Title: **Monitoring, Evaluation and Learning Officer**

Reports to: **Monitoring, Evaluation, and Learning Coordinator**

Location: **Monrovia, Liberia**

Overview

Applying Research for a Healthy Liberia (BRIDGE-U: Liberia) is a USAID-funded partnership between the University of Liberia College of Health Sciences (ULCHS), Yale University, Vanderbilt University Medical Center, and other innovation and health sector partners. The five-year project will establish a Center for Teaching, Learning, and Innovation (CTLI) at ULCHS, which will house activities, facilities, and personnel working to utilize research for development impact and to build research utilization capacity throughout the health workforce pipeline, while generating new knowledge about how best to do both. By the end of the project, CTLI will be a national public-private academic hub for research utilization, training and collaboration throughout Liberia's health sector, supported by institutionalized revenue generation activities and administrative systems.

The goal of BRIDGE-U: Liberia is to contribute to *equitable improvements in health outcomes, inclusive economic growth, and increased financial independence and self-reliance* in specific health-related sectors and institutions in Liberia. The Activity aims to achieve the following objectives:

1. Advance research utilization in health and health sciences education for improved health outcomes;
2. Build research utilization skills among Liberia's current and future health sciences students, faculty, practicing clinicians, policymakers, and entrepreneurs;
3. Promote the use of experiential learning through evidence-based simulation trainings to health sciences students and practicing clinicians;
4. Generate new knowledge about how to most effectively translate and utilize research to achieve development goals; and
5. Develop and embed effective systems to strengthen institutional capacity for continued professional development and financial independence, targeting specific health-related sectors and institutions that will result in sustainable impact.

Below is a summary of the key activities:

ACTIVITY	DESCRIPTION
Activity 1	Establish ULCHS Center for Teaching, Learning, and Innovation (CTLI)
Activity 2	Establish a science camp program (Camp xSEL) to build foundational research utilization skillsin the health workforce pipeline
Activity 3	Teach and study research utilization through inter-professional research projects
Activity 4	Develop an experiential learning and assessmentlab for current and future clinicians
Activity 5	Design and deliver Certificate in Evidence-Based Health Policy course for policy-makers
Activity 6	Foster entrepreneurial applications ofresearch findingsthrough training, hackathon events, andmentorship

Activity 7	Establish Continuing Professional Development (CPD) systemsfor health service providers
Activity 8	Capacitate ULCHS Office of Fiduciary Services(OFS) and Office of Sponsored Research Services(OSRS)

Objectives of the Positions

The Activity seeks to hire a full-time MEL Officer to administer data collection tools and collect performance data; and support key activities such as recruitment exercises, organization of workshops, learning events, etc. With support from the MEL Coordinator, the MEL Officer will conduct assessments, including tracer studies, satisfaction surveys, etc., and backstop respective faculty and staff to fulfil routine MEL responsibilities, including adherence to field protocols, attendance tracking; submission of reports, etc. The MEL officer will serve as a focal point to support partners in meeting commitments on internal data MEL activities, as well as collaborate with activity Coordinators.

Main Duties and Responsibilities:

- Implement all data collection activities to ensure preparation of timely reports (monthly, quarterly, annual);
- Support other monitoring activities including research activities, report preparation, and documentation of results and lessons learned;
- Adhere to data quality assurance procedures, standards and requirements during field work; ▪ Support MEL team members, including Project Coordinators in the implementation of MEL plan, internal data quality assessments, and respond to information requests from USAID and other stakeholders;
- Participate in learning events, including quarterly and annual project reviews, planning workshops, dissemination events, etc.;
- Serve as focal point to support implementation of MEL activities to support partner organizations implementing project activities;
- Assist faculty members to administer formative and summative assessments of training courses and other MEL functions;
- Establish properly organized archives of hardcopies of performance data, securely maintained in appropriate filing systems.

Qualification and Skills

- Bachelor degree in demography, economics, natural and health sciences and other social science related fields; certification in MEL courses is an advantage;
- Minimum of 7 years of professional experience in a mid-level MEL position, implementing M&E activities on projects for international development organizations;
- Experience of prior work on a USAID-funded activity is a requirement;
- Experience in performance measurement, including indicator selection, target setting, data analysis and reporting;
- Knowledge of evaluation methodologies (e.g., qualitative, quantitative, mixed method); ▪ Proven achievements in designing, implementing and operating project M&E systems from project initiation to closeout stages.
- Demonstrated ability through previous experiences with data quality assessments; developing and refining data collection tools, and providing ongoing training to staff of partner organizations;
- Proficient in Microsoft Office suite (Word, Excel, PowerPoint, etc.);

- Proficient in conducting capacity building activities for staff and faculty, including training in software applications such as Excel, REDCap, PowerPoint, etc.;
  - Excellent written and verbal communications (English); good interpersonal skills.

Please [click here](#) to apply.

Deadline for the submission of applications is Friday, 8th September 2023 at 12 midnight.