

“Bulgarian Libraries – Access Points to Information and Communication for All”

Position: Monitoring and Impact Manager (MIM)

Timeframe: 1 August 2012 to 31 December 2013

Contractual arrangement: Service Contract - full-time position; contract issued on an annual basis

1. OBJECTIVES OF THE POSITION

The MIM heads the *Monitoring Department* at the Program Management Unit (PMU) in Sofia.

The MIM is in charge of all aspects related to impact planning, monitoring and assessment of the program. The MIM ensures that the monitoring and evaluation processes conducted fulfill their end purposes: accountability, adaptive management, corrective action, long-term planning for sustainable results, advocacy, and national ownership of the program. The MIM participates actively in the production of program work plans, reports and publications.

2. TERMS FOR PROVISION OF THE SERVICES / LINES OF REPORTING

The MIM reports to the Program Manager (PM). The MIM guides and supervises the work of the Information Specialist. Under the overall coordination of the PM, the MIM collaborates with the other PMU members, the 28 District Coordinators, and the program partners / stakeholders to plan and implement the program's impact planning, monitoring and assessment work.

3. SCOPE OF WORK

Impact Assessment

- Revise and finalize the program's Impact Planning and Assessment Framework (IPAF);
- Propose new/enhanced impact indicators;
- Elaborate detailed yearly impact assessment plans, based on the revised IPAF;
- Clarify the IPAF to PMU staff, PMU consultants, program partners and stakeholders;
- Guide and advise the process of data collection and analysis in relation to the IPAF;
- Analyze the quality and reliability of the methods and sources for collection of impact assessment data, and propose changes / improvements as necessary;
- Propose data verification approaches and apply them in the impact assessment process to ensure fair representation of the status of program implementation and results;
- Align the proposed data collection and analyses approaches with the program budget, in close consultation with the DPM and the PM;
- Draft terms of reference and liaise with consultants and sub-contractors involved in impact assessment;
- Liaise with Bill & Melinda Gates Foundation representatives and consultants in relation to the IPAF during the course of grant implementation;
- Provide substantive contributions in the process of collection and interpretation of data related to the IPAF;
- Produce impact assessment reports

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Program monitoring

- Closely follow the monitoring processes (PMU meetings; field visits and meeting, spot-checks; related documentation, target libraries report submission) and propose improvements in the applied approaches and formats;
- Suggest ways that will contribute to enhanced internal program monitoring;
- Draft terms of reference and liaise with consultants and sub-contractors involved in internal monitoring

External (independent) program evaluation

- Collaborate closely with UNDP, the Ministry of Culture and the other program partners in planning and carrying out the program’s external evaluation activities: drafting of evaluation concepts, terms of reference; identification of potential evaluators; coordination of evaluation assignments; comments on evaluation reports
- Monitor the follow up to external evaluation recommendations;

Reporting

- Participate in the drafting of bi-annual, annual and other reports on program progress as needed;
- Analyze and summarize target libraries quarterly reports in order to track impact developments in the field and to use the results for program advocacy and other purposes.

General

- Effect targeted field visits;
- Guide, advise, clarify and train target librarians for the purposes of monitoring, reporting and evaluation;
- Sensitize, guide, advise, clarify and train the District Coordinators in the program’s impact planning, monitoring and assessment aspects;
- Help target librarians develop their own locally-tailored assessment, monitoring, evaluation and reporting mechanisms;
- Submit oral and written reports / information to the PM as requested.

4. QUALIFICATIONS

- keen interest in local development issues
- substantial experience in monitoring and evaluation of donor-supported programs
- demonstrated capacity in conducting mentoring, technical assistance and facilitation
- experience in designing and adapting monitoring and impact assessment tools and methods
- sound understanding of / experience with sociological surveys, statistical data collection and analysis
- outstanding planning, analytical, and reporting skills
- ability to summarize quantitative and qualitative indicators for different audiences
- excellent organizational and coordination skills;
- outstanding oral and written communication skills in Bulgarian and English

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- computer literacy (word processing, Internet, spreadsheets, Power Point, specialized statistical software)
- teamwork orientation
- university degree