

## **TOR – Data Manager**

Title of the position: **Data Manager**

Department: **Monitoring & Evaluation**

Supervision: **ALCO Executive Secretary**

Location: **ALCO, Cotonou Benin**

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 6<sup>th</sup> 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. Following the resignation of the M&E Specialist in charge of data management, it is necessary to find a replacement in view of ensuring the continuity of the M&E service.

### **Tasks:**

Under the supervision of the ALCO Executive Secretary and in collaboration with the other members of the M&E unit, the M&E Specialist will conduct the following activities:

- ◆ Participate in the review of the M&E plan based on the recommendations of the Global Fund
- ◆ Participate actively in the preparation of annual action plans and quarterly workplans as well as the update of results and resources frameworks
- ◆ Ensure the management and monitoring of the project database using the DHIS2 software and ensure the regular update of the Global Fund contractual indicators matrix
- ◆ Ensure the training of Country M&E Assistants, the database managers at the health centers as well as the M&E officers of the SRs on the use of the DHIS2 software and other data collection tools
- ◆ Install the DHIS2 software in each country and ensure its effective operationalization
- ◆ Ensure that data collected are reliable and exhaustive and participate in the development of quarterly reports as required and using the Global Fund template

- ◆ Ensure that the deadline for submitting data and summary reports by the Country M&E Assistants to the Central M&E unit is respected
- ◆ Analyze Sub-recipients' quarterly reports and ensure that the reports follow the quarterly report format and that the expected results are in line with those in the contract agreement
- ◆ Participate in joint quarterly supervision missions with the national programs, the CCM and in the validation of data in the five countries of the corridor
- ◆ Contribute to the preparation of synthetic reports and project data sheet meant for partners and donors
- ◆ Participate in the organization and the conduct of all planned studies for monitoring and evaluation
- ◆ Provide proactive support to the Monitoring & Evaluation unit
- ◆ Support the organization of the LFA quarterly supervision missions
- ◆ Ensure proper filing and classification of information and other documents produced by the project
- ◆ Any other task connected to the monitoring and reporting of activities funded by the Global Fund

**Profile and qualification:**

- ◆ Be a holder of a university Degree or equivalent in Economics, Statistics, Demography, Public Health, Computer Science with a professional experience of at least 5 years in management of programmatic data and M&E
- ◆ Have a minimum of 5 years working experience in Monitoring and Evaluation, management of data and reporting of HIV/AIDS programs and projects
- ◆ Have sufficient knowledge of performance-based management mechanisms of the Global Fund to fight AIDS, Tuberculosis and Malaria, in particular the development quarterly reports, data quality control
- ◆ Have good knowledge in programming and creation of database
- ◆ Have knowledge of database management applications (DHIS2, ACCESS, WINDEV...)
- ◆ Have skills in the use of publication and presentation software (Publisher, PowerPoint...)
- ◆ Language aptitude: French and English
- ◆ Have team spirit and initiative
- ◆ Be able to work under pressure and in a multicultural environment