



**Terms of Reference (ToR)**

Tuesday, 10 May 2022

<b>Job Title:</b>	<b>M&amp;E Officer</b>		
<b>Duty station</b>	<b>Turkey-Sakarya</b>	<b>work nature</b>	<b>part-time possible to be full time</b>
<b>Line Manager:</b>	<b>M&amp;E Manager</b>		
<b>Number of vacancies required:</b>	<b>1</b>		

**About Horan Foundation**

Horan Foundation (HF) is a non-governmental, non-profit making, national organization. It was established in May, 2012 in response to the humanitarian needs resulting from the current situation and the humanitarian crisis in Syria to alleviate the suffering of the Syrian people. HF operates in different sectors, implement various projects and programs.

**Job Details**

**Job Summary:**

Under the overall direction of the Monitoring and Evaluation Manager and direct supervision of the project, the M & E officer will be responsible for monitoring and ensuring high quality and timely inputs, ensuring that his strategic vision is maintained and that his activities lead to the intended delivery in a cost-effective and timely manner.

The M & E Officer will be responsible for designing and implementing M & E activities in the project.

Assisting the Monitoring and Evaluation Manager in preparing weekly/ monthly reports on progress in the project and monitoring project activities on a regular basis and developing and maintaining project management information systems Related to project activities.

**Main Responsibilities and Tasks :**

- 1-Conducting Pre and Post Evaluation
- 2-Satisfaction Surveys
- 3-Creation of monitoring tools to assess in controlling activities implementaion results and indicators
- 4 Develop and strengthen monitoring, inspection and evaluation procedures.
5. Monitoring all project activities, expenditures and progress towards project output.
- 6 . Recommend further improvement in the work of the logical framework
- 7 . Develop a monitoring and impact indicator for project success
- 8 . Monitoring and evaluating overall progress in achieving results
9. Monitoring sustainability of project results
- 10 . Provide Monitoring and Evaluation Manager feedback on project strategies and activities
11. Propose project management strategies to improve project efficiency and effectiveness by identifying bottlenecks in completing project activities and developing plans to reduce or eliminate these bottlenecks.
- 12 Monthly, quarterly, semi-annual and annual report on progress in all project activities of the Monitoring and Evaluation Manager.
- 13 Capacity assessment on the current M & E system Development of project monitoring indicators and strategy.
14. Provide input, information and statistics for quarterly, annual and other reports to the project management team.
15. Participate in annual project reviews and planning workshops and assist the Monitoring and Evaluation Manager in the preparation of relevant reports.
- 16 . support monitoring and evaluation of project impacts and impact
17. Assist in coordination through the components available to the project to ensure effective implementation of M & E / MIS.
18. . Assist project staff with and support M & E tools
19. perform other duties as required.

**Qualifications / Technical Skills:**

- **University Degree preferably in Business Administration, Economics or related field.**
- **At least 5 years of experience in the design and implementation of M&E in development projects implemented by national/international NGOs/UN bodies.**
- **Experience in designing tools and strategies for data collection, analysis and production of reports.**
- **Proven ICT skills, especially in the development of MIS software using database software.**
- **Knowledge in KoBO app usage**
- **Expertise in analyzing data using statistical software.**
- **Strong training & facilitation skills.**

**Language Requirements:**

**Fluency in written and spoken English.**

#### **Interpersonal, Communication and Coordination Skills:**

- **Excellent negotiation and problem- solving skills;**
- **Ability to cope with a challenging and constantly-evolving humanitarian work environment, often under pressure;**
- **Ability to establish and manage effective working relationships with colleagues, managers and external partners, other I/NGOs, and community representatives;**
- **A strong commitment to humanitarian relief and disaster operations;**
- **Flexibility.**