# SCOPE OF WORK

*(Recruitment, PSC Duties, and Performance Reviews)*

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| **Organization** | US Government – Peace Corps Sierra Leone |
| **PSC Position Title** | Monitoring and Evaluation Specialist |
| **Reports To** | Director of Programming and Training (DPT) |
| **Supervises**  | N/A |
| **Annual Base Salary** | 114,753,135.00SLL |
| **Contract Type** | Full-Time, 40 Hours per Week |
| **Duty Location** | Freetown, Sierra Leone |

1. **Minimum Requirements:**

At a minimum, the successful candidate’s CV must demonstrate the following:

* Education/Certification: University degree in evaluation, program management, social sciences, or a related field.
* Years of Experience: A minimum of 3 years of experience required, 5 or more years is desirable, in evaluating development projects including designing, implementing and reporting using appropriate analysis.
* Proficiency in oral and written English and Krio.
* Experience working in a cross-cultural environment.
* Knowledge of MS Office computer applications (Word, Excel, Outlook).

**Preferred Qualifications**:

* At least 1 year of experience in teaching or with adult education/training methods or as a Trainer of Trainers.
1. **Background**

The mission of Peace Corps worldwide is to promote peace and friendship. Peace Corps was invited to Sierra Leone in 1962, since then hundreds of Peace Corps Volunteers has worked in the fields of Education, Health, Agriculture community development etc. The work of Peace Corps Contractor does not limit itself to the role: active support of the Peace Corps mission is paramount to the job because contractors are representatives of Peace Corps in Sierra Leone.

Peace Corps’ mission is to promote Peace and friendship by fulfilling three goals:

* To help the people of interested countries in meeting their need for trained men and women
* To help promote a better understanding of Americans on the part of the peoples served
* To help promote a better understanding of other peoples on the part of Americans
1. **Objective of the Position**

The Peace Corps recognizes monitoring and evaluation (M&E) and reporting as a critical area to strengthen and expand in its effort to better communicate to the different stakeholders the value of Volunteers’ work in the communities they serve. Peace Corps partners have called for increased rigor and improved quality assurances in M&E techniques, and Peace Corps staff members have expressed a desire to use data and tools to strengthen project management as well as enhance organizational learning. M&E can assist Volunteers to measure and understand their value on their project’s technical areas support staff in providing Volunteers with feedback on their work and as well provide regular reports on Volunteers’ activities to relevant stakeholders as part of mutual accountability and transparency. The M&E Specialistassists the programming and Training team to provide quality monitoring, evaluation, data collection and analysis for Volunteer activities in Sierra Leone and works with staff to create a uniform and complementary monitoring and reporting; programming, and training plan as well as an innovative and creative way to provide feedback to Volunteers and counterparts on their projects.

1. **Tasks & Deliverables**

Monitoring, Evaluation, and Reporting:

* Program/Project Evaluation – conduct evaluative and reflective activities regarding the project and related PC activities with staff. Plan, coordinate, and manage project reviews of all post projects, utilizing standard process evaluation guidelines and procedures
* Volunteer Reporting – Manage and coordinate the collection of program data and information from Volunteers; develop and/or adapt data collection tools that are technically & structurally sound, simple to use; ensure programming staff clean Volunteer Reporting Form (VRF) data and render VRF feedback to Volunteers; Work with other program staff to conduct site visits to former Volunteer sites in order to track the continuity and development stories after the Volunteers’ service.
* Reports and Analysis – Liaise with the programming and training team to compile the reports (training reports, status reports for programming and training, and generate data toward the indicators and impact data when and where possible.
* Volunteer Reporting and Grants (VRG)– Take overall responsibility for the VRG, making alterations to frameworks, importing Volunteer reports and producing reports; develop and communicate Volunteer reporting timelines and staff feedback schedule for VRGs; send VRFs to Volunteers, troubleshoot technical problems and follow up to ensure timely submissions; ensure timely, accurate feedback by staff to Volunteers.
* Assist in developing quarterly summary reports of Volunteer activities to share with Volunteers, counterparts, and partners.
* Support the completion of the Annual Volunteer Survey (AVS). Manage and coordinate the analysis and dissemination of post-level AVS data. Provide recommendations on integrating AVS findings into improving post operations.
* Assist DPT with the development of post-performance goals for IPBS strategic planning process; assists DPT to track post annual IPBS performance goals.
* Grants Management **–** Assist Volunteer Support Liaison & Grants Coordinator with grant M&E activities, including grant program evaluations, as needed.

Volunteer Training:

* Plan and conduct training activities to ensure that Volunteers/trainees are given a solid foundation to effectively monitor their activities.
* Serve as the lead M&E technical specialist to collaboratively work with the Training Manager and her/his team to evaluate training, develop and share training de-brief reports.

Staff Capacity Building:

* Provide training to staff on M&E knowledge and skills, as needed.
* Provide on-going M&E support to post staff, including using the VRG, data quality assurance, data cleaning, and data analysis.
* Orient new P&T staff regarding M&E practices at post.

Other Duties

* Attends staff meetings, in-service trainings, and retreats when indicated.
* Understands and complies with Peace Corps safety and security policies and procedures.
* Understands and complies with Peace Corps code of ethics, privacy and confidentiality policies.
* Files all documents produced by the position in accordance with the Peace Corps Records Management policies.
* To the extent Contractor is allowed to operate a US government owned, leased, or rented vehicle (GOV) to perform their job duties, the Contractor must operate that vehicle safely at all times and only operate it for official business purposes as defined in 31 USC 1334. Contractor is encouraged to refrain from texting or from engaging in any behavior that distracts attention from driving safely at any time. Except in an emergency situation, Contractor shall not text message (i) when driving a GOV; (ii) when driving a privately-owned vehicle (POV) while on official government business; or (iii) while using electronic equipment supplied by the government while driving any vehicle (even during off-duty hours).
* Performs other assignments or duties as assigned.
1. **Standard Roles and Responsibilities**
2. **OMH:**
* **Occasional Money Handler** may be requested to courier cash and /or purchase orders to various vendors who furnish supplies and/or services to PST/IST training site, or other locations as directed by the Contracting Officer. The PSC may also be requested to courier cash to PC trainees or volunteers. The PSC will not be functioning as a procurement or disbursing official but will only be acting as an intermediary between the Contracting or Disbursing Officer and the recipient. In the case of dealing with vendors, the PSC will not exercise any procurement discretion concerning the supplies or services to be purchased or the cost limits of these purchases; these will be determined by the Contracting Officer.
1. **S&S:**
* **Other Programming Staff -** Addresses Volunteer safety and security by adhering to Peace Corps site development policies and procedures. Identifies and immediately communicates Volunteer safety and security concerns and issues to the Safety and Security Manager (SSM) and the Country Director (CD). Assists Program Managers/APCDs to ensure that prospective sites meet established programmatic and safety/security criteria (e.g., safe housing, a clearly defined assignment with an organization that shows real interest in working with a Volunteer, etc.). Reviews and references site history files when evaluating potential sites, and incorporates appropriate safety and security-related information into site history files. Monitors Volunteer compliance with Peace Corps policies, especially related to safety and security. Participates in the design and implementation of the Emergency Action Plan (EAP). Acts as duty officer, as needed. Knowledgeable and supportive of Peace Corps safety and security policies and procedures, including the timely reporting of suspicious incidents, persons or articles.
1. **IGF:**
* **N/A**
1. **Temporary Assignments:**
* Given that as a result of the COVID-19 pandemic there will be a lengthy period where there are likely to be limited or no Peace Corps Trainees and/or Volunteers (jointly referred to as “Volunteers”) at Peace Corps/[Country], the PSC may be temporarily assigned during the COVID-19 pandemic, as determined by the Peace Corps Director, to carry out additional duties and responsibilities in furtherance of the goals of the Peace Corps in order to enhance the ability of Peace Corps Volunteers to perform functions under the Peace Corps Act, including facilitating a safe environment in order for the successful return of Volunteers.

This temporary assignment may require the PSC to provide services and/or support beyond what is listed in their current Statement of Work (SOW). The services and/or support may take many forms, examples of which may include but are not limited to, training, providing administrative, technical, medical, and/or operational assistance, building on host country programs, etc. This temporary assignment also may require the PSC to provide these services and/or support to individuals/organizations other than those listed in their current SOW such as host country government, partner organization(s), community member(s), staff, and/or contractors.”

1. **Logistics & Level of Effort & Duty Station**

Duty station is the office in Freetown. May be required to work in another town during training (typically taking place over 11 weeks in the summer, subject to revisions as needed). May also be required to travel up country as needed, including on short notice. Performs duties during a 40 hour work week. Events may require occasional work in the evenings and on weekends and holidays. May carry a duty phone.

1. **Application Requirements**

The application deadline is on **February 22nd, 2022 at 5:00 PM**.

In order to be considered for this position, the applicant must;

* + Be a Sierra Leone Citizen with residency, and must not have been employed in intelligence-related activities.
	+ Submit complete application package on/before the application deadline date and time by email to: : SL-pcjobs@peacecorps.gov or by hand to **HR Specialist, Peace Corps Sierra Leone, 34 Old Railway Line, Signal Hill, Freetown**.
	+ **Application must include the following;**
		- A letter of interest addressing the required qualifications.
		- A complete CV, to include:
* All relevant employment, including start and end dates (month and year) for each position listed, and a summary of key tasks and responsibilities for each position.
* Educational background and a list of current license(s) held (type of license, dates of issue/expiration as applicable), and/or a detailed description of equivalent experience obtained through on-the-job training.
* Contact information (name, email and/or phone number) of three professional references. At least one reference must be a current or former supervisor. Peace Corps may request additional/other references.
* Information regarding citizenship and work authorization in Sierra Leone. All candidates selected for interview will be required to produce a Government-issued ID card/National Passport/ voters ID card for review.
* All education, experience, skills and qualifications will be verified.
	+ Include completed checklist (Attachment I) of detailed Job requirement in application package.

All experience, skills and qualifications will be verified. Applicants with high potential will be scheduled for an interview at the Peace Corps in Freetown. Employment is contingent on a favorable security background and medical check.

Please include “**Ref:** **Monitoring and Evaluation Specialist**” on the envelope submission and or in the subject line for on-line application.

ATTACHMENT

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| Peace Corps Sierra Leone APPLICATION CHECKLIST  |  |

All applicants wishing to apply for any Peace Corps job is required to provide the following information below and submit with your application package.

**Name of Applicant:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Position you are applying for**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 **Details** YES NO

1. Have you ever served Peace Corps as a Trainee or Volunteer (Including Response or Virtual)? [ ]  [ ]

If so, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Have you ever being employed as a Peace Corps staff member (US Direct Hire (USDH), [ ]  [ ]

Personal Service Contractor (PSC), Foreign Service National (FSN))?

If so, please specify\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. If your answer to any of the questions above is yes please provide the following information below;
* Position location:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Position type: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Start date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* End date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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Signature of Applicant Date