



## Scope of Work



Country: **South Africa**  
Host site: **The AIDS Consortium**  
Assignment title: **Monitoring and Evaluation Manager**  
Length of assignment: **12 months**

### OVERVIEW OF VOLUNTEER ASSIGNMENT

The AIDS Consortium (AC) is a national network organization leading and serving some 1,000 NGO and CBO affiliated members. AC facilitates implementation of the National Strategic Plan through their affiliate network. They therefore have a strong focus on developing and empowering this network with skills, knowledge, and tools that enable them to deliver effective HIV services to communities. AC staff meet with about 400 CBOs per month across three provinces, and leading debate and driving social change through healthy dialogue and engagement.

They also represent the NGO sector on the South African National AIDS Council, giving them additional access and further mandate to lead the HIV response across civil society.

While delivering sound programs, they require in-house technical expertise in monitoring and evaluation (M&E), as well as research.

Their goal is to develop community friendly M&E systems and pilot them across their network. Once functional, these will be shared with affiliated NGOs, as well as across the broader NGO network through the National AIDS Council. This model gives credence to their pay-off line of 'touch one, reach many.' A strong research component is also required to inform their advocacy and related programs thereby better ensuring maximum reach and impact.

#### **In-country placement site: The AIDS Consortium, Braamfontein, Johannesburg**

The AC was established in 1992 under the leadership of Justice Edwin Cameron, now a constitutional court judge. The vision of the AC is as to act as a driving force for social change and competence in HIV leadership. AC's mission is to uplift communities by building AIDS competence within its national network, with a specific focus on human rights.

Programs of the AIDS Consortium:

- Training
- Information and Resources
- Affiliate Engagement
- Communication

**Length of the assignment:** 12 months, assuming a full-time work schedule  
(8 hours a day for 5 days per week)

**Name and title of supervisor:** Executive Director

**Volunteer qualifications:**

*Required:*

- Bachelor's degree in research-oriented field or appropriate equivalent qualification
- At least three years experience with project management
- Demonstrated project management skills
- At least three years experience working with M&E systems including logical frameworks
- Familiarity with qualitative and quantitative data collection and analysis and experience working at various levels of data collection
- Demonstrated understanding of data cleaning and data storage systems
- Experience in research, including the production of publications
- Ability to provide training to staff and affiliated CBOs on basic monitoring skills
- Positive, enthusiastic, and self-motivated approach to work
- Organized, thorough, and meticulous approach to work
- Adaptable with the ability to multi-task and prioritize
- Ability to ensure all tasks are seen through to completion
- Demonstrated resourcefulness and ability to solve problems
- Attention to detail and quality
- Excellent written and verbal communication skills
- Above average writing skills
- Experience writing reports for local and international use
- Above average computer skills, particularly in MS Excel, MS Outlook, and MS Word, and demonstrated ability to use other MS Office software
- Strong written and oral communication skills and fluency in English

*Preferred:*

- Previous experience working with diverse populations and/or working in a developing country
- Experience with HIV programs and community development
- Working knowledge of an African language

**OBJECTIVE OF THE VOLUNTEER ASSIGNMENT**

**Objective:** The objective of the Monitoring and Evaluation Manager is to develop and implement a sound M&E system for The AIDS Consortium, pilot this with AC affiliated organizations, and eventually share this system with the broader NGO sector. The Monitoring and Evaluation Manager will essentially help strengthen project capacity to monitor and evaluate their activities.

## ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

### Volunteer activities:

- Develop a sound M&E system for AC activities, and that of its affiliate network
- Develop simple but appropriate systems for community-based organizations
- Collate AC data and improve internal systems
- Collate, coordinate, and monitor qualitative and quantitative reports from the AC affiliate network
- Expand and strengthen existing M&E system to collect data on all AC activities
- Analyze such data and report to management and the team accordingly
- Develop user friendly M&E tools for use of affiliated CBOs
- Pilot and implement above system, collate and analyze data
- Prepare reports on activities for donors, partners, and management, as well as on other donor-related requirements
- Set up systems for timely reporting to the NGO sector of The South African National AIDS Council, which the AC represents
- Develop community-friendly monthly ‘information packages’ on selected HIV and related themes
- Share findings with AC internally, and with affiliates and the broader NGO network
- Support project staff to identify appropriate reporting formats for partner and other external and internal reports
- Conduct regular internal audits and assessments to ensure data credibility and integrity
- Build the capacity of program staff to understand and implement appropriate monitoring and reporting systems
- Work with AC and affiliates to ensure appropriate, accurate data is collected in a timely manner
- Assist with program evaluation efforts
- Create Standard Operating Procedures for integrated data collection and reporting in conjunction with the Program Managers
- Participate in the development of best practices materials and journal articles as necessary
- Research material for information packs, Web sites, and newsletters
- Other ad hoc responsibilities in line with the nature of the role
- Gain necessary understanding and knowledge of projects and donors within the Directorate
- Participate in and contribute to the development and achievement of AC’s goals and objectives

## EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

### Deliverables:

- Organizational assessment of the placement site
- Monthly reports to host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Needs assessment, including an analysis of staff education and training requirements
- Monthly reports to AC and quarterly reports to the NGO sector working group of SANAC
- Regular reports documenting training, including weekly training schedules, consultation, and mentorship activities provided
- Written materials (reports for funders, management, and partners; internal audits/assessments; program evaluations; bi-annual reviews; project briefs; monthly information packs; best practice materials; journal articles; etc.)
- Standard Operating Procedures for integrated data collection and reporting
- Final report

## RESPONSIBILITIES OF PARTICIPATING STAKEHOLDERS

### Volunteer:

- Complete the scope of work in the timeframe outlined
- Complete organizational assessment within the first two weeks of assignment
- Complete monthly monitoring and evaluation reports
- Submit a post-assignment final report and participate in an exit interview
- Interact with patients, community members, and local staff in a manner this is consistent with social, cultural, and traditional norms
- Adhere to the AIHA Volunteer Code of Conduct

### Partner organization/host site:

- Provide resources necessary for the volunteer to carry out assignment successfully
- Identify a placement site for the volunteer to ensure sustainability of volunteer activities
- Submit performance assessment reports on the volunteer to the Twinning Center

### AIHA Twinning Center:

- Conduct pre-assignment orientation and training for volunteer and placement site staff
- Provide volunteer with safe housing, monthly allowances, medical evacuation coverage, and travel-related costs to and from placement site
- Provide ongoing support of volunteer as needed