

TOR - Specialist in Planning

Title of the position: **Specialist in Planning**

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 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 Planning and Monitoring & Evaluation Specialist. The latter will be based at the M&E department and will be in charge of planning, data quality, strategic information and maintain permanent contact with the national M&E system of the NACPs.

Tasks:

Under the supervision of the ALCO Executive Secretary, the Planning and M&E Specialist will conduct technical activities. His/her main duties will be among others to:

- ◆ Coordinate ALCO planning activities
- ◆ Lead the development of ALCO strategic and operational plans
- ◆ Develop technical tools for planning, monitoring & evaluation of activities of projects implemented by ALCO in collaboration with the other specialists
- ◆ Develop tools to help in decision-making for the improvement of programs

- ◆ Ensure the good implementation of action plans, conduct regular evaluation in terms of results and impacts
- ◆ Ensure the setting up and the implementation of M&E support mechanisms for all the activities and all the projects
- ◆ Ensure the monitoring of the implementation of the M&E plan based on the directives and supervise the validation of data and technical reports
- ◆ Draft evaluation protocols and conduct evaluation within the framework of the project
- ◆ Develop with the concerned personnel the technical matrix (results, induced effects, indicators, etc.) and their application modalities
- ◆ Adapt and/or develop the main tools and mechanisms for: monitoring results, monitoring induced effects, evaluating effects and knowledge management
- ◆ Participate in the development of protocols and procedures for planning and monitoring & evaluation
- ◆ Document results, coordinate the documentation of best practices
- ◆ Participate in the budgeting of action plans

Profile and qualification:

- ◆ Be a holder of a university Degree or equivalent in Economics, Statistics, Social Sciences, Demography, Public Health, with a professional experience of at least 5 years in planning, M&E in the area of development
- ◆ Have good knowledge of computer software necessary to conduct the assigned tasks
- ◆ Have excellent study and evaluation reports writing skills
- ◆ Capacity to use various data to produce strategic information
- ◆ Have good experience in the development of strategic plans, action plans and budgeting and in proposal development
- ◆ Have prior experience in operational planning of HIV/AIDS activities
- ◆ Have in-depth knowledge of the problematic in project management, M&E and experience in developing planning technical tools
- ◆ Language aptitude: French and English
- ◆ Have team spirit and initiative
- ◆ Be able to work under pressure and in a multicultural environment
- ◆ Have prior experience with a development partner in particular the Global Fund to fight AIDS, Tuberculosis and Malaria
- ◆ Have good writing (scientific publication) and communication skills (written and spoken)