



EXPRESSION OF INTEREST FOR THE POSITION OF MONITORING AND EVALUATION EXPERT

Institution: Centre for Tobacco Control in Africa (CTCA)
Project Title: Enhance Tobacco Control Institutional Capacity in Africa
Expression of Interest Number: CTCA/EOI/ G339/2024

1. Introduction:

The Centre has received funding from the African Capacity Building Foundation (ACBF) for the 2024-2026) to implement a project on institutional development. The project investments are geared towards sustaining human resource capacity and knowledge generation to reduce use of all forms of tobacco products in Africa.

Specifically, the project aims to:

1. Enhance training opportunities for African governments and relevant actors in tobacco control in the continent.
2. Increase access to knowledge for guiding tobacco use prevention and control in Africa.
3. Reinforce the institutional development of CTCA for an optimal performance of its functions and processes.

Therefore, CTCA is seeking the services of a Finance and Accounts Assistant whose overall responsibility will be to provide finance and administrative support to ensure efficient operation of the office. The Assistant will support management and other employees on a variety of tasks related to administration, finance, procurement, and communication.

Therefore, CTCA is seeking the services of a Monitoring and Evaluation expert to lead reporting an alignment with the work plan and grant provisions. The Monitoring and Evaluation Expert's functions are: (i) to provide technical assistance for tobacco control capacity building needs assessment and program development, (ii) to provide implementation support of country tobacco programs/projects, (iii) to contribute to the design and implementation of a web based management information system, including developing program level, indicators producing periodic reports on performance and supporting decision making based on monitoring and evaluation data.

2. Scope of Work

The specific duties and responsibilities will include the following;

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- i. Provide implementation support to, research and alternative livelihoods activities.
- ii. Contribute to defining program level indicators, identification of data sources and supporting data collection efforts.
- iii. Identify, document, and share best practices on tobacco control interventions, policies, and strategies for national programs as a basis for strategic planning and program direction for CTCA and its target countries.
- iv. Contribute to the planning of activities that support the desired project results which includes coordinating assessments and scopes of work for project activities.
- v. Participate in implementation of the Research agenda for tobacco control in Africa.
- vi. Represent the Centre in conferences, meetings and undertake any other duties assigned by CTCA Management as may be required in the Centre's work.
- vii. Contribute to the production of progress reports based on indicators.
- viii. Contribute to the development and operationalization of monitoring and evaluation plans by target countries tobacco control teams.
- ix. Participate in project review meetings, engagements with donors and partners.
- x. Prepare periodic, progressive, and scheduled reports.
- xi. Capture and consolidate Project data to track results and impact, as well as upload key project information on the Management Information System (MIS).

3. Qualifications

- i. Master's degree in a development field, statistics, social science, public health, economics, or relevant discipline
 - ii. Minimum of ten years of professional experience in a performance monitoring and evaluation role in an international organization/environment
 - iii. Specialized training in programming, M & E, database management will be an added advantage.
 - iv. Excellent command in English. Fluence in French is an added advantage.
 - v. Demonstrated ability in project design and management, data analysis, development and using performance management plans as well conducting assessments.
- a) Skills and abilities:
- Excellent research and data collection methodology skills
 - Ability to develop work plans.
 - Excellent analytical skills
 - Ability to work independently to efficiently meet deadlines.
 - Strong interpersonal skills
 - Excellent Oral and written communications
 - Excellent computer skills

4. Expected Key Deliverables

The Officer will be expected to deliver on the following;

- i. Monthly, Quarterly, and annual reports both hard copies and upload on the MIS

- ii. Program and indicator tracking
- iii. Data collection tools
- iv. Research studies collated reports.

5. Reporting

The Monitoring and Evaluation expert will report directly to the Chief Operations Officer/Manager of CTCA

6. Remuneration

The Technical resource will be remunerated at a negotiated person effort rate payable monthly subject to statutory provisions as required by the Ugandan law.

7. Selection of best candidate

The best candidate will be selected on merit in accordance with the Selection Based on the Individual Qualifications and experience. The applicant should have no relationship with Tobacco Industry and will be required to declare Conflict of Interest (DoI).

8. How to apply

Interested and suitably qualified candidates may apply for the post by:

Submitting a motivation letter clearly marked as “Expression of Interest for the position of Monitoring and Evaluation Expert; CTCA/EOI/G339/2024/” in soft copies at the address below not later than 17:00 hours on the 8th April 2024.

- a) In addition to the requirement in (a), interested applicants should submit:
 - i) an application letter,
 - ii) a CV with contacts of 3 professional referees, and
 - iii) a copy of all relevant academic documents.

- b) Applications may be sent to:

Email: coi@ctc-africa.org