



JOB ADVERTISEMENT- FIELD MONITORING AND EVALUATION OFFICER

Organization	COOPI – Cooperazione Internazionale is a relief and development organization founded in Italy in 1965. COOPI's envisions a world without poverty where diverse cultures live together sharing equal rights and equal opportunities. COOPI's mission is to reduce poverty in the global South through interventions of long-term sustainable international cooperation. COOPI also conducts advocacy activities in Italy, to fight the cause of the serious economic gap between the North and South.
Position	Field Monitoring and Evaluation Officer
Reporting To	MEAL Coordinator
Duration	5 Months
Location	1 officer - for Baidoa Project Sites
Key Tasks	<p>The Field Monitoring Officer role is to support in projects accountability, quality assurance and learning, implementation of the monitoring and evaluation system by ensuring the timely collection, dissemination and use of M&E findings to improve projects policies and practices.</p> <ul style="list-style-type: none"> • In collaboration with the PM, participate to the launch of the program in field and support determine information needs of the project management, implementing partners and primary stakeholders, the cooperating institution and funding agencies; • In collaboration with the PM, organize regular project monitoring and review the relevant data collection tools designed by the Data Analyst ensuring that they capture data on information needed for monitoring and evaluation of performance of the projects; • In consultation with the Data Analyst, agree on how to collect, record, analyze & report progress against planned targets for each level of the log frame; • Undertake the routine field checking of the work of enumerators, supervise quality in the field and ensure data accuracy and completeness; • Support the PM in execution of projects monitoring plan, including how and when to measure progress towards achievement of outcomes and associated indicators; • Review beneficiary selection criteria processes and verify the targeting of beneficiaries through post-distribution monitoring; • Use various participatory and quantitative methods to collect data including focus group discussions (FGDs) and post-distribution monitoring; • Undertake routine field checking to ensure that the project is implemented as planned and that beneficiaries are fully aware of the project deliverables; • Regularly interact with the project's beneficiaries ensuring that are fully aware of COOPI's feedback and complaint mechanisms; • Responsible for ensuring that primary stakeholders are involved to the fullest extent possible in undertaking M&E; • Train and supervise survey enumerators and data entry staff on the data collection tools, methods of data collection, when required; • Ensure that data quality control processes (including data checking and daily de-briefing) is implemented for all surveys conducted; • Conduct qualitative and quantitative data analysis when requested by PMs and RPC, and write clear, concise and accurate reports in reports in English including recommendations for programming. • Following up on the feedback and complaints mechanism system in place. Answer calls, register feedbacks and complaints in strict collaboration with PM and RPC as per COOPI guidelines. • Assist the Data Analyst in developing template questionnaires for the selected beneficiaries to be called by the Complaint officer. • Assist in identifying required training support, design and conduct training for all project staff on M&E processes, including reporting process, project documentation requirements for accountability and achievement of expected results. • Prepare regular field monitoring reports on activity implementation, outputs, progress and impact/feedback from beneficiaries; in line with donors and M&E Plan
Qualifications & requirements	<ul style="list-style-type: none"> • Holder of a degree in Food Security, Sociology, Rural Development or Community Development with at least five years professional experience. • Two or more years work experience in Monitoring & Evaluation for NGOs, particularly in conducting assessments, surveys and using participatory methods for qualitative and quantitative data collection. • At least two years' experience in cash and voucher-based programming (food vouchers, cash for work, vouchers for agricultural inputs etc)

	<ul style="list-style-type: none">• Must be a Somali National with clear knowledge of the region of operation and experience working in fast paced humanitarian programming in Somalia.• Strong computer skills and ability to use standard computing packages (word, excel, outlook, power point, internet etc.)• Developed planning, organizational and research / analytical skills.• Strong team working and interpersonal skills.• Be able to communicate effectively in Somali and English Language.
Start date	August 2022
Application	<p>Send by Email 1 page letter of expression of interest and updated CV with references by the Closing date: 11th August 2022 to the following address: THE HEAD OF MISSION COOPI - COOPERAZIONE INTERNAZIONALE, via email to hr.nairobi@coopi.org copying me.nairobi@coopi.org</p> <p>NOTE: Only short-listed candidates will be contacted. Female candidates are strongly encouraged to apply.</p>