidiary of MDF Training & Consultancy BV that has been building the capacity of individuals, organisations, and networks since 1984 with the mission of 'empowering people, creating impact'. The Global MDF operation has offices in the Netherlands, Belgium, Kenya, Ghana, D.R. Congo, Sri Lanka, Vietnam, Bangladesh, Indonesia, Myanmar and project offices in Rwanda, Uganda, and Benin. MDF offers open-subscription training courses, tailor-made training and workshops, and consultancy services in multiple sectors. MDF also provides support to organisations in the design and implementation of project monitoring and evaluation and learning (MEL) processes.

Being part of the MDF Global network and being an independent Ghana-based regional management consulting and training firm, we bring the best of both worlds. We bring over 38 years of global experience in development intervention, project design and program management enriched with our locally gained expertise. We draw upon our extensive experience in implementation of both public and private sector initiatives in developing economies. MDF West Africa can draw upon expertise from other regions where MDF Global is operating.

Job Description

MDF West Africa is looking for an experienced Monitoring and Evaluation expert to join our M&E and Learning (MEL) Team in the acquisition and execution of M&E-related assignments across the West Africa region and beyond. The MEL team specialises in the execution of assignments in different thematic areas which include but not limited to WASH, Education, Agriculture, Empowerment and Entrepreneurship, Governance, Humanitarian Aid. The ability of the MEL Team to implement assignments that cut across different thematic areas allows the cross-fertilisation of resources and ideas, generating optimum service to our clients.

Within this role, you will have the opportunity to work with a variety of clients and travel within the West Africa region. You will be part of the international MDF network and therefore work with and learn from colleagues from Africa, Europe, and Asia.

MAIN TASKS AND RESPONSIBILITIES

A. Acquisition of Assignments

- Support the identification, follow-up, and responses to training & consultancy opportunities with clients in the West African region. This includes exploring opportunities within the MDF network.
- Analyse and understand client requests for services based on available terms of reference/request for proposal and/or direct contact via phone, intake meetings (visits) and or email.
- Support and steer the proposal writing process together with selected team members.
- Develop strategies and put in writing how you would approach an assignment i.e., the methodological approach, work plan, budget, team composition etc.
- Represent MDF during functions and participate in formal and informal gatherings to build a network of clients and partners.

B. Execution of Assignments

- Execute consultancies assignments in planning, monitoring and evaluation.
- Take the lead and steer a team of 2 to 5 staff/colleagues/partners during execution of assignments.
- Update MDF West Africa management on assignment execution status whilst presenting issues/concerns and recommended measures to address them.
- Maintain client contact during execution and contracting of assignments i.e., process management. Be the focal person for the client.
- Lead the report writing process and ensure report quality.
- Maintain client and partner relationships.
- Provide needed support on other assignments where other MDF colleagues are Team Leaders.

NEEDED COMPETENCIES

A. Technical Competencies and Professional Experience

- Management expertise in projects, programmes, teams, or organisations i.e., steering people, providing business advisory, client management, fiscal management, knowledge management.
- Served as team leader for single and multi-country programme external evaluation assignments applying quantitative and qualitative methodologies such as outcome mapping, outcome harvesting, contribution analysis, and quasi-experimental studies applying sampling techniques and using among others difference-in-difference methods.

- Expertise in assisting organisations or programmes in the design and management of monitoring and evaluation strategies, frameworks and plans including the development of data collection, analysis, and reporting tools and templates.
- Strong expertise in online data collection and analysis using digital technologies such as Kobo Collect, Survey Monkey, Akvo FLOW, and Ona, among others.
- Strong data collection and processing skills i.e., data gathering via interviews, focus-group discussions, checklists and analysing situations, documents, data sheets.
- Strong quantitative data analysis skills via Excel, SPSS, Nvivo, MaxQData and other data analysis software. A background in statistics studies and application at work will be an advantage.
- Ability to write strong proposals and reports i.e., clear, to-the-point, high analytical, in-depth, proper English (or French), timely, understanding client needs.
- Previous consultancy and advisory expertise, individually or as part of an organisation/firm.
- Strong participatory, facilitation, and presentation skills/expertise. Confidence in presenting to and guiding a group (4-25 people) with an international profile.
- Maintaining client relationships and networking.
- At least 10 years of working experience in an international context, with a minimum of 5 years as lead evaluator/consultant.
- Ability to handle administrative, modern communication and knowledge management technologies – Office 365 Suite, Adobe, PiktoChart, online data collection tools and more.
- Sub-Regional (ECOWAS) and international working experience.
- Education level: Master's degree or equivalent in (international) business management, social studies, international development and or relations, international trade etc.
- Excellent ability to speak and write in English on a professional level. Knowledge of French will be an asset.

Personal/Social

- Service-and-client-oriented.
- Independent worker, pro-active/takes initiative, business-driven, professional attitude.
- Team player, flexible, goes the extra mile, not a 9 to 5 mentality.
- Effective communication skills (both verbal and written) on a regional and international level via email, phone, and face-to-face i.e., respectful, business-oriented, broad vocabulary, understanding of culture and customs.
- Practice transparency in dealing with colleagues and clients.
- Can deal with productivity and turnover targets.
- Committed to continuous learning and self-improvement.
- Interest in management for development.

How to Apply

- The position will be full-time (40-hour work week).
- Submit your application to **mdfwa@mdf.nl** with a copy to koa@mdf.nl, using the subject: **Application Senior Monitoring and Evaluation Expert** before the **30th of September 2022** (11:59 PM GMT). We will not consider any applications received after this date.
- Your application should include the following:
 - A cover letter (2-page maximum), outlining your interest, motivation, and qualifications for the position.
 - Your CV (including two professional references).
 - A sample of relevant work.
- An assessment and reference check will be part of the application procedure.
- There are no relocation funds available.
- ECOWAS nationals are encouraged to apply.
- MDF is an equal opportunity employer, and our hiring policy is based on merits and qualifications. We encourage qualified women and men to apply.

ONLY SHORTLISTED CANDIDATES WILL BE CONTACTED WITHIN THE SELECTION AND INTERVIEW PERIOD THAT ENDS ON THE 14TH OF OCTOBER 2022.