



Detailed Job Description

The Environmental Investment Fund of Namibia (EIF), on behalf of the Namibian Ministry of Agriculture, Water and Forestry seeks the services of the following professional to support the implementation of the five- year project: *Improving rangeland and ecosystem management practices of smallholder farmers under conditions of climate change in Sesfontein, Fransfontein, and Warmquelle areas of the Republic of Namibia.*

Monitoring and Evaluation Officer (x1) 2018-2023

1. General Information

Job Code Title: Monitoring and Evaluation Officer
Vacancy number: 002/2018
Type of Contract & Duration: Service Contract for Five Years Months (subject to annual review)
Immediate Supervisor: Project Manager

2. Background

Climate change forecasts predict an increased length of the dry season in Kunene region, located in north-west Namibia. The most vulnerable populations - due to a predominantly drying climate - are small-scale and subsistence farmers, mostly women. The targeted Kunene region is one of the regions that are food-insecure, and have a long history of poverty, and suffer from high variability in rainfall and incidences of drought. Typically, residents depend on agriculture, mixed farming and agro-pastoral practices with the main economic activities being livestock production, and to some extent tourism.

Recent severe drought caused massive loss of animals including cattle in Kunene, which has substantially increased the risk of even further deterioration of livelihood and vulnerability of the people. To reduce the vulnerability of smallholder famers, this project will address the impacts of increasing temperature and higher water evaporation on crop production and bush encroachment on land and livestock productivity. It will increase the efficiency with which rainfall is used to maintain agricultural and rangeland production. The project aims to reduce the vulnerability of smallholder farmers under climate change conditions by safeguarding natural capital that generate ecosystem services to sustain agricultural production systems. More specifically, this project is intended to:

- a) Promote investments in integrated drought early warning systems and improve the existing ones;
- b) Strengthen and improve the capacity of key stakeholders in drought risks management at regional, national and local levels; and
- c) Support communities to undertake innovative adaptation actions that reinforce their resilience to drought

3. Project Implementation Arrangements

The Project will be implemented over a period of five years, officially commencing 01 October 2018 to June 2023. The Ministry of Agriculture, Water and Forestry (MAWF) is the executing entity of the project. Thus the administration of the project will be carried out by a Project Implementation Unit (PIU) under the overall guidance of the MAWF and EIF through the National Project Steering Committee. The PIU will be led by the Project Manager, who will be responsible for ensuring that the project is fully managed and implemented in accordance with its objective.

4. Role and Responsibilities

Reporting to the National Project Manager, the Monitoring and Evaluation Officer will:

- Test, refine and set up the M&E Plan during the inception phase of the programme and formalise its implementation through an M&E Manual.
- Implement the M&E Plan, assessing progress and challenges based on data collection on the ground and participatory evaluations during Steering Committee Meetings and report.
- Assess the functionality of M&E system throughout implementation to assess (i) whether the indicator system is still valid and relevant, (ii) whether data registration, data use and data analysis is feasible in the long term, and (iii) whether the data collected is useful for those involved, and helping them to measure progress and impact in achieving their targets.
- Finalise the M&E tools to monitor project progress and challenges and to collect the baseline.
- The collection of the baseline (baseline survey) based on a participatory inventory of natural resources and human capacities at each of the demonstration sites at the inception of the project. This inventory will not only establish the baseline but also provide necessary information for planning.
- To establish data storage and reporting system which allows service providers, support organisations and the Project to establish progress and challenges without burdening resource users.
- To collect and collate data from the field as well as through regular participatory evaluation sessions, as stipulated in the M&E Manual developed during the inception phase.
- To evaluate data, highlight progress and challenges; consolidate findings into reports as required by the Environmental Investment Fund of Namibia and Green Climate Fund.
- To report and discuss progress in person to the Project Board and Regional Steering Committee and contribute to annual workplan preparation to ensure that activities correspond to targets.
- Cooperate and liaise with external, independent evaluators at Mid Term and End Term Evaluation as applicable.

5. Work Arrangements

The Monitoring and Evaluation Officer will be employed by MAWF on a full-time basis for the duration of the Project, starting in 2018 and ending in 2023. S/he will be housed in the Implementation Unit, which will provide office space and equipment as necessary to implement his/her responsibilities. **The duty station will be in Windhoek, Namibia, at the Environmental Investment Fund of Namibia.**

6. Reporting

The M&E Officer will report day-to-day activities to the Project Manager within the Implementation Unit. S/he will also report once a year to the Project Steering Committee and provide advice as stipulated in the TORs. S/he will further take part in the participatory M&E sessions of the project interventions.

7. Required Qualifications and experience

- Namibian National;
- Must have a minimum of a Bachelor's Degree in project management, climate change, natural resource management, development studies and other related subjects, and formal training in monitoring and evaluation, with at least 5 years' experience in M&E. Master's Degree in a related field will be an added advantage;
- Past experience in doing base line studies in any Government/Non-Governmental Organizations will be an added advantage;

- Proven experience in monitoring and evaluation of projects and skills in training and transfer of knowledge;
- Excellent written and oral communication skills, organizational and time management skills required;
- Ability to work independently and as part of a team; and
- Competence in climate change monitoring indicators.

For inquiries, please contact the Human Resource Officer at LTimbo@eif.org.na or recruitment@eif.org.na or call 061 4317700

All applications, clearly indicating project vacancy applied for, should be delivered / sent to:

Environmental Investment Fund of Namibia
PO Box 28 156
Auas Valley
Windhoek
Namibia

or

Environmental Investment Fund of Namibia
Capital Center Building, 2nd Floor
Independence Avenue
Windhoek
Namibia

Closing date: Friday, 21 September 2018; 16:00

No faxed applications shall be considered and only short-listed candidates will be contacted.