



JOB DESCRIPTION

Monitoring and Evaluation Specialist

January, 2008

Background

The Caribbean HIV/AIDS Regional Training (CHART) Network was established in 2003 for the purpose of contributing to systematic capacity development among institutional and community-based health care workers involved in prevention of HIV/AIDS and in care, treatment and support of persons living with HIV and AIDS. To date, the Network consists of five national training centres and a Regional Coordinating Unit (RCU), the latter being situated at the University of the West Indies (Mona Campus in Jamaica) and functioning as part of the UWI HIV/AIDS Response Programme (UWIHARP). The National Training Centres (NC) are located as follows: three centres are situated in Ministries of Health, one each in the Bahamas, Barbados and Jamaica; the other two centres are placed within non-governmental organizations: in Haiti [GHESKIO (Le Groupe Haïtien d'Etude du Sarcome de Kaposi et des Infections Opportunistes) and Partners in Health/Zanmi Lasante]. Trinidad and Tobago launched a National Training Centre in June 2007 and has been invited to join the Network. In addition, the OECS will shortly be officially invited to be a part of the CHART Network Executive Council. The mission of the CHART Network is to continually strengthen the capacity of national healthcare personnel and systems to provide access to quality HIV & AIDS prevention, care, treatment and support services for all Caribbean people.

The Caribbean Health Leadership Institute (CHLI) is the first initiative of its kind in the field of Health in the Caribbean region and is being managed by UWIHARP in conjunction with staff of the Department of Community Health & Psychiatry at UWI. Initial funding for the CHLI is being provided by PEPFAR via the US Centers for Disease Control & Prevention (CDC), with supplemental funding from the Pan-Caribbean Partnership against AIDS (PANCAP). The initiative is a specific move in response to an acknowledged gap in leadership and management training of healthcare personnel working in HIV/AIDS programs across the Caribbean. It is expected to enhance the efforts made by the CHART Network over the last four years. The core management team of CHLI will be deliberately co-located with the CHART RCU team. The task of monitoring and evaluation of the CHLI and CHART Network training programs will be shared.

Position Summary

The Monitoring & Evaluation Specialist (M&E Specialist) is responsible for providing technical support in the design, implementation and review of CHART Network monitoring and evaluation activities. As an aspect of his/her responsibility, s/he will collaborate with external consultants to the Caribbean Health Leadership Institute and may be asked to assist with evaluation of the Institute's programme. The Specialist will oversee input, storage and appropriate use of data to track programme performance and to feed forward into quality of prevention, care and treatment programmes. S/he will also ensure that feedback is provided to all relevant stakeholders. In addition, the Specialist will assist implementing institutions (the CHART National Training Centres) in conducting self-assessments, and building their capacity in the areas of monitoring and evaluation, including the development of indicators, data collection, analysis and interpretation of data for use by managers and policy makers. S/he will supervise the M&E Data Officer.

Reporting Relationships

The M& E Specialist will report to the Director of the CHART RCU and will work closely with the Programme & Operations Manager. In addition, s/he will liaise with the Network Programme Coordinator and will work closely with the Information and Communication Coordinator.

Essential Responsibilities

M&E Systems Creation and Maintenance

- Identify, define and validate with key stakeholders a set of appropriate and useful performance measures
- Create a network-wide M&E framework, identify sources of relevant data, and the processes for data management
- Define information management goals, objectives, and initiatives
- Outline procedures for reporting and data use
- Provide input on Network wide M&E system
- Prepare the M&E section of the annual work plan
- Assist the curriculum development team(s) with integration of monitoring and evaluation into curriculum design
- Lead the interpretation and utilization of performance benchmarking measures, indicators and reports
- Collaborate with partners and stakeholders to implement and maintain monitoring and evaluation efforts
- Establish a system for the sharing of programme data (in the form of recommendations) with the Network leadership
- Prepare drafts of Terms of Reference, project deliverables and other additional technical components of any solicitations for M&E-related sub-agreements

M&E Tools Design and Implementation

- Create and adapt data collection tools for training pilots, training needs assessment, and training follow-up and evaluation
- Provide technical assistance, training, and instructional materials throughout the Network to ensure M&E processes are implemented at CHART Centers
- Liaise with National Training Coordinators at CHART Centers to ensure effective management of M&E efforts and successful achievement of annual goals
- Travel throughout the year, when required, in order to oversee the implementation of our M&E work, train staff and maintain an understanding of current stage of development of M&E practice in the organization, as well as to identify where and how M&E practice requires improvement and investment
- Synthesize and analyze data and write summary reports by program based on the M&E results
- Supervise the M&E Data Officer

Facilitate Performance based management

- Meet regularly with the Director and the Programme and Operations Manager to discuss results of data and plan action steps to build on strengths and address weaknesses of the program

Reporting and presentations

- In accordance with donor requirements, create or maintain procedures for capturing and publishing monthly, quarterly, and annual project reports
- Work closely with the Information & Communication Manager to ensure that project results and reports are properly disseminated internally and externally
- Network with other agencies running similar programmes to find areas of collaboration and knowledge sharing
- Perform any additional duties as requested by the RCU Director

Evaluations

- Work with NCs to arrange training follow-up evaluations
- Design outcome- and impact-level evaluation of CHART Network and assist with the design of similar evaluation of CHLI interventions
- Provide technical assistance on evaluation and study design for targeted evaluations in the Network
- Train and mentor selected persons in the Caribbean

Qualifications

- Master's degree or higher in one of the following disciplines: Public Health, Epidemiology, Biostatistics, Social or Behavioral Sciences: or a Bachelor's degree in a relevant discipline with a minimum of five years of relevant work experience with commensurate responsibility.
- Experience in leading evaluation or research design, data collection and analysis processes.

- Familiarity with one or more of the following fields is required: training/human resource development; HIV/AIDS care and support services; family planning/reproductive health service delivery.
- Experience with complex, multi-faceted projects is desirable
- Demonstrated ability to facilitate communication between professionals with a variety of cultural backgrounds in a respectful and diplomatic manner and enhance effective partnerships
- Ability to develop and carry out work plans and solve problems independently
- Strong writing and public presentation skills
- Strong initiative
- Experience working in team settings, preferably in an international capacity
- Strong organizational and computer skills including MS Office, Power Point, Excel and database skills

Interested persons are to submit applications no later than

January 31, 2008 to:

The CHART RCU Director,

Caribbean HIV/AIDS Regional Training Network (CHART), Regional Coordinating Unit (RCU), PGME Building, UHWI, Department of Community Health & Psychiatry

UWI, Mona Campus, Kingston 7, Jamaica

Or

Email: chart@uwimona.edu.jm

The detailed Terms of Reference may be found at www.chartcaribbean.org