Climate Resilience Execution Agency for Dominica (CREAD)

TERMS OF REFERENCE

Monitoring and Evaluation Manager

DESCRIPTION

Following the devastation caused by Hurricane Maria in September 2017, the Government of the Commonwealth of Dominica (GoCD) established a specialized, autonomous entity, the Climate Resilience Execution Agency for Dominica (CREAD), to lead the thrust to make Dominica the first climate resilient nation in the world.

CREAD is funded by international development partners, and has a clear focus on identifying, prioritizing, developing and implementing transformational projects that build strong communities, a sustainable economy, durable infrastructure and critical supporting systems to make Dominica more resilient. It operates at the highest levels of professionalism, integrity and efficiency, and works closely with key strategic and operational partners from the public, private and social sectors to deliver results.

OBJECTIVES

The Monitoring and Evaluation Officer will establish the framework and be responsible for the evaluation of all projects implemented or supervised by CREAD ensuring that all processes followed by CREAD are consistent and compliant with best practice, and the requirements of the Government of the Commonwealth of Dominica and the development partners who are providing financial support for climate resilience projects, whilst ensuring that they are executed efficiently and they contribute to the overall goal of increasing climate resilience.

RESPONSIBILITIES:

- Establishes key performance indicators and outputs and outcomes for all projects implemented by CREAD
- Leads reviews and evaluations of on-going and completed projects
- Tracks progress towards the achievement of all CREAD project objectives
• Prepares baseline study reports that establish the basis for assessing the success of resilience initiatives
• Reviews documents, annual work plans, progress reports and midterm evaluation reports to assess progress made in the implementation of the various climate resilience initiatives implemented by government agencies
• Provides quality assurance of monitoring and evaluation functions carried out by agencies that are executing climate resilience projects

QUALIFICATIONS:

• A Master’s degree in economics, management, development studies or a related discipline;
• A minimum of five years of relevant experience;
• Professional qualification in project management would be an asset;
• Proven experience in monitoring and evaluation of projects;
• Demonstrated ability to establish and maintain effective working relationships with a wide range of stakeholders;
• Sound judgment and the ability to work with minimal direction;
• Self-motivated, with the ability to work under pressure;
• Very strong communication skills;
• Fluency in English;
• Creative and pragmatic approach to problem solving;
• Well-organized and strong attention to details.

CREAD VALUES:

Objectivity
Being consistently data-drive in its analysis, and impartial in its recommendations on the path forward for Dominica.

Commitment to Impact
Striving to make a difference in the lives of as many Dominicans as possible, and to leave a lasting legacy after CREAD’s 4-year life

Transparency and Collaboration
Operating with integrity and openness, such that Dominicans have insight into CREAD’s strategy, activities and performance. Working closely with critical segments of Dominican society to ensure that CREAD’s efforts are representative, relevant and impactful.

Leadership
Inspiring Dominicans, as well as people beyond our borders, to set stretch goals, ask hard questions, and take bold decisions that help achieve sustainable development and climate resilience.
**Good Citizenship**
Encouraging all staff to make a difference outside its business operations, by supporting activities that build stronger communities and protect the environment.

**LOCATION, START DATE AND DURATION OF ASSIGNMENT**

The role will be based in Roseau, Dominica with an expected start date is 1 April 2019. The initial assignment will be for a period of two (2) years, with the possibility of renewal.

**EXPRESSION OF INTEREST**

Interested applicants should submit a cover letter motivating their application, a CV of no more than 4 pages, the names of two references (who would only be contacted if the application were to progress to final stage), by January 17, 2019 via email only to: hr@creadominica.org