**JOB DESCRIPTION: MONITORING & EVALUATION SPECIALIST**

**Job title**: **Monitoring and Evaluation Specialist**

**Location**: Accra, Ghana

**Starting date**: April 1st, 2025

**Sector**: Monitoring and Evaluation

**Deadline for** **application**: March 11th, 2025

**Project name and description**: Team Europe Technical Assistance Facility to support AfCFTA and Continental Economic Integration (EU-TAF)

**CONTEXT**

Team Europe Technical Assistance Facility (EU-TAF): Supporting the AfCFTA and Continental Economic Integration

The African Continental Free Trade Area (AfCFTA), signed by 54 of the 55 African Union member states, is a significant milestone towards establishing a continental single market. It aims to boost intra-African trade, drive structural transformation, and create substantial employment opportunities across the continent. However, achieving these goals requires strengthening institutional capacities to complete negotiations, implement obligations, and foster active cooperation among stakeholders, including the private sector, at continental, regional, and national levels.

The Team Europe Technical Assistance Facility (EU-TAF) aims to support the AfCFTA and broader African economic integration by focusing on the following Outputs:

1. The capacities of the AfCFTA Secretariat to finalize the remaining negotiations and steer the implementation of the AfCFTA Agreement are strengthened
2. The capacities of the AUC and its specialized agencies to advance Continental Economic and Industrial policies complementary to the AfCFTA are strengthened
3. The capacities of targeted RECs to implement AfCFTA related priority reforms and to facilitate cross-REC exchanges are strengthened
4. The capacities of countries’ authorities to negotiate and implement their AfCFTA commitments are strengthened
5. The capacities of private sector organisations to benefit from the AfCFTA are strengthened
6. The integration of the transversal areas (e.g. gender, youth, and climate) in the African continental economic integration process including through the engagement of civil society and/or think tanks organisations having the capacities to lead initiatives, is facilitated

The EU-TAF is funded by the EU, the German Ministry of Development Cooperation (BMZ), Agence Française de Development, Sweden, Netherlands, Denmark, Finland and Ireland. The EU-TAF is implemented by GIZ, Expertise France, and FIAPP under the guidance of the AfCFTA Secretariat and the AUC.

The EU-TAF is implemented through a joint programming, implementation and monitoring approach. While the three implementing agencies implement in line with their own respective processes and procedures, the programme is jointly managed through the Programme Management Unit (PMU) based at the AfCFTA Secreteriat. Several positions, including the posted M&E Specialist position, work on behalf of the programme as a whole in close collaboration with all three implementing partners, under the direct supervision of the EF Senior Programme Manager and the overall guidance of the PMU Team Leader.

**POSITION OVERVIEW**

To guide effective implementation of the EU-TAF, the project seeks a Monitoring and Evaluation (M&E) Specialist. The Specialist will revise and adjust the project’s Logical Framework (LogFrame) based on recent developments, support the project’s Results-Based Monitoring and Evaluation Plan, as well as develop methodologies, systems, and tools to ensure evidence-based performance monitoring. The M&E Specialist will work within a coordinated and systems-strengthening approach under the supervision of the Senior Programme Manager of Expertise France. The position requires close collaboration with the Senior Programme Manager and PMU team in Ghana, as well as other colleagues from all IPs as part of the wider EU-TAF team. Particularly important will be the effective collaboration with the PMU Team Leader, the PMU communication manager, and the PMU Advisor. The work will build on all tools, approaches, and reporting that have been undertaken during the first 3 years of implementation of the programme.

**DUTIES AND RESPONSIBILITY**

**Monitoring and Evaluation**

* Strengthen the EU-TAF monitoring and evaluation framework and tools.
* Provide technical support and quality assurance for all M&E activities.
* Collect required information from the EU-TAF across the three implementing partners as well as project beneficiaries, which may involve the conduct of field missions.
* Develop questionnaires, surveys, and tools to efficiently collect required information.
* Ensure that the available data responds to the reporting, management, and communication requirements of the programme and Expertise France.
* Develop approach to measuring impacts and results beyond programme indicators, especially for trainings and events, e.g. through tracer studies for private sector trainings.

**LogFrame Revision and Updates**

* Review and refine project Logical Framework.
* Review and update indicators to align with overall project objectives and mid-term planning agreements with the project partners.
* Critically review and propose adjustments for the proactive monitoring, reporting, and evaluation systems responsive to changes since project inception.
* Review and identify additional resources required for effective monitoring and evaluation procedures.

**Evidence Generating and Reporting**

* Support evidence-based knowledge development and dissemination.
* Oversee implementation of the project results framework and build team capacity for effective M&E reporting by all team members.
* Develop M&E policies, standards, and compliance guidance.
* Produce high-quality narrative and graphical reports tailored for EU, Expertise France and other stakeholders.

**Knowledge management**

* Critically review existing knowledge management approach of the project.
* Propose approach and process towards ensuring adequate knowledge management.
* Follow-up and ensure roll-out of knowledge management.

**Deliverables (immediate to short-term deliverables)**

* Refined and actionable M&E framework, policies, and tools, including a refined project logical framework with an explanatory note on the changes.
* Periodic data-driven reports highlighting project progress and outcomes.

**QUALIFICATION REQUIRED & EXPERIENCE**

* Education:
  + Master’s degree in Data Sciences, Social Sciences linked to statistics, Monitoring and Evaluation, Development Planning, Statistics, or a related field
  + Coursework should ideally include principles and practices of statistics and scientific impact evaluation
* Work Experience:
  + Minimum 5 years of relevant experience and expertise in designing and implementing M&E systems
  + Background in international trade policy and/or regional integration
  + At least 2 years of work experience in programmes related to economic policy on a regional or continental level
* Skills
  + Analytical, quantitative, and qualitative analysis skills
  + Proficiency in Microsoft Office Suite (Teams, Word, Excel, PowerPoint, Lists, Power tools)
  + Effective communication, report writing, and presentation abilities
  + Team-oriented with strong negotiation and cooperation skills
* Language Skills:
  + Fluency in English. Fluency in French is an asset