



## **Head of Monitoring and Evaluation (Ref: DDG-R4D/H/MES/05/17)**

**Background:** The International Institute of Tropical Agriculture (IITA) invites applications for the internationally recruited position of **Head of Monitoring and Evaluation**.

The International Institute of Tropical Agriculture (IITA) is a not-for-profit institution that generates agricultural innovations to meet Africa's most pressing challenges of hunger, malnutrition, poverty, and natural resource degradation. Working with various partners across sub-Saharan Africa, we improve livelihoods, enhance food and nutrition security, increase employment, and preserve natural resource integrity. IITA is a member of CGIAR, a global agriculture research partnership for a food secure future. Please visit <http://www.iita.org/> for more information on IITA.

The Head of Monitoring and Evaluation (M&E) shall provide leadership for establishing and nurturing a strong, integrated and effective institutional M&E framework for IITA.

Leadership tasks include, but are not limited to guiding the institution into building a strong M&E culture and practice; obtaining, institutionalizing and managing an appropriate software platform to automate the aggregation and presentation of necessary M&E data; providing oversight to ensure quality data collection, analysis, and reporting to IITA management, donors and other stakeholders in a timely manner; building and overseeing the implementation of a strategy for capacity development of M&E personnel, focal persons as well as key partners to ensure best practices.

The Head of Monitoring and Evaluation shall provide support on proposal/strategy development, baseline and special studies, annual reporting, mid-term, and final evaluation methodologies; and facilitate critical reflection and learning across the institution based on information generated from the M&E system. In addition, contribute to increased appreciation of the need for quality M&E across the Institute, as well as increased confidence within the Unit by mentoring and appreciation of its personnel. S/he shall be based at the IITA headquarters in Ibadan, Nigeria and have close interaction with the four hubs, country offices, and IITA project sites.

### **Position/Responsibilities**

The specific responsibilities of the Head of M&E will include:

#### **Institutional M&E Leadership (70%)**

- Guide the conduct of M&E across all projects and programs of the institute.
- Institutionalize and manage the automation of M&E processes.
- Generate verifiable information for strategic decision-making through aggregation of data from all reporting levels.
- Lead the integration of results-based management into all interventions.
- Represent IITA on the CGIAR M&E groups, and regional M&E communities of practice.
- Review progress on achieving institutional objectives and provide IITA Management with information about important lessons learned and replicable practices.
- Collaborate with other research support units to implement knowledge management systems that provide up-to-date information on institutional performance and operational effectiveness.
- Collaborate with the impact assessment team to streamline methodologies for measuring results.
- Coordinate the institute-wide M&E team that includes M&E professionals and focal persons of hubs or other projects.
- Interact and contribute to data aggregation and alignment functions of KPIs and Systems and Site Integration.

- Maintain/Develop M&E related collaborative relationships with strategic partners on behalf of IITA.
- Continuously review, the M&E framework and ensure existence of M&E competences throughout the institution in terms of human and resource capacity as well as an enabling environment.
- Identify and minimize existing M&E procedures leading to duplicated efforts in order to save IITA's resources.

#### **Hub/Program/Project Level M&E Leadership (30%)**

- Work with hub-level M&E personnel to review hub level M&E status and provide requisite support to strengthen the systems with specific attention to project inception, implementation and the various stages of project evaluations.
- Support program/project teams in development and implementation of M&E systems that satisfy institutional and donor standards, which include:
  - M&E plans with clearly defined indicators reflecting causal models;
  - Procedures for collection, collation, analysis, reporting, and use of data for decision-making;
  - Monitoring, documentation and learning approaches that are integrated, aligned, and mainstreamed into project activities and coordinated with stakeholders;
  - Plans for evaluation studies on outcome and impact level achievements.
- Develop staff capacity in maintaining data quality standards, and conduct data quality audits of all sources of M&E data that are reported.
- Support the use of appropriate software systems within the hubs, country offices and programs/projects as well as linkage to the institutional wide software system.

#### **Educational Qualifications**

The candidate should hold a PhD, MBA or similar advanced degree in a relevant field.

#### **Core Competencies:**

- At least 10 years of relevant experience.
- Excellent track record in developing M&E frameworks and implementing results-based performance management.
- Proven leadership skills and sensitivity to cross-cultural and gender issues and ability to work with multi-disciplinary teams.
- Excellent interpersonal and communication skills.
- Excellent written and oral communication skills in English language are required with proficiency in other international languages viewed as a strong asset.
- Demonstrated strategic thinking and time management skills.
- Commitment to gender equity and diversity
- Knowledgeable in:
  - performance analysis indicators
  - logical framework approach
  - theory-based evaluation
  - formal survey techniques
  - rapid appraisal methods and other participatory methods
  - cost-benefit analysis and impact assessment approaches
- Conversant with database development, storage and management.

**Duty Station:** IITA Headquarters, Ibadan, Nigeria.

**General information:** The contract will be for an initial period of three years. IITA offers internationally competitive remuneration package paid in U.S. Dollars.

**Applications:** Applications must include covering letter which should address how the candidate's background/experience relates to the specific duties of the position applied for, curriculum vitae, names and addresses of three professional referees (which **must** include either the Head of the applicant's

current or previous organization or applicant's direct Supervisor/Superior at his/her present or former place of work). The application should be addressed to the Head, Human Resources Service. Please complete our online application form using this link: <http://www.iita.org/careers>

**Closing Date:** 2nd June 2017

**IITA is an equal opportunity employer and particularly welcomes applications from women candidates.**

*Please note that only shortlisted candidates will be contacted.*