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Organisation des Nations Unies
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JOB DESCRIPTION

GEF Project GCP/CMR/904/GFF “Enabling Land Degradation Neutrality and mitigation of greenhouse gas emissions in Cameroon’s Sudano-Sahelian agro-ecological zone”

Position title: Monitoring, Evaluation and knowledge management specialist

Reports to: National Project Technical Coordinator, National Project Director (NPD) and FAO GEF focal Point, Cameroon office

Technical / Dotted Reporting Manager(s): FAO GEF Agency

Supervises: National Project Director (NPD)

Grade/Career Level:

Location: Yaoundé

I. Mission of the Department:

The Sudano-Sahelian semi-arid agro-ecological zone, one of Cameroon’s five agro-ecological zones, covers the North and Far North Regions of the country, extending over a combined area of about 10 million hectares. The zone comprises both natural habitats and agroecosystems. The production landscapes play an important role in local livelihoods, primarily through the agriculture and livestock sector.

Land degradation is destabilizing the agro-ecological conditions of the Sudano-Sahelian zone. The region is the most fragile ecological zone in Cameroon, with nearly 5 million hectares of land highly degraded – a situation exacerbated by climate variability and change, including frequent prolonged droughts and erratic heavy rains.

Cameroon has made a commitment to achieve land degradation neutrality (LDN) by 2030, with LDN achieved in at least 90 percent of municipalities within priority areas to combat land degradation.

The **GCP /CMR/904/GFF** project aims “to enable land degradation neutrality (LDN) and mitigation of greenhouse gas emissions in the production landscapes of Cameroon’s Sudano-Sahelian agroecological zone”. The objective will be achieved through implementation of the following components in six (6) municipalities within two (2) target regions – North and Far North:

- Component 1: Improving the Sub-National Enabling Environment for LDN
- Component 2: Strengthening Initiatives in line with Municipal LDN Targets
- Component 3: Knowledge management and Monitoring & Evaluation.

The Global Environment Facility (GEF) Council approved this 5-years project which a PMU executed by the Ministry of Environment Protection of Nature and Sustainable Development (MINEPDED) with FAO as the GEF Agency.

For this project, several partners with LoA and consultants with contracts will be involved for the implementation of different project tasks. Their contribution will need to be coordinated and constantly monitored.

Monitoring and evaluation of the achievement of expected outcomes and capitalization of lessons learned are essential. As such, we are looking a passionate and ambitious Monitoring, Evaluation and knowledge management specialist (MEL), to help mission-driven teams and organizations achieve their greatest impact.

II. Major Functions:

The Monitoring, Evaluation and knowledge management specialist, will lead the development and implementation of a more detailed M&E plan, which builds on the results matrix and defines specific requirements for each indicator (with annual targets for certain indicators, data collection methods, frequency, responsibilities for data collection and analysis, etc.). He will also in charge of knowledge management in consideration of the project’s Stakeholder Engagement Plan and anticipated project outcomes under all components.

III. Major Duties and Responsibilities:

He/she will carry out the following tasks:

- Ensure the implementation of the monitoring and evaluation plan of the project, including the planning of all necessary data collection and analysis;
- Oversee and contribute directly to the development and implementation of M&E tools and systems to improve the ability to collect, interpret and aggregate data that tracks tangible and measurable progress towards project results;
- Develop and support the design and implementation of surveys and other components of the project monitoring and evaluation system;
- Develop high quality quantitative and qualitative methods and participatory methodologies to monitor the quality of the project in terms of performance and results;
- Design appropriate feedback mechanisms to assess whether the approaches implemented by the project are effective;
- Ensure that the results of all monitoring, evaluation and survey activities are fed back into the project and disseminated to stakeholders and partners for appropriate adjustments;
- Provide high quality and timely reporting including documentation of success cases, data analysis for calculation of indicators, summary of qualitative results, etc. ;
- Establishing a performance monitoring framework to define bi-annual targets for the

- project to meet the targets defined in the project document;
- Train the project team and executing partners on M&E requirements and tools.
 - Coordinate the preparation of all project M&E reports. Guide the project team in preparing their progress reports in accordance with approved reporting formats and ensure their timely submission.
 - Monitor actual progress and performance against work plans and associated indicators.
 - Contribute to further development and implementation of the knowledge management plan and preparation of knowledge products.
 - Support the organization of internal project reviews, and monitor implementation of recommendations.
 - Lead the identification of best practices and knowledge and facilitate exchange with partners and wider dissemination through relevant platforms.

IV. Profile:

Required Qualifications:

- Master degree in agriculture, natural resources management or related field.
- At least 7 years of experience in project results-based management and M&E, including planning design and implementation of knowledge and M&E systems, information analysis and report writing.
- Excellent communication and report writing skills.

Required Skills and Competencies:

- Proven ability to understand, interpret and apply technical and scientific information and data to achieve tangible results;
- Proven ability to work in a team environment and work well across cultures, and within and across organizations;
- Strong attention to detail and time management skills;
- Good guidance and negotiation skills at all levels;
- Good knowledge of Ms Office suite;
- Excellent skills in oral and written communication in French and English.

Other skills

- Demonstrate integrity by applying the values and ethical standards of the United Nations;
- Displays sensitivity and adaptability to culture, gender, religion, race, nationality, and age;
- Treats all people fairly without favoritism;
- Able to communicate effectively in writing to a wide variety of audiences in a simple and concise manner;
- Able to work in a high pressure environment with tight and frequent deadlines, managing numerous tasks simultaneously;
- Able to handle confidential and politically sensitive matters in a responsible and mature manner;
- Works well in a team;
- Projects a positive image and is willing to take on a wide range of tasks.
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V. Working Relationships:

Under the supervision of the Project Manager, the Project Monitoring, Evaluation and knowledge management specialist will work closely with MINEPDED and FAO. He will interact with project partners (IFAD, IUCN, FEICOM, etc.) and other partner national governmental institutions, non-governmental organizations, academic institutions, the media, specialists/consultants and other stakeholders.

This job description covers the main tasks and conveys the spirit of the sort of tasks that are anticipated proactively from staff. Other tasks may be assigned as necessary according to Project needs.

Date:

Approved by: