

TOR – Country M&E Assistant

Title of the position: **Country Monitoring & Evaluation Assistant**

Department: **NACP Monitoring & Evaluation**

Supervision: **NACP Manager and ALCO Executive Secretary**

Location: **NACP (Cote d’Ivoire, Ghana, Togo, Benin, Nigeria)**

Duration of the contract: **One year renewable**

Background and Justification

The Executive Secretariat of Abidjan-Lagos Corridor Organization (ALCO) received within the framework of the 6th round of the Global Fund to fight HIV/AIDS, Tuberculosis and Malaria a grant for the implementation of the project titled “Intensification of STI/HIV/AIDS Intervention targeting mobile populations: Consolidation and Extension of the Joint Regional STI/HIV/AIDS Project along the Abidjan-Lagos Transport Corridor”.

The purpose of the project is to slow down HIV spread and to reduce morbidity and mortality related to the pandemic within the mobile populations and the people in contact with them. To achieve this goal, 5 objectives were set down and a whole of activities is envisaged for the benefit of the target groups such as, commercial sex workers, truckers, uniformed service personnel, traders, the itinerant salesmen, women porters etc. The main intervention sites of the project are the border sites but also regional markets, ports and prostitution sites along Abidjan-Lagos corridor.

After 24 months of implementation for the Phase 1 during which ALCO relied on the services of an institution for the monitoring and evaluation of the project, it has decided to change strategy during Phase 2 by taking over entirely the monitoring and evaluation of the project by strengthening its team. This strengthening will be through the recruitment of a Country M&E Assistant in each country. The latter will be based at the National AIDS Control Program and will work on the terms of reference in order to ensure data quality and maintain permanent contact with the NACP.

MAIN FUNCTIONS:

Why a Country M&E Assistant?

The permanent presence of Country M&E Assistant who is under ALCO in each country helps to facilitate the collaboration and coordination links between the national program and ALCO Executive Secretariat.

Roles of the Country M&E Assistant

The Country M&E Assistant who comes under ALCO and placed under the supervision of the NACP Manager of the concerned country, is responsible for the project data collection, data quality in the country, supervision and coordination of M&E activities in all the ALCO-supported health centers and at the level of all the SRs in the country.

S/he must conduct rigorous monitoring of the implementation of all the measures contained in the MOU signed between the ALCO Executive Secretariat and the national program especially the measures planned to avoid duplication of data. S/he must ensure the management and dissemination of data and information and actively participate in the conduct of planned studies in particular the BSS, sentinel surveillance, etc.

Main tasks and responsibilities

Under the joint supervision of the NACP Manager and the ALCO M&E Specialists, the Country M&E Assistant will conduct the following activities in the country:

- ◆ Coordinate and supervise in the country the implementation of all planned activities for the project
- ◆ Provide technical assistance to the SRs and SSRs (NGOs, health centers, etc.) in the country in view of facilitating the synergy and the complementarity between the ALCO M&E activities and that of the national program
- ◆ Train the personnel of the sites involved in data collection in the use of data collection tools so as to ensure quality data collection
- ◆ Train the personnel of the sites in the use of Excel program
- ◆ Ensure data collection at the level of SRs based on the agreed periodicity (monthly, quarterly)
- ◆ Enter and analyze the various data collected into the DHIS2
- ◆ Ensure the availability of data collection tools at all the sites
- ◆ Ensure good and proper filing of reports and data collection tools
- ◆ Hold a monthly debriefing with the SRs and SSRs on the implementation of planned activities in the micro planning
- ◆ Ensure the reliability and quality of data collected and transmitted by the SRs and SSRs
- ◆ Create a database of the Global Fund project in the country in view of regularly feeding the general database of the country
- ◆ Ensure the liaison with the Focal Persons of the project at the NAC as well as the collaboration with all the concerned partners in the country in particular UNAIDS
- ◆ Organize quarterly data control and verification missions at the level of the SRs and SSRs
- ◆ Participate in joint supervision missions with the NACP and partners on the sites of the project
- ◆ Participate on behalf of ALCO in meeting organized by the main partners, NACP, NAC, CCM, UNAIDS Thematic Group and present a summary report of the main achievements of the project in the country

- ◆ Ensure the no duplication of data, target groups and activities implemented within the framework of the project in the country and ensure the harmonious implementation of the continuum of care
- ◆ Coordinate in the country in collaboration with the Focal Person quarterly data validation meetings and disseminate data validated by the LFA and the Global Fund to the national program and partners
- ◆ Prepare periodic activity reports and send them to the ALCO M&E unit within the time limit
- ◆ Produce to the Executive Secretary, the NACP, PGB/CCM, UNAIDS Thematic Group, quarterly and annual activity reports on the achievements of the project in the country

Experience and skills required

- ◆ Be a specialist in the following areas: Statistics, Economy, Epidemiology, Social Sciences, Public Health or equivalent with a professional experience in M&E in the area of HIV/AIDS
- ◆ Have experience in planning and in the collection and management of data
- ◆ Have skills in the use of statistical software and database management system (knowledge of DHIS2 will be an advantage)
- ◆ Have good knowledge of the health system of the country especially the policy governing the AIDS response
- ◆ Show experience in collaboration with local and international partners including NGOs, Civil Society Organizations and the private sector involved in the fight against HIV/AIDS
- ◆ Have prior experience with a development partner in particular the Global Fund to fight AIDS, Tuberculosis and Malaria will be an advantage
- ◆ Have good verbal and written communication (French aptitude will be an added advantage)