

Terms of Reference

Position Information
<p>Job Title: Monitoring and Evaluation Officer Duty Station: Abuja, Nigeria Reports to: Project Director, ECES Executive Director, ECES coordination Duration: 55 Months with a 3 months probatory period</p>
Organizational Context
<p>The European Centre for Electoral Support (ECES) is a not for profit private foundation headquartered in Brussels a global remit. ECES promotes sustainable democratic development through the provision of advisory services and operational support in favor of all electoral stakeholders, including electoral management bodies, civil society organizations dealing with civic & voter education and election observation, political parties and parliaments dealing with electoral reforms, media, security forces and legal institutions dealing to electoral dispute resolutions. ECES holds the Vice Presidency of the European Partnership for Democracy (EPD), the most important network of European civil and political society organisations working on democracy assistance. It is composed by 14 members from 11 EU Member States. EPD is the first Community of Practice on democracy assistance operating at the EU level advocating for a stronger presence of democracy support on the EU agenda. In this context, ECES and EPD have jointly crafted a strategy called "A European Response to Electoral Cycle Support - EURECS", an innovative delivery mechanism to implement electoral and democracy assistance activities that are consistent with European values and EU policies.</p> <p>Since February 2012, ECES has signed over 60 contracts in support of transparent, credible and cost-effective electoral processes and the strengthening of democratic institutions in more than 35 countries mainly, but not only, in Africa and Middle East. In addition to that, the founders and personnel of ECES have acquired extensive field experience and, taken together, ECES can count on a specific knowledge and a well-established network in over 70 countries around the world. The EU is by far the largest ECES' donor, however the organization has also signed contracts and partnered with many other organisations.</p>
Project's context
<p>The project EU-SDGN – Support to Independent National Electoral Commission of Nigeria is meant to complement the efforts of the Government to improve and strengthen democracy, especially with regards to the 2019 general elections. Within the 11th European Development Fund (EDF), national authorities renewed their commitment to cooperate in the pursuit and achievement of the objectives foreseen in the EU Support to Democratic Governance in Nigeria (EU-SDGN) 2016 – 2020 Project. The project, EU-SDGN – Support to INEC is part of a broader EU programme in Nigeria of five components as follows: Support to INEC; Support to the National Assembly; Support to Political Parties; Support to Media; and Support to CSOs. The project contributes to the reinforcement of democracy in Nigeria through building strong, effective and legitimate democratic institutions. In particular, the projects aims to 1) enhancing the capacities of the INEC and other electoral stakeholders to deliver effectively; 2) strengthening INEC's strategic planning, policy framework and operational capacity; 3) enhancing INEC's internal communication and strengthening the institutional mechanisms to engage with stakeholders. The design of the EU-SDGN project was undertaken in close cooperation with all relevant electoral stakeholders in Nigeria, taking into account the findings and recommendations of the latest EU EOM, as well as INEC internal review and report on the 2015 general elections. Furthermore, the project is built upon European Response to Electoral Cycle Support Strategy.</p>
Functions / Key Results Expected

Under the guidance of the Project Director and ECES Executive Director, the Monitoring and Evaluation Officer will have the following specific responsibilities and will provide the following deliverables:

- Develop and strengthen monitoring, inspection and evaluation plan and procedures;
- Monitor all project activities and progress towards achieving the project outputs;
- Develop monitoring and impact indicator for the project success;
- Monitor and evaluate overall progress on achievement of results and update (if needed and in accordance with the EU), the project documentation to reflect potential modifications in the activities;
- Monitor the sustainability of the project's results;
- Suggest strategies to the Project Director for improving the efficiency and effectiveness of the project by identifying bottlenecks in completing project activities; potential synergies with other components or risks of duplications and developing plans to minimize or eliminate such bottlenecks;
- Report monthly, quarterly, half-yearly and annual progress on all project activities and provide inputs, information and statistics for quarterly, annual and other reports;
- Participate in annual project reviews and assist the Project Director in preparing relevant reports;
- Record, manage and preserve monitoring and evaluation data in a safe and accessible way;
- Assist the project personnel with M&E tools and in supporting them in their use;
- Provide feedback to the Project Director on project strategies and activities;
- Support the Project Director on demand and implement all required working tasks.

VALUES

- Promotes the vision, mission and strategic goals of the ECES;
- Displays cultural, gender, religion, race, nationality and age sensitivity and adaptability;
- Demonstrates integrity by modelling ECES' values and ethical standards.

Recruitment Qualifications

Education:	Bachelor Degree in political sciences, international relation or related field
Experience:	<ul style="list-style-type: none"> • At least 5 years of experience in the design and implementation of M&E/MIS in development projects implemented by national/international NGOs/UN bodies/ Government; • Prior working experience within international/not for profit organisations and experience of working with EU funded projects is an added advantage; • Working knowledge on MIS, M&E and development issues; • Excellent knowledge of monitoring and the application of methodology; • Good understanding of capacity assessment methodologies; • Experience in designing tools and strategies for data collection, analysis and production of reports • Experience drafting reports and expertise in analysing data using statistical software; • Ability to prioritize work, multi-task and meet deadlines; • Sound analytical judgment • Ability to work with results-orientation and efficiency in a multi-tasking environment; • Strong planning, communication and writing skills; • Strong interpersonal skills and flexibility, responsibility, integrity, team work, self-motivated, preparedness to work off-time; • Excellent computer literacy

	<ul style="list-style-type: none">• Ability to perform effectively under high pressure, hardship conditions and long working hours.• Capacity to handle with diplomacy and in responsible and flexible manner political sensitive issues.
Language Requirements:	Excellent working level of English language in both writing and speaking. Fluency in French is considered an asset. Good knowledge of Hausa