

## **Policy Monitoring and Evaluation Specialist**

### **Reports To**

Director of Programme Strategy

### **Job Overview**

Define output and outcome results for planning, monitoring and evaluating the delivery of projects, including assessing achievement of results and value for money.

### **Responsibilities and Duties**

1. Design and maintain the RDA Performance, Monitoring and Evaluation (M&E) Results, Value for Money, and Contractor Evaluation frameworks for the Agency to ensure accountability and transparency at all levels.
2. Maintain independence of the M&E function to ensure objective review of project progress.
3. Lead and track the implementation of the monitoring process.
4. Provide technical leadership to capture and communicate programme results, as well as ensure high-quality, timely, valid and verifiable data collection, analysis and reporting.
5. Lead on design and production of economic analysis to support project planning and delivery, including compiling and analysing economic data as inputs to programme and project planning.
6. Provide specialist analysis and input to the production of business cases and statements of requirements/project proposals in collaboration with Ministries.
7. Ensure a process of continual learning and adaptation resulting from political and economic analysis of various sectors across public and private sectors.
8. Provide support to Communication team in displaying achievements through mediums such as production of infographics and data demonstrations and visualisations.
9. Oversee preparation of monthly, quarterly and annual progress reports on the status of project implementation; and contribute to other RDA reports as required.

## Qualifications

- Master's degree (or relevant professional experience) in social sciences (economics, statistics), public policy/administration, international affairs, development studies, or related field.
- Bachelor's degree in social sciences, international affairs, development studies, or related field.
- 5 – 7 years progressive experience in M&E, policy and/or data analysis managerial or senior roles.
- Proven experience managing multi-year, complex projects.
- Experience in qualitative and quantitative research
- Experience of value for money assessments and cost benefit analysis preferred
- Excellent decision-making and leadership capabilities
- Excellent analytical, presentation, and communication skills
- Ability to quickly/easily adjust to changing priorities/direction
- Demonstrated experience using requisite software

## Work Environment

Environment: Office and field environment; travel from site to site; exposure to computer screens.

Physical: Sufficient physical ability to work in an office setting and operate office equipment; sit and stand for prolonged periods of time; operate motorized vehicles.

Vision: See in the normal visual range with or without correction; vision sufficient to read computer screens and printed documents.

Hearing: Hear in the normal audio range with or without correction.