

## Helen Keller JOB ANNOUNCEMENT

### **Monitoring and Evaluation Lead, Strengthening Integrated Health Services Activity (SIHSA)** *(Freetown, Sierra Leone)*

Guided by the remarkable legacy of its co-founder, Helen Keller, Helen Keller Intl partners with communities striving to overcome longstanding cycles of poverty. By delivering the essential building blocks of good health, sound nutrition and clear vision, we help millions of people create lasting change in their own lives. Working in more than 20 countries – across Africa, Asia, Europe and the United States – and together with a global community of supporters, we are ensuring every person has the opportunity – as Helen did – to reach their true potential.

#### **Background**

The purpose of the U.S. Agency for International Development (USAID) funding for the Strengthening Integrated Health Services Activity (SIHSA) in Sierra Leone is to improve the performance and functionality of the health systems to deliver quality, integrated health services, with a focus at the district and community levels to promote optimal key health behaviors to prevent illnesses. Health services include delivery of primary health care at Primary Health Units (PHUs) and community-outreach and district hospitals. The primary objectives of this Activity are to strengthen the health system to improve the delivery of high-quality Family Planning and Reproductive, Maternal, Newborn, Child, Adolescent health (FP/RMNCAH), and malaria services; increase adoption of selected key optimal behaviors to improve health in selected districts in Sierra Leone.

#### **Scope of the Position**

The Monitoring and Evaluation Lead (M&E Lead) will be responsible for the design, coordination and implementation of the monitoring and evaluation, research and learning framework of SIHSA in a manner that conforms to USAID Monitoring, Evaluation and Reporting guidance. Working closely with the Chief of Party and all relevant colleagues, the M&E Lead will be responsible for developing and implementing tools for tracking performance during SIHSA's implementation and working with stakeholders to ensure that project outcomes are achieved on time. The M&E Lead will oversee the design and implementation of research as needed; and will be responsible for building the capacities of project staff and relevant stakeholders on all areas related to M&E.

This position is expected to be based in Freetown. This five-year position is contingent on Helen Keller being awarded funding and is anticipated to begin in spring 2023.

#### **Specific Responsibilities**

The M&E Lead will be responsible for the following:

##### **1. Designing the USAID SIHSA M&E Framework**

- Lead in the development of the overall M&E framework for SIHSA. This includes:
  - Design of the overall M&E system that meets the information needs of project staff, the donor and other stakeholders.

- Design of data quality assurance procedures and tools, formative supervision tools, design of surveys including sampling and questionnaires.
- Ensuring that monitoring data is systematically used by project staff to strengthen implementation in a timely fashion.
- Using Helen Keller’s approval guidelines related to surveys and research, provide guidance and support to SIHSA’s staff in design and conducting baseline, midterm and endline surveys to ensure project learnings and alignment to donor requirements. This will include a review of sampling methodology, questionnaire design, analysis plans, and final reporting.
- Lead the mid-term review of SIHSA, impact assessment, final evaluation, and develop SIHSA monitoring plan with relevant data collection systems.

## **2. Implementation of M&E and Coordination**

- Ensure that SIHSA’s monitoring plan is updated consistently to inform project progress and performance.
- Lead all SIHSA’s M&E initiatives, including monitoring data quality and tracking the progress of the project towards targets.
- Lead regular review meetings to assess progress against set targets, and provide recommendations based on internal policies, USAID’s regulations and the Activity timeline.
- Lead in the identification and implementation of key performance indicators (KPI) as well as monitoring them throughout the duration of the Activity.
- Lead project staff on ways to properly document, organize and capture SIHSA progress.
- Keep abreast of developments in grant/Activity changes and progress to advise and recommend tools and strategies to increase the Activity’s performance and results.
- Perform regular field visits to ensure the quality of data collected by SIHSA’s staff and to verify the accuracy of reported data.
- Lead in undertaking research and assessments.
- Ensure that verifiable data analysis is shared with relevant stakeholders to inform SIHSA review.
- Identify lessons learned and develop case studies to capture qualitative outputs of the Activity.
- Represent Helen Keller Intl at national and/or international level coordination forums.

## **Required Qualifications/Competencies**

- Minimum of a master's degree in a quantitative field (economics, development economics, statistics, biostatistics, applied sociology, anthropology, or other relevant subject) with significant training in quantitative methods.
- At least seven years of related work experience, or an equivalent combination of education and experience.
- Knowledge of and experience with USAID monitoring and evaluation requirements, and of USAID sanctioned indicators.
- Demonstrated ability to design and implement monitoring and evaluation systems for public health programs in low and middle-income countries, including selecting appropriate indicators for program activities and ensuring timely data collection, analysis and reporting.
- Experience in developing results frameworks, logical frameworks, program impact pathways or similar tools for project design and implementation is required.
- Proven expertise in qualitative and quantitative research methodologies, as well as strong understanding and ability to guide the design and implementation of operations research and surveys.
- Demonstrated understanding of the health management information systems in low- and middle-income countries. Experience using digital data collection technologies (e.g., ODK, CommCare) and the DHIS2 information system preferred.

- Demonstrated track record in promoting the dissemination and use of data, including the ability to write policy briefs and articles for publication in peer-reviewed journals.
- Demonstrated ability to build M&E capacity of other staff, and the range of ways in which this can be conducted and assessed.
- Technical knowledge of nutrition programming is preferred.
- Excellent interpersonal skills including active listening skills, the ability to communicate effectively across cultures, and to negotiate effectively with internal and external colleagues.
- Collaborative, flexible and solution-oriented.
- Demonstrable respect for all persons regardless of religion, ethnicity, class or gender, with a high comfort level working in a diverse environment with a demonstrated commitment to high professional ethical standards.
- Excellent written and oral communication skills in English, fluency in Kiro is highly desirable.

### **To Apply**

Qualified candidates should submit a cover letter and resume to [hki.recruitment@hki.org](mailto:hki.recruitment@hki.org) Applications will be accepted until the position is filled.

**In the spirit of our founder and namesake, Helen Keller is dedicated to building an inclusive workforce where diversity in all its forms is fully valued.**

*We are an Equal Opportunity Employer where all qualified applicants will receive consideration for employment without regard to race, color, religion, sex, national origin, age, sexual orientation, gender identity, genetic information, disability, or protected veteran status.*

*We are committed to providing reasonable accommodation to individuals with disabilities. If you are a qualified individual with a disability and need to request an accommodation during the application or interview process, please contact us at the email above or call: +1 646-356-1789.*