

Peace Corps Peru is looking for a **Monitoring Reporting and Evaluation (MRE) Specialist**

Resumes and cover letters should be received by April 12, 2013, by e-mail to vcerna@pe.peacecorps.gov

Statement of Work

- Reports to:** Director of Programming and Training (DPT)
- Coordinates with:** Primarily coordinates with the DPT, Training Manager (TM), APCDs, Grants Coordinator, and the IAP Regional PTE Advisor
- Position Summary:** Under the supervision of the DPT, the MRE Specialist serves as a member of the Programming and Training (P&T) team and a member of the Senior Staff. In conjunction with the TM, the MRE Specialist supports the monitoring and evaluation of the overall 27-month training continuum for Volunteers. In addition, he/she coordinates with APCDs on the development of MRE tools for Volunteer project activities in the projects of PC/Peru and supports PCVs (which includes PCRVs) in effective monitoring and reporting of activities. The MRE Specialist provides regular MRE training for staff, evaluates program and training impact by analyzing available data and contributes to communication to PCVs, staff, and stakeholders on project results. The MRE Specialist also facilitates Volunteer training and support in MRE during pre-service training (PST) and in-service trainings (IST).

MAJOR DUTIES AND RESPONSIBILITIES

A. MRE SUPPORT OF PROGRAMMING (60%)

Assists DPT and APCDs in developing, managing, and implementing a monitoring and evaluation plan for each project in accordance with Peace Corps guidelines. This includes providing training and support for staff and Volunteers in adapting and improving MRE tools. This also includes follow up monitoring and support to PCVs to ensure consistency in data collection and reporting and evaluation of short-term and mid-term impact.

1. In conjunction with APCDs, participates in the project plan evaluation process to review progress towards targets and assess potential changes in project plan or training.

2. In coordination with each APCD, adopts, adapts, or develops practical MRE tools for Volunteers in each project to collect baseline data and to conduct regular assessment of Volunteer activities in relation to relevant project indicators and targets.
3. Leads and facilitates regular MRE training for PC/Peru staff for the purpose of building staff capacity in providing support and feedback to Volunteers in MRE practices. Staff development training includes Volunteer reporting form (VRF) management, development of MRE tools for the relevant project plan activities, and integration of MRE concepts into all programming and training efforts.
4. Develops periodic summary reports by project and by region for P&T analysis to facilitate consistent monitoring, reporting, and evaluation of project plan outcomes.
5. Coordinates with APCDs to disseminate summary reports of Volunteer activities and indicator data to currently serving Volunteers to foster learning and networking regarding overall program activities.
6. Serves as staff expert on MRE for Volunteers and Staff. This includes providing MRE support for grant funded projects and activities and VRF support.
7. Provides support to Volunteers in VRF reporting.
8. Under the direction of the DPT, assists in completing annual status reports.
9. In conjunction with programming staff, assists in development of PC/Peru's Annual Report.
10. Performs other relevant programming duties as assigned.

B. MRE SUPPORT OF TRAINING (35%)

Assists P&T staff in developing and implementing MRE aspects of PST and IST events throughout the 27-month training continuum.

11. Functions as lead facilitator of MRE training during PST and IST.
12. In conjunction with DPT and TM, develops or adapts tools that assist with evaluating the effectiveness of PST and ISTs.
13. In conjunction with TM and APCDs, participates in training PCTs to perform and present effective Community Diagnostics.

14. Participates in the training of trainers (TOT) for training staff. This includes development of relevant TOT materials and facilitation of sessions on MRE.
15. **Authorization to Carry Funds:** The MRE Manager will be required to courier cash and/or purchase orders to various vendors who furnish supplies and/or services to PST training sites, or other locations as directed by the TM. The MRE Manager will not be functioning as the procurement official but will only be acting as an intermediary between the TM and the vendor. The MRE Manager will not be required to 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 DMO.
16. Performs other relevant training duties as assigned.

C. SAFETY AND SECURITY (5%)

17. Upholds and complies with Peace Corps safety and security policies and procedures, including the timely reporting of incidents involving V/Ts and any other safety and security incident, including suspicious persons or situations.
18. Participates in the planning, training and implementation of the Emergency Communication System and Emergency Action Plan. Actively participates in training simulations and actual emergency situations to ensure the safety and security of the Volunteers and Trainees.

QUALIFICATIONS REQUIRED FOR EFFECTIVE PERFORMANCE:

Education:

- Bachelor's degree in social sciences, international development, or other relevant field.
- Post-graduate studies preferred.

Required Qualifications:

- At least 5 years of experience working in relevant positions with international development organizations.
- Demonstrated professional knowledge of monitoring, reporting, and evaluation.
- Ability to transmit knowledge and support for Peace Corps' goals and development philosophy
- Ability to work effectively and with credibility as an expert within American and Peruvian cultural contexts in both informal and professional settings with Trainees, Volunteers, colleagues, Host Agency Officials, Peace Corps/Washington, the American Embassy, and others.
- Experienced with technology; proficient in Excel, Word, and database management.
- Trainer of trainers experience.

- Strong experience with workshop and group facilitation, session plan design, and cultural adaptation & sensitivity training.
- Fluent spoken and written English and Spanish
- Strong data analysis skills
- Knowledge of and experience with participatory community analysis tools for development.
- Ability to prepare precise, analytical reports.
- Position requires a valid Peruvian driver's license and ability to drive a manual vehicle (stick shift).

Desired Qualifications:

- Is a team member and relates to colleagues consistently in a manner that fosters a consensus-building atmosphere, encourages openness and constructive criticism in all directions, accepts suggestions, and willingly responds to reasonable requests and criticism from Volunteers, colleagues, and supervisors in a timely manner.
- Encourages and maintains a healthy, productive team spirit within the staff and with Volunteers and Trainees.
- Collaborates with other staff in many facets of their work as required to assure effective program coordination while providing support and suggestions for developing and refining projects and training programs.
- Prior Peace Corps experience preferred.