



Scope of Work



Country: **South Africa (Durban)**
Host site: **GOLD Peer Education Development Agency**
Assignment title: **Monitoring and Evaluation Expert**
Length of assignment: **6-12 months**

OVERVIEW OF VOLUNTEER ASSIGNMENT

The Monitoring and Evaluation (M&E) Expert will assist in training and supporting implementing organizations in the use of the new M&E online database. S/he will assist in research activities for quality assurance and research and development. S/he will read, analyze, and report on all quarterly monitoring data from implementing organizations.

In-country placement site:

GOLD Peer Education Development Agency (GOLD) is a dynamic non-profit organization playing a key role in the transformation of under-served communities in Sub-Saharan Africa through the roll out of a long-term adolescent peer education model.

The GOLD model uses a methodology of peer education that harnesses the influence young people have with their peers to encourage youth to make informed choices and develop health-enhancing social norms.

GOLD was legally established in September 2004 to respond pro-actively to the increasing incidence of HIV infections among youth. This was done with a sense of urgency to do justice to the scale and rate of such infections, while still accepting the reality that sustained and positive behavior change requires significant investment of time, resources, and one-on-one mentorship and support.

The GOLD (Generation of Leaders Discovered) Peer Education model has been pioneered over the last five years and draws on global best practices coupled with the findings of a few pioneering NGOs.

Length of the assignment: 6-12 months, assuming a full-time work schedule
(8 hours a day, 5 days per week)

Name and title of supervisor: Desiré Peters – National Manager RSA

Volunteer qualifications:

Required:

- Appropriate advanced degree in a research-oriented area (psychology, public health, education, anthropology, etc.)
- At least three years experience working with monitoring and evaluation systems, including logic frameworks
- Familiarity with qualitative and quantitative data collection and analysis methodologies and experience working at various levels of data collection
- Demonstrated project management skills and experience
- Experience writing reports for internal agency use and for local and international funding agencies
- Ability to provide training to staff members on basic monitoring skills
- Positive, enthusiastic, and self-motivated approach to work
- Organized, thorough, and meticulous approach to work
- Ability to work independently with strong leadership skills
- Demonstrated resourcefulness and ability to solve problems
- Excellent written and verbal communication skills
- Proficiency in MS Excel, MS Outlook, and MS Word, and demonstrated ability to use other MS Office software
- Experience in research, including the production of publications
- Strong written and oral communication skills in fluent English
- Excellent interpersonal skills and demonstrated ability to develop cooperative working relationships with diverse professionals

Preferred:

- Skills and experience in designing, programming, and manipulating electronic databases
- Teaching or tertiary training or facilitation experience with adult learners
- Previous experience working with USAID or PEPFAR programs
- Previous experience in working with diverse professionals or working in a developing country
- Previous experience working in a low-resource setting
- Previous experience working with rural communities, NGOs, and FBOs
- Knowledge of the host country's health system and culture
- Knowledge of HIV/AIDS prevention, care, and treatment
- Working knowledge of Afrikaans, Sotho, and Xhosa languages

OBJECTIVE OF THE VOLUNTEER ASSIGNMENT

The objective of the M&E Expert is to build the capacity of Gold Peer Education and implementing organizations to develop and implement monitoring and evaluation systems and programs. In consultation with the Gold Peer Education Manager, the M&E Expert will develop

and implement appropriate systems and strengthen project capacity to monitor and evaluate their activities.

ACTIVITIES OF THE VOLUNTEER ASSIGNMENT

- Assist in training and supporting implementing organizations in the use of the new M&E online database
- Assist in research activities and other areas of program quality assurance and research and development
- Read, analyze, and report on all quarterly monitoring data from implementing organizations since 2007 in all regions where GOLD Peer Education programs are being implemented
- Conduct regular internal audits and assessments to ensure data credibility and integrity
- Assist with program evaluation efforts
- Provide support to monitoring and evaluation processes as required
- Build the capacity of program staff to understand and implement appropriate monitoring and reporting systems
- Work with Gold Peer Education and implementing organizations to ensure appropriate, accurate data is collected in a timely manner
- Set up systems for timely donor reporting and other stakeholders monthly and quarterly reporting for Gold Peer Education
- Set up systems at implementing organizations for accurate reporting on their program impact
- Support project staff to identify appropriate reporting formats for partner and other external and internal reports
- Complete other management and partner reports in a timely manner
- Participate in the development of best practice materials and journal articles as necessary
- Participate in and contribute to the development and achievement of Gold Peer Education's goals and objectives

EXPECTED OUTCOMES OF THE VOLUNTEER ASSIGNMENT

Deliverables:

- Organizational assessment of the placement site
- Needs assessment, including an analysis of staff education and training requirements
- Regular reports documenting weekly training schedules, consultation, and mentorship activities provided
- Monthly reports to host site and AIHA's HIV/AIDS Twinning Center tracking experiences, successes, and challenges
- Standard Operating Procedures for integrated data collection and reporting

- Written materials (reports for PEPFAR and UNICEF; reports for management and partners; internal audits/assessments; program evaluations; bi-annual reviews; project briefs; indicator information sheets; best practice materials; journal articles; etc.)
- 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