

JOB DESCRIPTION

Job title:	Monitoring and Evaluation Specialist	Location:	Maputo
Department:	Technical	Length of contract:	Indefinite
Role type:	National	Grade:	9
Travel involved:	40% travel within Mozambique	Child safeguarding level:	2, moderate risk
Reporting to:	Digital Health Specialist	Direct reports:	None

Organisational background

Established in 2003, Malaria Consortium is one of the world's leading non-profit organisations specialising in the comprehensive prevention, control and treatment of malaria and other communicable diseases among vulnerable and under privileged populations. We increasingly find our work on malaria can be effectively integrated with other similar public health interventions for greater impact and therefore expanded our remit to include child health and neglected tropical disease interventions.

We work in Africa and Asia with communities, governments, academic institutions, and local and International organisations, to ensure effective delivery of services, which are supported by strong evidence.

Our areas of expertise include:

- disease prevention, diagnosis and treatment
- disease control and elimination
- systems strengthening
- research, monitoring and evaluation leading to best practice
- behaviour change communication
- national and international advocacy and policy development

Country background

Malaria Consortium began working in Mozambique in 2005, supporting the development of distribution systems for long lasting insecticidal nets in the country. Our work grew from there to focus on public health communications that sought to increase malaria awareness and preventive behaviours, particularly among school children and teachers. Using malaria as an entry point, we expanded into integrated community health projects that focused on diagnosing and treating the most common childhood illnesses – mainly malaria, pneumonia and diarrhoea. Most recently Malaria Consortium introduced a mobile health platform (upSCALE) for the community health worker's country program and a new initiative to strengthen surveillance system in Mozambique for better

decision making based on timely and reliable malaria data. Throughout, we have consistently strived to integrate our work into government-led health programmes and ensure sustainability.

Programme background

In Mozambique, community health workers (CHWs) — known locally as Agentes Polivalentes Elementares — are trained to carry out health promotion and health prevention activities in the remote areas in which they reside. They also diagnose and treat malaria, pneumonia and diarrhoea; refer cases of malnutrition, as well as new-borns and pregnant women with danger signs to the nearest health facility for treatment; provide family planning, antenatal and postnatal care services; and counsel tuberculosis and HIV patients on treatment adherence.

Between 2009 and 2016, Malaria Consortium developed and tested an interactive mobile phone application called inSCALE to improve the quality of care provided by CHWs in Inhambane province. Based on the trial's success, we created the digital health platform upSCALE together with the Ministry of Health (MoH) and UNICEF. Ever since, the platform has continued to evolve to respond to the needs of the country's Community Health Workers' Programme — known locally as Programa Nacional de Agentes Polivalentes Elementares (PNAPE).

The upSCALE platform has been developed to improve quality and coverage of health services at community level by addressing three key APE programme challenges: poor adherence to clinical guidelines; lack of access to community health information; and insufficient supply of commodities. The platform consists of a multi-media mobile application for APE decision support, which facilitates the automated management and reporting of routine health indicators to a community health information management system for synthesis and visualization at district, provincial, and national levels. The platform is complemented by a tablet-based application for APE Supervisors which permits supervisors to evaluate their APEs competencies, visualize the monthly APE activity and real-time APE stock levels.

Data entered by APEs through the upSCALE app is visualised in the District Health Information System (DHIS2) at district, provincial and national levels of Mozambique's health system. The ability to analyse local disease-specific trends in near real-time allows managers to improve their resource allocation.

Job purpose

The Monitoring and Evaluation (M&E) Specialist will lead the design, implementation, and operation of Business Intelligence (BI), Data Management and Analytic systems managed throughout the lifecycle of the upSCALE/GF project. She/he will conduct regular project data analysis and produce analytical dashboards and reports, building on the existing M&E upSCALE framework.

Scope of work

This position will support the upSCALE team, by providing expertise in M&E planning and methodologies, determining data analysis procedures and use of quantitative or qualitative data, cleaning, sorting, categorizing and organizing data, summarizing findings, developing weekly, monthly, quarterly or annual reports depending on project requirements and disseminating evaluation findings and project results to donors and other stakeholders. The role will oversee activity efforts to strengthen monitoring and evaluation and lead reporting of project outputs and KPIs. She/he will provide regular upSCALE analytical reports to MoH, donors and external stakeholders and conduct capacity building and technical leadership to provincial and district MoH staff, and regularly conduct supervision of APE and Supervisor upSCALE activities.

Key working relationships

The M&E Specialist will report to the Project Manager - upSCALE but will also collaborate with the Digital Health Specialist, and the Technical Officer on the day-to-day upSCALE activities.

Key accountabilities

- Ensure an appropriate monitoring and evaluation (M&E) systems are in place and are functioning optimally. Periodically review and revise systems so that they are adapted appropriately to changing operating contexts.
- Lead on ensuring data quality and validation of the overall project's M&E environment and oversee all aspects of the performance measurement support for the project.
- Ensure relevant and timely M&E reports are provided in user-friendly formats to key stakeholders
- Act as a focal point in organizing and manage monitoring reviews, evaluations and action reviews with MoH national, provincial and district teams
- Conduct and lead on bi-monthly database cleaning to ensure accurate data is reflected in specific datasets using a set of standard operating procedures.
- Manage tools and systems, such as data repositories, standard operating procedures, guidelines and other reference documents for M&E to ensure harmonized data management systems.
- Work with partners and country teams to review and monitor project-based M&E plans to track results or fill identified gaps in current M&E plans and outputs.
- Conduct data verification and quality control exercises at a national level as well as in project implementation provinces, and lead on improvements of data quality.
- Liaise with the upSCALE technical working groups and partners to strengthen capacity in the areas of data management, monitoring and evaluation
- Support the integration of required data reporting into the national Health Management Information Systems and oversee any large-scale data integration activities in collaboration with internal and external colleagues.
- Ensure that all project staff have a clear understanding of the results framework including definitions.
- Organize and conduct trainings on M&E data visualization and analytics to MoH's IT/NED/NEP staff
- Update the project strategy and performance indicators as required.
- Write draft quarterly M&E reports for review by the upSCALE team and support the reporting of project performance to the donor.
- Contribute to strategic discussions on the project and its continuation opportunities.
- Monitor the sustainability of the project's results and drive leadership in results dissemination to key audiences to support advocacy efforts
- Conduct capacity assessment on existing monitoring and evaluation system.
- Prepare Issues Log and Risk Log for the project.

Person specification

Qualifications and experience:

Essential:

- Bachelor's degree in Statistics, Epidemiology, Data Analytics or a related field
- Experience in data analysis and report writing (knowledge of SPSS or other statistical package is an advantage)
- Experience of working closely with Ministry of Health and other stakeholders
- Extensive knowledge of Microsoft Office packages – cloud (365) and Desktop notably.

Desirable:

Power Bi, Excel, SharePoint Power Apps, Office, PowerPoint, OneDrive and Outlook;

- Experience with data cleaning, sorting, categorizing and organizing
- Experience with Python and R for data pre-processing
- Experience with geo-spatial and geo-location data processing
- Knowledge of Health Information Systems, e.g. District Health Information Systems (DHIS2), OpenMRS
- Knowledge of data collection apps for survey and appworkflows e.g. CommCare, SurveyCTO, Salesforce, Open Data Kit
- Experience in Data Management and Database Servers such as Microsoft SQL Server or Sybase.
- Knowledge of SQL, NoSQL, JavaScript, collections, CSV formats
- Knowledge of UI/UX dashboard interface design and data storytelling

Work-based skills:

Essential

- Strong critical thinking and creative problem-solving skills.
- Proactive and able to work independently with limited support.
- Demonstrated skills in data management, qualitative and quantitative data analysis
- Strong communication, and relationship management skills.
- Ability to mentor and supervise staff.
- Ability to work effectively with national stakeholders.
- Able to delegate efficiently and support teams with no direct line management responsibility over them.
- Ability to work under pressure to meet deadlines
- Able to work effectively as part of a diverse team
- Excellent interpersonal, communication, presentation and negotiation skills
- Working knowledge of English and Portuguese Languages, written and spoken
- Ability to supervise the M&E staff remotely and through regular field visits during project implementation
- Team management and good leadership abilities
- Excellent personal and time management skills.
- Ability to work under pressure in a challenging environment.
- Positive work attitude.
- Attention to detail.
- Willingness to travel regularly within Mozambique, and at short notice, sometimes for long periods of time in the field.

Desirable

- Familiarity with public health and malaria prevention issues
- Familiarity with the health systems in Mozambique

Core competencies:
Delivering results
LEVEL C - Supports others to achieve results <ul style="list-style-type: none"> ✓ Displays a positive and enthusiastic approach and is not deterred by setbacks, finding alternative ways to reach goals or targets. ✓ Supports others to plan and deliver results ✓ Supports others to manage and cope with setbacks
Analysis and use of information
LEVEL C - Works confidently with complex data to support work <ul style="list-style-type: none"> ✓ Interprets complex written information ✓ Works confidently with data before making decisions: for example; interpreting trends, issues and risks ✓ Acquainted with the validity, relevance and limitations of different sources of evidence
Interpersonal and communications
LEVEL B - Fosters two-way communication <ul style="list-style-type: none"> ✓ Recalls others' main points and takes them into account in own communication ✓ Checks own understanding of others' communication by asking questions ✓ Maintains constructive, open and consistent communication with others ✓ Resolves minor misunderstandings and conflicts effectively
Collaboration and partnering
LEVEL B - Collaborates effectively across teams <ul style="list-style-type: none"> ✓ Proactive in providing and seeking support from expert colleagues ✓ Raises difficult issues with teams/ partners and stakeholders with a view to positive resolution ✓ Proactive in building a rapport with a diverse range of people
Leading and motivating people
Level B - Manages own development and seeks opportunities <ul style="list-style-type: none"> ✓ Actively manages own development and performance positively ✓ Learns lessons from successes and failures ✓ Seeks and explores opportunities within Malaria Consortium which develop skills and expertise ✓ Identifies mistakes and takes positive steps to improve
Flexibility/ adaptability
LEVEL B - Remains professional under external pressure <ul style="list-style-type: none"> ✓ Able to adapt to changing situations effortlessly ✓ Remains constructive and positive under stress and able to tolerate difficult situations and environments ✓ Plans, prioritises and performs tasks well under pressure ✓ Learns from own successes / mistakes
Living the values
LEVEL C - Supports others to live Malaria Consortium's values <ul style="list-style-type: none"> ✓ Demonstrates personal integrity by using position responsibly and fairly ✓ Cultivates an open culture within the wider team, promoting accountability, responsibility and respect for individual differences
Strategic planning and thinking and sector awareness
LEVEL B - Is aware of others' activities and vice versa in planning activities <ul style="list-style-type: none"> ✓ Takes account of team members and others' workloads when planning. ✓ Maintains awareness of impact on other parts of the organisation, keeping abreast of other's activities, objectives, commitments and needs ✓ Has a good understanding of the sector in which Malaria Consortium works