



Terms of Reference (TOR)
Monitoring & Evaluation (M&E) Officer
Women, Peace, and Protection (WPP) Joint Programme
Ministry of Women, Family Affairs, and Human Rights
Development (MoWFAHRD), Southwest State, Somalia

1. Background

The WPP Joint Programme seeks to enhance women's participation in peacebuilding and strengthen protection mechanisms in Somalia. To ensure effective tracking of progress and impact, MoWFAHRD is recruiting an M&E Officer to oversee data collection, analysis, and reporting.

2. Key Responsibilities

Monitoring & Evaluation Framework

- Develop and implement M&E tools to track programme performance.
- Ensure data collection aligns with project indicators and donor requirements.

Data Collection & Analysis

- Gather qualitative and quantitative data from field activities.
- Maintain a gender-disaggregated database for reporting.

Reporting & Learning

- Prepare quarterly M&E reports for UNDP and MoWFAHRD.
- Document lessons learned, success stories, and challenges.

Compliance & Quality Assurance

- Support internal and external evaluations, audits, and spot checks.
- Ensure adherence to UNDP's M&E standards.

Capacity Building

- Train project staff and partners on data collection and reporting.

3. Qualifications & Competencies

Education:

- Bachelor's or Master's degree in M&E, Statistics, Social Sciences, or related fields.

Experience:

- Minimum 3 years of experience in monitoring and evaluation, preferably in gender or peacebuilding programmes.
- Experience with UNDP or UN reporting systems is an asset.

Skills & Competencies:

- Proficiency in data analysis tools (Excel, KOBO, SPSS).
- Strong analytical and report-writing skills.
- Fluency in English and Somali.

Gender Sensitivity:

- Experience integrating gender perspectives into M&E systems.

4. Contract Details

- Duration: 5 months (renewable based on performance and funding).
- Duty Station: Baidoa, Southwest State, with travel to project sites.
- Reporting Line: Reports to the Project Coordinator.

5. Application Process

Interested candidates should submit:

- A CV with references.
- A cover letter outlining relevant experience.
- Copies of academic certificates.

Deadline: 20/7/2025

Submit to: dg@mwhrd.sw.so