**Terms of Reference**

**MONITORING, EVALUATION AND LEARNING COORDINATOR (GHANA)**

**Danish Maritime Security Programme for the Gulf of Guinea 2022-2026**

(local/regional recruitment)

**Client**: Government of Denmark

**Location:** Accra, Ghana with periodic travel within West Africa required.

**Contract information**: Fixed term for *insert* (Probationary period…, with possibility for extension)

**Background**

These Terms of Reference relate to the position of Monitoring, Evaluation and Learning (MEL) Coordinator to the Danish Gulf of Guinea Maritime Security Programme phase 3 2022-2026 (DMSP 3). The programme is the third phase of Danish support to the strengthening of regional capabilities and capacities for maritime domain awareness (MDA) and response as well as a longer-term institutional strengthening of maritime governance. The programme is funded through the Danish Peace and Stabilisation Fund (PSF), which draws from both Ministry of Defence and Ministry of Foreign Affairs sources.

The overall objective of the support is *enhanced regional maritime security in the Gulf of Guinea through more capable maritime and law enforcement institutions at national and regional level*. It builds on Denmark’s current and previous diplomatic, stabilisation, and development engagement in the region and has been designed to complement Denmark’s other channels of support between 2022 and2026. The programme further strengthens Denmark’s contribution to maritime security in the Gulf of Guinea. It also reinforces Denmark’s commitment to stability, the rule of law, gender and human rights.

The programme has been designed around four interlinked Peace and Stabilisation Engagements (PSE):

**PSE 1** – Support to gendered criminal justice system responses to the threat of maritime crime in Benin, Cameroon, Cote d’Ivoire, Ghana, Nigeria and Togo (UNODC)

**PSE 2** – Supported Regional Maritime Policing in Benin, Cote d’Ivoire, Ghana, Nigeria and Togo (INTERPOL)

**PSE 3** – Integrated Responses to Threats to Maritime Safety and Security in the Gulf of Guinea Maritime Domain (KAIPTC)

**PSE 4** – Maritime Domain Awareness and Operational Response (DCD)

**Purpose of the post**

The post is designed to fulfil the following full-time function:

**O**verall programme monitoring and support to engagement partners where this is needed. The MEL Coordinator will **report to the MSPA** and have expert knowledge of monitoring and evaluation (M&E) and results-based management – and ideally also a solid understanding of the maritime security environment, thereby enabling him/her to interact with the implementing partners as well as other stakeholders. A key function of this advisor will be to supervise and support the reporting and monitoring from the four engagement partners. For PSEs 1, 2, and 3, this will involve drawing from the partners’ standard reporting. For PSE 4, it will involve close consultation with the Maritime Military Advisor in Abuja. The MEL Coordinator will be located at KAIPTC in Accra. The implementing partners have the primary responsibility for monitoring and reporting on the implementation of their projects under the programme and will utilize standard Danish PSF reporting formats for this and timelines as set out in the PSEDs. The coordinator’s role is to coordinate the biannual reporting, assist partners where necessary, and ensure that reporting meets the standards and formats set out for PSF programmes.

**Required competencies**

1. Demonstrable project management and monitoring skills and techniques, especially experience in managing regional peace and security projects.
2. Proven organizational skills in coordinating activities and resources.
3. Excellent drafting skills, including the ability to draft reports with objectivity and independent judgment.
4. Confidentiality and a high degree of tact and ability to build and maintain effective working relationships with internal and external stakeholders at all levels.
5. Ability to work under pressure and against tight deadlines.
6. Ability to work as part of a team in an international cross-cultural context.
7. Meticulous attention to detail, whilst maintaining an awareness of general policy directions and priorities of Denmark’s interventions in the Gulf of Guinea.
8. Excellent ability to draft and edit technical texts and present complex issues orally in a clear manner.
9. Demonstrated ability to multitask and to work under pressure against tight deadlines, whilst maintaining accurate high-quality work.
10. Good interpersonal skills and ability to build and maintain effective relationships.

**Professional experience**

1. Minimum 10 years of progressively responsible experience working in a multi-cultural environment in the peace and security sector in West Africa. Preferably involving activities on monitoring, evaluation and learning.
2. Demonstrable experience of maritime security operations and planning.
3. At least five years of progressively responsible professional experience managing and reporting on regional projects and/or programmes in Africa involving also international donors.
4. Demonstrated experience of monitoring and reporting on international projects in accordance with results-based management (RBM) principles, including output and outcome based reporting, monitoring, and assessment of changes in assumptions and risks, theory of change, etc.
5. Experience in organizing and participating in international meetings related to peace and security broadly and maritime security in particular.
6. Experience with facilitating and presenting technical training courses at a senior level.
7. Working experience of international conventions. General knowledge of the maritime sector with personal network into national security sector practitioner community in Africa.

**Education**

Graduate degree in the social sciences / political science from a recognized university. Other additional and relevant certificates or commensurate experience is an asset.

**Language skills**

Complete written and oral proficiency in English. Working knowledge of French.

**Other knowledge and skills**

Participation in the development of project monitoring systems and related documentation and procedures. Good working knowledge of standard MS Office applications, including proficiency in Microsoft Excel

**Main duties and responsibilities**

1. Coordinate the monitoring and reporting of the DMSP 3 in close consultation with the Danish Embassies in Accra and Abuja including the Maritime Security Programme Advisor, and with programme implementing partners.
2. Develop and implement a framework for gathering, storing, analysing, and disseminating programme-related information.
3. Maintain and update the Programme implementation database, incorporating data on relevant projects and projects under implementation based on the four engagements’ results frameworks.
4. Analyse and evaluate relevant data to ensure achievements of objectives and develop presentations and written reports on overall programme implementation in accordance with PSF Guidelines and the programme’s management setup.
5. Ensure that data related to Danish-supported programmes in the Gulf of Guinea is accurate. This will involve supporting implementing partners with monitoring of implementation using the indicators included at engagement level.
6. Assist the *Maritime Security Programme Advisor* in developing, work by and expand a *Monitoring, Evaluation, Accountability and Learning Plan* (MEAL Plan) during the implementation of the programme.
7. The Danish Embassy in Accra may assign other related duties.

**Management**

The MEL coordinator will report to the Maritime Security Programme Advisor (MSPA) on a day-to-day basis. Overall responsibility rest with the Deputy Head of Mission at the Danish Embassy in Accra.

**Location**

The MEL Coordinator will be based in Accra, Ghana with allocated office space at the Kofi Annan International Peacekeeping Training Centre in Accra. Periodic travel to other countries in West Africa to be expected.

**Recruitment**

Regional/National (Ghana)