Monitoring, Evaluation and Research Lead (MERL) 
Madagascar

**Department**: WSUP Madagascar

**Place of work**: Antananarivo with some travel to Mahajanga, Toliara and potential international travel.

**Duration**: Full-time, fixed term contract for 12 months, 3-month probationary period, ideally starting January 2018

**Salary**: WSUP offers competitive compensation package (gross) from MGA 30,000,000 to MGA 40,800,000 per annum based on relevant experience including other admissible organizational benefits.

**Reports to**: Madagascar Country Programme Manager (Madagascar CPM)

**About WSUP**

WSUP is a not-for-profit company that helps transform cities to benefit the millions who lack access to water and sanitation. We were created in 2005 as a response to the urban explosion that has left many cities unable to provide basic services, such as access to a toilet or drinking water, to low-income communities. We work alongside local providers, enabling them to develop services, build infrastructure and attract funding so that they can reach low-income communities.

To ensure that services can reach as many people as possible, and will exist over the long-term, we have a strong focus on financial viability. This means working with utilities and businesses to build services which generate revenue whilst reaching the most vulnerable urban residents, and advising regulators and governments on how to create an environment which enables businesses to succeed.

We are based in the UK with offices in seven countries in sub-Saharan Africa and Asia. As the urban specialist in water and sanitation, we are committed to sharing evidence and approaches so that our innovations can enable change around the world. Since inception we have helped over 10 million people access better water and sanitation services.
For more information about WSUP's vision and approach, see www.wsup.com

About the role

We are seeking a Monitoring, Evaluation and Research Lead (MERL) for Madagascar with relevant WASH programme implementation experiences in both urban water and sanitation service delivery to lead the monitoring aspects of our programme in Madagascar. Reporting to the Madagascar CPM and working closely with the WSUP Programme team in Madagascar, s/he will demonstrate passion and commitment to the vision of WSUP. This is a demanding role that requires a high calibre, dedicated person with a deep commitment to tackling the issue of global poverty.

Application deadline

8th December 2017 at 11.30 am (local time)

Interviews

w/c 21st December 2017

The full description can be downloaded from our website : https://www.wsup.com/vacancies/

To apply for this position, you should upload your resume and cover letter on the link above.

Please note: This job is based in Madagascar. Applicants must have the right to work in Madagascar at the time of application. Please do not apply if this is not the case.

Job Description

Overall purpose

The Monitoring, Evaluation and Research Lead will work directly with the WSUP Madagascar team under the supervision of the Programme Coordinator, and reporting to the Country Programme Manager, s/he will plan and ensure the timely and quality execution of WSUP Monitoring, Evaluation and Research activities of our programme in Madagascar and will provide conceptual input into the design of the latter as needed. S/He will be responsible for monitoring programme progress in relation to funder outputs/outcomes described via the relevant contracts and log frames.

The Monitoring, Evaluation and Research Lead will assist the Programme Director (based in UK) and the Country Programme Manager in ensuring the programme activities are being scheduled and achieved as planned.

The post requires ability to work in a team; a results-motivated attitude with ability to manage their own work within an existing framework; close attention to detail and the quality of data
collection; ability to coordinate and manage the given tasks and achieve target deliverables and outputs; an excellent ability to manage timelines and meet deadlines.

This post requires a highly motivated individual capable of undertaking the assigned tasks to a very high standard. Experience in urban WASH programmes in Madagascar would be particularly useful including engaging with Municipalities, communities and local service providers.

One of the major responsibilities of this position is to support and develop capacity building initiatives on monitoring, evaluation and related areas for the M&E, other programme staff and partners.

Main responsibilities & tasks

1. **Monitoring and Evaluation**
   Monitoring and evaluation including impact assessment and learning is a key component of the WSUP programme. The MERL will be expected to play a lead role (in close consultation with the CPM and other members of the team) in coordinating quarterly reporting and other periodic reporting from Madagascar to the WSUP Secretariat in London, in close liaison with the WSUP Evaluation, Research & Learning (ERL) team in London, who manage this reporting process. This will be a major component of the MERL’s work. The MERL may also be involved in submitting reports to the WSUP Partnerships & Development team, in line with the specific requirements of particular funders.

2. **Progress Control**
   The MERL will assist the Programme Director, Country Programme Manager and Programme Coordinator to control programme activities and achieve outputs and deliverables to match the target deliverables. The MERL will also assist in controlling risks.

3. **Monitor the quality of information and regular field visit**
   Design a quality-checking mechanism for information received from the project team and partners, to ensure high level of accuracy and clarity in data collection and reporting. Ensure that the project is using both quantitative and qualitative approaches to collect and present data in a complementary manner. Conduct regular field visits to programme areas to observe progress, with a focus on ensuring quality implementation of the project.

4. **Coordinate and implement M&E activities as required:**
   Take charge of direct execution of specific components of WSUP M&E strategy as agreed with CPM and PC. Assist with procurement process relating to M&E activities including programme baseline, mid-term and end-of-programme surveys as required. Design, plan and conduct Focus Group Discussions (FGD) in coordination with relevant staffs and partners. Orient and train relevant staff and partners for supporting M&E and project required Reporting system. Ensure quality data collection from the field through mobile phone based monitoring & evaluation system to track implementation of the program & record by using smart phone, when required.
5. **Coordination of data collection from WSUP staff, partners and services from other organizations in relation with M&E WSUP strategy**

Coordinate data collection from partner agencies on project monitoring indicators and update the WSUP M&E reporting tools on a quarterly basis. Oversee the execution and compliance with the agreed TORs of the organizations/companies that will be hired to execute specific components of M&E Strategy. Maintain liaison and coordination between various organizations (involved in project execution and implementation of the M&E Strategy), the WSUP Madagascar team and the WSUP Secretariat notably with the ERL team. Take a proactive role in maintaining contact and communications with other WSUP programme to foster cross learning between country team.

6. **Reporting**

Assist with progress reporting including contribution to fortnightly progress reports (to PD), WSUP Quarterly Reporting based on a structured M&E framework/guide. Provide progress reports to the Country Project Manager based on the programme log frame, in line with WSUP’s reporting requirements, in addition to providing specific donor reports; Report writing: different types of reporting including case studies based on the M&E data analysis.

7. **Monitoring WASH investments**

The triggering of investments to improve services to low income communities in urban WASH is critical to the WSUP programme and a key Strategic Objective. The MERL will assist in establishing a monitoring framework to track the urban WASH investments from a range of sources including public sector budgets, International Financial Institutions, household investments and expenditures, private sector enterprises, local service providers etc. The MERL will monitor and ensure that the data and information is checked, kept updated and included in appropriate WSUP reports.

8. **Research**

The MERL will work in close liaison with the WSUP Evaluation, Research & Learning (ERL) team in London, to support design and management of WSUP’s evolving commissioned research activities in Madagascar. Depending on the evolution of WSUP’s research activities in Madagascar, this work component may include:

- coordination of inputs from key stakeholders around identification of research needs (key stakeholders include urban WASH institutions, Madagascar academics, citizens voice organisations, and other international organisations active in urban WASH in Madagascar)
- own inputs to research strategy thinking, requiring careful analysis of what types of research project can generate rigorous academic findings and at the same time genuinely and substantially drive urban sanitation sector change in Madagascar
- rigorously effective management of out-sourced research work in Madagascar (at commissioning stage, and during implementation); this will involve acting as primary liaison with Madagascar researchers involved in delivery of WSUP’s research programme, to ensure close and timely researcher understanding of relevant WSUP plans and activities.
- To ensure close coordination between WSUP Madagascar and WSUP London regarding research and associated sector influence.
9. The Monitoring, Evaluation and Research Lead shall **undertake any other related tasks that shall be assigned by the Country Programme Manager.**

**Person specification**

Evidence that applicants meet the essential criteria will be assessed by the following methods: Application (A) Interview (I) Test (T), as indicated below.

**Essential**

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<th>Qualifications and experience</th>
<th>Minimum Master degree in Statistics, Social Sciences or a related field. (A)</th>
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<td>Minimum 3 years professional practical/experience in the M&amp;E field. (A)</td>
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<td>Experience in designing, planning and conducting meetings, workshops and training sessions. (I) + (T)</td>
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| Skills and abilities | Excellent computer skills: MS Project and/or Team Gantt, Microsoft Office, specifically advanced Excel, and GIS software. (T) |
|                     | Good written and spoken English, ability to present arguments in a clear and concise manner. (I) |
|                     | Team player, driven by own initiative, good communicator with the ability to work under minimum supervision. (I) + (T) |

| Other | Commitment to the vision and aims of Water and Sanitation for the Urban Poor. (I) |
|       | Ability to work effectively within a small, multi-disciplinary programme team and to liaise with institutional partners, consultants, contractors, community representatives and local politicians. (I) |

**Desirable**

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<tr>
<th>Qualifications Knowledge and experience</th>
<th>Further or higher education related to Monitoring and Evaluation (A)</th>
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<td>A demonstrable competence and experience in M&amp;E, within the WASH sector; i.e. integrated/community-based water supply, hygiene and sanitation improvement projects for international development projects. (A) + (I)</td>
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<td>Experience in creative and innovative fields (T)</td>
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<td>Experience in procurement process (T)</td>
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<td>Experience of reading and using GIS to input and abstract data (A) + (I)</td>
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<td>Research experience</td>
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<td>Knowledge of practical research methodologies across a wide range of domains</td>
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