

Monitoring & Evaluation and Knowledge Management Specialist, Terms of Reference (TORs)



Title	Monitoring & Evaluation and Knowledge Management Specialist
Location of Assignment	The Netherlands
Language(s) required	Fluency in English is required, fluency in Spanish and/or French highly desirable
Duration of Contract	Duration: the position is initially offered as a 1 year contract Start: as soon as possible, in consultation
Section & unit	Sanitation and Water for All Secretariat (the position is hosted by IRC, in The Netherlands)
Consultant Reporting to	Joost Kooijmans, COO, Sanitation and Water for All Partnership

OVERVIEW

BACKGROUND & RATIONALE

Sanitation and Water for All (SWA) is a global alliance of over 250 national governments, donors, civil society organizations and other development partners working together to catalyze political leadership and action, improve accountability and use scarce resources more effectively. The goal of the partnership is to achieve universal access to water supply and sanitation. SWA is a UNICEF-Hosted Fund and is supported by a decentralized Secretariat, which is responsible for supporting the High-level Chair and the Steering Committee, and for supporting the implementation of the SWA' Strategy 2020-30 and programme of work.

As the SWA Secretariat is growing and the partnership expanding, with new partners joining and a greater ambition for the partnership to play a lead role in supporting countries to achieve the water, sanitation and hygiene-related targets of the Sustainable Development Goals, SWA needs support in developing information and knowledge management strategies as well as in monitoring and evaluating its activities.

JOB ORGANIZATIONAL CONTEXT

Under the guidance and direct supervision of the SWA COO, the Monitoring & Evaluation and Knowledge Management Specialist will support the overall achievement of SWA's mission by working with the members of the SWA Secretariat in providing technical support and guidance on monitoring and evaluating activities and results and knowledge management. S/He will also be working with SWA partners at both national and international levels.

PURPOSE

The incumbent will provide leadership and direction on M&E to ensure the SWA achieves its goals and corresponding objectives and targets and be responsible for:

- Implementing the Results Framework to capture performance and results of the Partnership and of the Secretariat, including monitoring, evaluating and reporting on it;
- Reporting results to donors and governance bodies on M&E activities and indicator results for progress and annual reports, as appropriate;

In the area of knowledge management, the incumbent will develop a knowledge management strategy for the entire partnership and ensure the implementation of a multiple user platform.

Summary of results-based key functions / accountabilities

Monitoring and Evaluation

- Oversee the implementation of the Results Framework to capture performance and results of the Partnership and the Secretariat. Ensure that data collection and analysis from country level are coordinated and feed into to programme performance monitoring and the Results Framework. Provide periodic progress towards the RF.
- Support the development and implementation of a review process of the Commitments made by SWA Partners under the Mutual Accountability Mechanism.
- Carry out mid-year and end-of-year reviews of the annual Secretariat workplan.
- Lead results reporting to donors and governance bodies by providing written documentation on M&E activities and indicator results for progress and annual reports, as appropriate. Oversee the generation of reports to the Steering Committee, donors and partners and provide professional input to management reports, including relevant sections of the annual reports.
- Work together with the communications team to capture impact stories for a larger audience.

M&E Capacity Building

- Promote the awareness and understanding of the shared responsibility of M&E among all staff members through communication, training, learning and development activities. In close collaboration with partners, ensure that an M&E capacity building strategy for SWA staff and partners exists in the context of the Strategic Framework.
- Utilize a range of appropriate skills building strategies including self-learning, seminars and workshops and practical experience in order that SWA staff have the basic knowledge and skills in understanding and applying new M&E policies, tools, methods to fulfil their responsibilities.

Knowledge Management:

- i. Develop and manage the implementation of a SWA Knowledge Management Strategy**
 - Develop a knowledge management strategy and system for the entire partnership and coordinate and track its implementation; design and maintain a multiple user platform for knowledge management and for SWA's Mutual Accountability Mechanism;
 - Receive and update the database with periodic reports and relevant information from countries and other partners when available; Collect and disseminate lessons learned and best practices to internal and external stakeholders, as appropriate; Collate, edit and/or

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write reports related to knowledge management activities and collaborate with working groups to vet reports and success story narratives;

ii. Data management

- Assist in the design and development of the SWA data management system, including data collection tools and database;

Oversee the management and implementation of the database of the commitments of the Accountability Mechanism and relevant components of the SWA framework; Ensure proper filing of reports and data collection tools.

Impact of Results

In monitoring progress against the Partnership strategy and work plan, as well as the SWA Secretariat's work plan, the incumbent will enable the SWA partnership to demonstrate its value and impact in working with global partners to make a contribution to the achievement of the water, sanitation and hygiene for all, always and everywhere. In particular, the key results have an impact on the functioning on the Secretariat and the positioning of the partnership in the broader development landscape.

Competencies and level of proficiency required

Core Values

- Commitment
- Diversity and inclusion
- Integrity

Core competencies

- Communication
- Working with people
- Drive for results
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Functional Competencies

- Leading and Supervising
- Formulating Strategies and Concepts
- Relating and Networking
- Planning and Organizing
- Persuading and Influencing
- Applying Technical Expertise
- Entrepreneurial Thinking

Key competences, technical background, and experience required

Education:

- Advanced university degree in social sciences , demography, statistics, mathematics or related field.

Experience:

- Minimum seven years of work experience in monitoring and evaluating complex, large, multi-year international development programs
- Experience should include a minimum of four years of professional experience in knowledge management and knowledge sharing strategies.

Language Requirements:

- Excellent written and spoken English is required.
- Fluency in at least one French and/or Spanish is highly desirable.

Details of the position

You will initially be offered a one year contract, hosted by IRC, with a salary depending on qualifications and experience in IRC salary scale 16 as stated in the IRC AVR, with a maximum salary of € 4,546.-. IRC has a 40-hour work week; and our benefits package has an 8% holiday allowance; an end-of-year allowance and 35 annual leave days.

When physically based in The Netherlands, the post will require a working permit for The Netherlands (granted automatically for EU citizens).

Start date as soon as possible and in consultation.

Candidates are kindly requested to respond with a short motivation letter explaining their interest in the position and a concise curriculum vitae (the letter is a critical part of the application – unsupported CVs will be rejected) before **July 4th, 2020** to IRC, attn. Marion Giese at recruitment@ircwash.org or P.O. Box 82327, 2508 EH, The Hague, The Netherlands.

Job interviews will be scheduled in the second week of July. For additional information please visit our website at www.ircwash.org or the SWA website at www.sanitationandwaterforall.org



About the host organisation IRC

IRC is a catalyst of change, working in every corner of water, sanitation and hygiene to build and strengthen systems that transform lives. With its partners, the organisation uses its expertise to deliver water and sanitation systems in six countries and 21 districts and municipalities. IRC works with local and national governments, businesses and civil society, and with international partners around the world to promote systems thinking and delivery. Its international team is made up of over 90 recognised water, sanitation, and hygiene service specialists and dedicated field staff, based in its focus countries, Burkina Faso, Ethiopia, Ghana, Honduras, India and Uganda, as well as in the United States, and head office in The Hague, the Netherlands.

IRC's CEO Patrick Moriarty is currently the chair of the steering committee of the Sanitation and Water for all partnership.

For more information visit www.ircwash.org.