



## TERMS OF REFERENCE

### I. POSITION INFORMATION

SVN No:	SVN/IOMSO/032/2014
Position title	Short Term under 3 <sup>rd</sup> Party
Position grade	Monitoring and Evaluation Assistant
Type of contract	Ungraded Stipend Equivalent to US \$200pm
Duty station	Until 30 <sup>th</sup> June 2014
Duration of Assignment	Odweyne, Somaliland
Seniority band:	N/A
Job family:	Programs
Organizational unit:	Field Coordination Unit
Position rated "	NO
Subject to rotation	NO
Reporting directly to	Senior Project Advisor
Overall supervision by	Deputy Program Manager - Programs
Managerial responsibility	NO
Directly reporting staff	None

### II. ORGANIZATIONAL CONTEXT AND SCOPE

The Transition Initiatives for Stabilization (TIS) program is funded by USAID and implemented by the International Organization for Migration (IOM). The overall program goal is to mitigate conflict, promote stability and community cohesion, and to strengthen citizens' relationships with government officials. TIS implements quick impact activities linked to longer-term stabilization goals.

Under the overall supervision of the Mayor of Odweyne and the direct supervision and guidance of the Senior Project Advisor of the TIS program, the M&E assistant will be responsible for the coordination and implementation of the M&E deliverables of all TIS grants in Odweyne district.

### III. RESPONSIBILITIES AND ACCOUNTABILITIES

1. Work closely with the Project Assistant in Odweyne to ensure the coordination of grant data collection
2. Maintain a secure file storage system for all data collected
3. Coordinate with the TIS Hargeisa Office in collecting grant-related information for weekly reporting purposes
4. Support the development and implementation of mid line (and end line) surveys for the TIS including data collection and analysis process
5. Support the maintenance of the Activity Database content, including quality control to ensure data quality, accuracy, consistency and completeness and compliance with donor's database standards;
6. Carry out media monitoring and writing impact reports to publicize the work of the district administration to both the local community and donors;
7. Previous experience with the Odweyne local government is an advantage.
8. Perform such other duties as may be assigned.



The incumbent is expected to demonstrate the following technical and behavioural competencies

## Behavioural

### **Accountability**

- Creates a respectful office environment free of harassment and retaliation, and promotes the prevention of sexual exploitation and abuse (PSEA);
- Accepts and gives constructive criticism;
- Follows all relevant procedures, processes, and policies;
- Meets deadline, cost, and quality requirements for outputs;
- Monitors own work to correct errors;
- Takes responsibility for meeting commitments and for any shortcomings;

### **Client Orientation**

- Identifies the immediate and peripheral clients of own work;
- Establishes and maintains effective working relationships with clients;
- Identifies and monitors changes in the needs of clients, including donors, governments, and program beneficiaries;
- Keeps clients informed of developments and setbacks;

### **Continuous Learning**

- Contributes to colleagues' learning;
- Demonstrates interest in improving relevant skills;
- Demonstrates interest in acquiring skills relevant to other functional areas;
- Keeps abreast of developments in own professional area;

### **Communication**

- Actively shares relevant information;
- Clearly communicates, and listens to feedback on, changing priorities and procedures;
- Writes clearly and effectively, adapting wording and style to the intended audience;
- Listens effectively and communicates clearly, adapting delivery to the audience

### **Creativity and Initiative**

- Actively seeks new ways of improving programmes or services;
- Expands responsibilities while maintaining existing ones;
- Persuades others to consider new ideas;
- Proactively develops new ways to resolve problems;

### **Leadership and Negotiation**

- Convinces others to share resources;
- Actively identifies opportunities for and promotes organizational change;
- Presents goals as shared interests;
- Articulates vision to motivate colleagues and follows through with commitments;

## Performance Management



- Provides constructive feedback to colleagues;
- Identifies ways for their staff to develop their abilities and careers;
- Provides fair, accurate, timely, and constructive staff evaluations;
- Uses staff evaluations appropriately in recruitment and other relevant HR Procedures;
- Holds directly reporting managers accountable for providing fair, accurate, timely, and constructive staff evaluations;

### **Planning and Organizing**

- Sets clear and achievable goals consistent with agreed priorities;
- Identifies priority activities and assignments for self and others;
- Organizes and documents work to allow for planned and unplanned handovers;
- Identifies risks and makes contingency plans;
- Adjusts priorities and plans to achieve goals;
- Allocates appropriate times and resources to complete tasks;

### **Professionalism**

- Masters subject matter related to responsibilities;
- Identifies issues, opportunities, and risks central to responsibilities;
- Incorporates gender-related needs, perspectives, and concerns, and promotes equal gender participation;
- Persistent, calm, and polite in the face of challenges and stress;
- Treats all colleagues with respect and dignity;
- Works effectively with people from different cultures by adapting to relevant cultural contexts;

### **Teamwork**

- Actively contributes to an effective, collegial, and agreeable team environment;
- Contributes to, and follows team objectives;
- Gives credit where credit is due;
- Seeks input and feedback from others;
- Delegates tasks and responsibilities as appropriate;
- Actively supports and implements final group decisions;
- Takes joint responsibility for team's work;

### **Technological Awareness**

- Learns about developments in available technology;
- Proactively identifies and advocates for cost-efficient technology solutions;
- Understands applicability and limitation of technology and seeks to apply it to appropriate work;

### **Resource Mobilization**

- Establishes realistic resource requirements to meet the TIS Somaliland program needs;
- Builds stable strategic alliances with relevant parties;

### **Technical**

1. Bachelor's degree in Social Science or an equivalent field;
2. A minimum of three years' experience in monitoring and evaluation, preferably in fragile state context;
3. Strong communication skills with the ability to effectively and persuasively present information in a variety of settings and formats;



IOM International Organization for Migration  
OIM Organisation internationale pour les migrations  
OIM Organización Internacional para las Migraciones

4. Familiar with activity and grant reporting methods and information management systems;
5. Advanced knowledge of Microsoft Office, with proven experience in Access, Excel and Power point.

## V. EDUCATION AND EXPERIENCE

1. Bachelor's degree in Social Science or an equivalent field;
2. A minimum of three years' experience in monitoring and evaluation, preferably in fragile state context;
3. Strong communication skills with the ability to effectively and persuasively present information in a variety of settings and formats;
4. Familiar with activity and grant reporting methods and information management systems;
5. Advanced knowledge of Microsoft Office, with proven experience in Access, Excel and Power point.

## VI. LANGUAGES

### Required

Fluent English and Somali

**Method of Application:** Interested candidates should submit CV and a cover letter indicating the Vacancy Notice Number, with three professional references and contacts (email or telephone) to the:

International Organization for Migration (IOM)  
Somalia Coordinating office in Nairobi  
Human Resources Department,  
Gitanga Groove, off Gitanga Road  
P.O. Box 1810 - 00606  
Nairobi

Or

Send by email to: [recruitmentsomalia@iom.int](mailto:recruitmentsomalia@iom.int)

**Closing date: 6<sup>th</sup> May 2014**

**ONLY SHORT-LISTED APPLICANTS WILL BE CONTACTED**

*Qualified applicants from **Odweyne** will be favorably considered:*